



Needham School Committee

July 14, 2020

5:30 p.m.

**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:

<https://us02web.zoom.us/j/82091998604?pwd=c2ZlcGU5U21BZEdTRWVkMFZzUnhVdz09>

Password: 593859

Or iPhone one-tap :US: +13126266799 or Telephone: US: +1 312 626 6799

Webinar ID: 820 9199 8604

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



SCHOOL COMMITTEE MEETING AGENDA

July 14, 2020 5:30 p.m.

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. Public Comments

5:35 p.m. School Committee Chair and Subcommittee Updates

5:45 p.m. Superintendent's Comments

5:50 p.m. Consent Items

1. Minutes of the Meeting of May 5, 2020, May 19, 2020, and June 2, 2020
2. Approve FY21 Revolving Fund Fees
3. Approve Allocation of 2019/20 Student Activity Interest Income & Allocation of Undesignated Balances
4. Approve Closure of Inactive Student Activity Accounts and Allocation of Remaining Balances
5. Approve FY20 End of Year Budget Transfers
6. Approve FY21 Budget Transfers: Line Items and Budget Holdback
7. Authorize Disposal of Surplus Items

Discussion Items

5:50 p.m. Emery Grover Feasibility Study Options

6:00 p.m. Response to COVID-19 Health Emergency: School Updates

7:00 p.m. Action Items

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

Take Action on Superintendent's Contract

7:00 p.m. School Committee Comments

Information Items

Emery Grover Feasibility Study Final Report June 2020

FY20 Preliminary QIV School Operating Budget Report

FY20 Preliminary QIV School Operating Budget Supplemental Projection Report

FY21 Revolving Fund Budgets

*Please use the link below to join the webinar:

<https://us02web.zoom.us/j/82091998604?pwd=c2ZjcGU5U21BZEEdTRWhkMFZzUnhVdz09>

Password: 593859

Or iPhone one-tap :US: +13126266799 or Telephone: US: +1 312 626 6799

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Needham School Committee

July 14, 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

July 14, 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

July 14, 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

July 14, 2020

Agenda Item: **Consent Agenda**

1. Approve Minutes of the Meeting of May 5, 2020, May 19, 2020, and June 2, 2020
2. Approve FY21 Revolving Fund Fees
3. Approve Allocation of 2019/20 Student Activity Interest Income & Allocation of Undesignated Balances
4. Approve Closure of Inactive Student Activity Accounts and Allocation of Remaining Balances
5. Approve FY20 End of Year Budget Transfers
6. Approve FY21 Budget Transfers: Line Items and Budget Holdback
7. Authorize Disposal of Surplus Items

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
Live on the Needham Channel
Minutes of the Meeting
May 5, 2020

Andrea Longo Carter, 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 Streamed Live at <https://needhamchannel.org>

Chairman Longo Carter asked for a roll call of members present:

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

Aidan Michelow (non-voting student member), present

Members of the Central Administration present were:

| | |
|---------------|------------------|
| Dan Gutekanst | Mary Lammi |
| Terry Duggan | Alexandra McNeil |
| Anne Gulati | |

Also present were:

Steve Popper, Director of Design and Construction
Hank Haff, Town of Needham Senior Project Manager
BHPlus Architects Joel Bargmann, Principal, and Reese Schroeder, Senior Associate
Dore & Whittier Architectures, Inc., Donald Walter, Principal, Jason Boone, and Michelle Rogers

School Committee Chair and Subcommittee Update

Chairman Longo Carter shared a presentation that the School Committee put together in honor of Teacher Appreciation Day. Chairman Longo Carter stated that the presentation is a small token of deep and heartfelt appreciation to all the teachers in the Needham Public Schools for all their hard work throughout the year but particularly during the COVID-19 Health Crises. Chairman Longo Carter also stated that teachers have risen to extraordinary challenges and the School Committee is deeply, deeply grateful for all their hard work and dedication.

School
Committee Chair
and
Subcommittee
Updates

Superintendent's Comments

Superintendent Gutekanst expressed his appreciation to the School Committee for their presentation and appreciation of the district's teachers. He stated that he knows that the staff appreciated receiving

Superintendent's
Comments

a messaged from Chairman Longo Carter over the weekend.

Superintendent Gutekanst stated that he had a good conversation with Chairman Longo Carter and Matthew Spengler about the Needham High School Graduation. He stated that his guidance to the high school principal is to keep graduation, to the degree it is possible, within the month of June. Superintendent Gutekanst added that he has signed all diplomas and that the plan is to hand off every diploma to every graduate in his or her cap and gown in a celebratory way. Superintendent Gutekanst stated that there is still a lot of logistics to think about and plan for but that he wants to assure the community that the high school administration and the PTC are working on what makes the most sense and how to best celebrate the amazing Class of 2020.

CONSENT ITEM

1 . Minutes of the Meeting of March 10, 2020

Consent Items

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 item is adopted by unanimous consent.

DISCUSSION ITEM

Emery Grover Building Study

Emery Grover
Building Study

Dr. Gutekanst introduced this item. He stated that this is an update on the Emery Grover Building Study. He also stated that the update will provide a review of options for the School Administration building for School Committee consideration. Dr. Gutekanst welcomed Joel Bargmann, Principal, BHPlus Architects, Reese Schroeder, Senior Associate, BHPlus Architect, Steven Popper, Town of Needham Director of Design and Construction and Hank Haff, Town of Needham Senior Project Manager.

Reese Schroeder began the presentation with an update on the progress of the Emery Grover Building Study, which began a year ago. Mr. Schroeder stated that the purpose of the study is to provide the Needham School Administration with an updated modern facility to meet their department needs now and well into the future. Mr. Schroeder stated that having studied alternative available town properties and alternative building sites BHPlus Architects has refocused on the existing Emery Grover Building site on Highland Avenue and the final options for School Committee consideration all occur at this location.

Mr. Schroeder presented a Summary of Concept Developments, 2019-2020 that have led to the three final options which address the

programmatic needs of the school administration and seek consensus among various town committees and groups. Mr. Schroeder stated the Option 1- New Construction, is a new building on-site, Option 2- is a renovation and addition, and Option 3- is a renovation with an addition rotated as an L plan. Mr. Schroeder stated that each option meets the school administration program needs, and each option has parking challenges. Mr. Schroeder stated a solution moving forward with the Emery Grover location is to augment onsite parking with remote parking at the Stephen Palmer site on Pickering Street. Mr. Schroeder stated that Option 1 will net 86 parking spaces both on-site and off-site. He added that among the three options presented this option is in the middle in terms of construction cost. Mr. Schroeder stated that Option 2 is formally Option 3 and represents the restoration of the Emery Grover exterior, renovation, and modernization of the interior, with an addition attached to the rear. Mr. Schroeder stated that this option nets 72 parking spaces between onsite and offsite. He also stated that this option presents the least construction cost among the options. Mr. Schroeder stated that Option 3 is similar to Option 2 with the addition rotated 90 degrees. He stated that the advantage of the 90 degrees is the ability to bring in natural light from the north, east, and south walls. He also stated that it offers challenges with connectivity to the existing building and it is the most expensive option. He added that Option 3 nets 66 parking spaces between onsite and offsite. Mr. Schroeder stated that because of the desired opportunity for daylight, Option 3 is further explored with a parking garage under the addition and nets 74 parking spaces between onsite and offsite parking.

Mr. Schroeder summarized parking requirements for the school administration Full-Time Equivalent (FTE) employees and transitional visitors. He presented architectural drawings for each option and described zoning requirements.

Hank Haff presented a summary of the projected schedule. He stated that to get to an opening of September 2025, design funds would be needed in the spring of 2021 and construction funds in the spring of 2022. Mr. Haff noted that all options have existing unknowns related to the renovation of the existing building and that there is sufficient latitude built into the two-year window for the construction. Mr. Haff also noted that there would be a Town Meeting required zoning bylaw change to the FAR to make any of the options viable. Steve Popper presented a cost summary for each option. Discussion followed.

School Master Plan Facilities Study

Dr. Gutekanst introduced this item. He stated that the Needham School Master Plan Facilities Study update will provide an overview of the needs and challenges identified in the study and possible scenarios explored including preliminary findings and the next steps. Dr. Gutekanst welcomed from Dore & Whittier Architectures,

School Master
Plan Facilities
Study

Inc., Donald Walter, Principal, Jason Boone, and Michelle Rogers.

Don Walter shared an overview from Dore & Whittier Architecture on the progress of the School Master Plan Facilities Study. He stated that the Master Plan's purpose is to identify what the challenges are and what the potential solutions to those challenges might be. Mr. Walter outlined the challenges that have been identified: Capacity at Eliot & Broadmeadow; Capacity, Spatial Deficiencies, and Capital Improvements at Mitchell; Capacity and Spatial Deficiencies at High Rock; Science Classroom Deficiencies; Modular Classroom Replacement; and Capital Improvements at Pollard. Mr. Walter described the process of information gathering and evaluation.

Mr. Walter outlined the physical needs of Needham Public Schools. He presented an elementary capacity summary: enrollment trajectory is flattening to slightly declining over the next 15 years; there are localized capacity challenges at Broadmeadow, Eliot, and Mitchell; there appear to be enough general classrooms across all elementary schools to make redistricting a viable strategy for capacity; in a master plan that maintains the existing elementary schools, any Mitchell project needs to be a five-section per grade school; and total general classroom target for any master plan scenario should be least 126.

Mr. Walter outlined capacity and spatial needs of the middle grades and presented a middle grades capacity summary: enrollment trajectory is modulating to slightly declining over the next 15 years; there are capacity challenges at High Rock; there may be capacity challenges at Pollard depending on the daily school schedule; in a master plan that maintains the existing schools, High Rock will need an addition and Pollard may need an addition; and total teaching station target for any master plan scenario that combines 6th – 8th should be at least 101.

Mr. Walter presented Master Plan Scenarios that are being explored for the elementary schools and middle grades as well as 'Test Fits' for all the scenarios as presented. He stated that most of what was tested appears feasible. He described what would not be feasible. Mr. Walter stated that there are questions about High Rock and what should be done with the 6th grade. He described choices based on possible answers.

Dr. Gutekanst expressed his appreciation to School Committee member Susan Neckes as well as school administrators who worked with Dore & Whittier to explore the different options. Dr. Gutekanst stated that Dore & Whittier was asked to think about all possibilities and that they did an excellent job of doing that. Dr. Gutekanst stated

that this is a thoughtful plan that has been vetted and will serve the Needham community well. Dr. Gutekanst stated that next steps include evaluating costs. Dr. Gutekanst pointed out that High Rock was always intended to be a temporary solution to the middle

school enrollment issue. Dr. Gutekanst stated that the idea of bringing the 6th grade under the same roof as the 7th and 8th grade, having one program either at Pollard or DeFazio Park is appealing. He added that a three-section school for Mitchell is desirable if High Rock can be repurposed. He stated that there are good ideas in this plan, some more feasible than others. He added that Dore & Whittier should continue to gather information as well as costs information and the School Committee should continue to evaluate affordable solutions. Discussion followed.

Response to COVID-19 Health Emergency: School Updates

Response to
COVID-19 Health
Emergency:
School Updates

Dr. Gutekanst led the discussion on this item. He stated that the Department of Elementary and Secondary Education (DESE) continues to provide guidance on remote learning and special education. He stated that he was informed that all schools must uphold their regulatory timeframes and meeting deadlines that families may request. He also stated that Needham Public Schools have great staff that are working with families carefully and that the school department is following DESE's guidance. Dr. Gutekanst stated that the bus contracts and a facility contract have been amended. He also stated that principals are working with Public Facilities and the Public Health Department to help develop plans for students and families to have access to the school buildings. Dr. Gutekanst stated that the COVID-19 Planning and Advisory Committee will convene to provide feedback to staff on the implementation of Remote Learning and provide advice/feedback to staff on school reopening. He also stated that the COVID-19 Planning and Advisory Committee will support district leaders who are responsible for managing a safe and healthy learning environment for all students. Discussion followed.

Superintendent Evaluation Process

Superintendent
Evaluation
Process

Chairman Longo Carter introduced this item. She stated that it is the custom of the Needham School Committee that the Immediate Past Chairman leads the effort of evaluating the Superintendent of Schools each year. Chairman Longo Carter welcomed comments from Immediate Past Chairman Michael Greis.

Mr. Greis stated that both the School Committee policy AFB/CBG and the Superintendent's contract require a process for the annual evaluation of the Superintendent's performance which begins with this meeting and concludes with an evaluation conducted in open session at a future School Committee meeting. Mr. Greis also stated that the Superintendent will provide a self-assessment and he as provided a copy of his approved 2019-2020 goals. Mr. Greis described the evaluation process. Mr. Greis stated that he will try to be as expeditious as possible with the evaluation process.

ACTION ITEMSApprove 2020-2021 Elementary, Middle School and High School Handbook Changes

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

A motion was made:

Upon recommendation of the Superintendent, that the Needham School Committee approves the 2020-2021 elementary, middle school, and high school handbooks as submitted.

The motion was moved by Michael Greis and seconded by Susan Neckes.

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

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

School Committee Comments

School Committee Comments

There were no School Committee Comments.

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

A List of Documents

[http://www.needham.k12.ma.us/district info/school committee/packets2019-2020](http://www.needham.k12.ma.us/district%20info/school%20committee/packets2019-2020)

A motion was made:

At approximately 7:30 p.m., a motion was made to adjourn the School Committee meeting of May 5, 2020.

Adjournment

The motion was moved by Michael Greis and seconded by Connie Barr.

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

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

Respectfully submitted by Cheryl Gosmon, Note Taker

Needham School Committee
Live on the Needham Channel
Minutes of the Meeting
May 19, 2020

Andrea Longo Carter, Chairman of the Needham School Committee called the meeting to order at 5:30 p.m., live on the Needham Channel. Meeting accessible via Zoom Webinar and Streamed Live at <https://needhamchannel.org>

Chairman Longo Carter asked for a roll call of members present:

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

Aidan Michelow (non-voting student member), present

Members of the Central Administration present were:

| | |
|---------------|------------------|
| Dan Gutekanst | Mary Lammi |
| Terry Duggan | Alexandra McNeil |
| Anne Gulati | |

Also present were:

Christianne Bayliss and Jenn Scheck-Kahn, Co-Chairs of the Needham Special Education Parent Advisory Council
Julie Muse-Fisher, Executive Director of Special Education

Election of School Committee Officers: Re-Nominations of Vice-Chair and Executive Secretary

Chairman Longo Carter stated that in reviewing the minutes of April 28, 2020, School Committee meeting it came to the Committee's attention that there was no second for the nomination of Connie Barr as Vice-Chair of the Needham School Committee for the 2020-2021 school year and Dan Gutekanst as Executive Secretary for the 2020-2021 school year. Chairman Longo Carter stated that she is reopening the nominations and voting for these positions.

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.
The motion was seconded by Michael Greis.

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

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

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

Public Hearing on School Choice

Public Hearing
on School Choice

Chairman Longo Carter offered the opportunity for the public to address issues, questions, or concerns regarding the School Choice Program.

Superintendent Gutekanst stated that as a reminder to the community, this is an annual Public Hearing and an opportunity for communities including Needham to participate in School Choice. He added that those communities that typically participate have extra seats for children from other communities, but that Needham has never participated because of enrollment and classroom needs. Superintendent Gutekanst noted that M.G.L. Chapter 76, Section 12B requires the School Committee to hold a public hearing on the School Choice Program and adopt a resolution prior to June 1 for the school year beginning the following September.

Chairman Longo Carter stated that there is no one present from the community participating as an attendee at this meeting. Chairman Longo Carter stated that the School Committee will vote on whether Needham will participate in the School Choice Program.

Vote on School Choice Program

Vote on School
Choice Program

A motion
was made:

Upon the recommendation of the Superintendent, that the Needham School Committee votes not to participate in the School Choice Program (Chapter 76, Section 12b) for the 2020-2021 academic year as required by the 1993 Education Reform Act, due to programmatic and space limitations.

The motion was moved by Michael Greis and seconded by Connie Barr.

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

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

Public Comments

Public Comments

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

There were no comments.

School Committee Chair and Subcommittee Update

School Committee Chair and Subcommittee Updates

Chairman Longo Carter opened this portion of the meeting for School Committee Chair and Subcommittee Updates. Chairman Longo Carter recognized Aaron Pressman, School Committee Liaison to the Needham Special Education Parent Advisory Council (SEPAC).

Mr. Pressman stated that every year SEPAC recognizes Needham Public Schools employees who are outstanding and have gone above and beyond in their work with students with special needs. Mr. Pressman also stated that there is detailed information on the SEPAC website, www.needhamsepac.org, that features a full description of the awardees for 2020. Mr. Pressman read aloud the names of the following 2020 SEPAC Award Recipients: from Pollard Middle School, Erica Beaton, David Black, Emily Rosenthal, Michael Ryan, and Emily Dudek; from High Rock, Marissa Maki, from Preschool, Kerri DeSimone and Jessica Leroux; from Mitchell Elementary School, Jen Hansford, and Grace Healy; from Newman Elementary School, Vanessa Iorlano; from Needham High School, Kaitlin O'Malley; and from the Needham Public School Administration, Shane Marchand. Mr. Pressman congratulated the recipients of the 2020 SEPAC Awards and thanked SEPAC for recognizing the recipients.

Chairman Longo Carter also recognized Matthew Spengler, School Committee Representative to The Education Cooperative (TEC) Board of Directors and Educational Collaborative.

Mr. Spengler stated that he attended a TEC Board of Directors meeting recently where twenty high school students were being recognized and honored as part of their high school graduation. He stated remarkable stories were shared on student accomplishments. He also stated that a powerful slideshow was shared with faculty driving to each student's home celebrating and acknowledging them. He stated that this is just another example of teachers and educators going above and beyond in support of students.

Chairman Longo Carter provided an update on the work of the Negotiations Subcommittee. Chairman Longo Carter stated that Negotiations Subcommittee is comprised of herself, Aaron Pressman, Michael Greis, and Connie Barr working alongside Alexandra McNeil, Assistant Superintendent for Human Resources, Anne Gulati, Assistant Superintendent for Finance and Operations, and Brian Higgins, Assistant Director for Human Resources. Chairman Longo Carter expressed her appreciation to Caren Firger, President, Needham Education Association (NEA), and Mike Hirsh, Vice President for Negotiation for working with the Negotiations Subcommittee so collaboratively. Chairman Longo Carter stated that holding virtual negotiations was a new process for all involved and has worked out well for the different units. Chairman Longo Carter also expressed her appreciation to Dr. McNeil, Ms. Gulati, and Mr. Higgins for the excellent research data gathering, financial analysis, and planning that they have done for each of the negotiation sessions. Chairman Longo Carter stated that last week the Negotiation Subcommittee was able to reach a tentative agreement with Unit D, which is comprised of school support staff including school aides, office staff, bookkeepers, payroll, and accounting staff, and computer technicians. Chairman Longo Carter also stated that last night the Negotiation Subcommittee was able to reach a tentative agreement with Unit C, which is comprised of non-DESE licensed student support staff including teaching assistants, program specialists, COTA's, and SPLA's. Chairman Longo Carter stated that the next steps would be to memorialize those agreements into a formal Memorandum of Understanding that will be signed by both the Negotiation Teams, and brought forward for ratification by the NEA and a vote by the Needham School Committee. Chairman Longo Carter stated that the Negotiation Subcommittee will meet with Unit E, which is the nutrition services staff and managers, on Thursday, May 21, 2020.

Superintendent's Comments

Superintendent's Comments

Superintendent Gutekanst stated that Wednesday, May 20, 2020, would have been a day to celebrate the retirement of six individuals of the Needham Public Schools, who have 130 years of service among them and will be retiring at the end of this school year. He stated that these individuals will be recognized and will have a formal recognition in the fall. Superintendent Gutekanst congratulated, Dan Daitch, Mitchell School Teacher, Susan Kalish, Preschool Teaching Assistant, Paula Kelley, Pollard Physical Education and Wellness Teacher, Susan Rains, Eliot School Lead Secretary, Karen Smith, Mitchell School Media Specialist, and Nancy Solari, Preschool Nurse. Superintendent Gutekanst, on behalf of the staff of the Needham Public Schools and the Needham School Committee, wished the retirees an enjoyable retirement with good health, and happy memories of service to the students of the Needham Public Schools for many years to come.

CONSENT ITEMS

Consent Items

1. Minutes of the Meeting of March 17, 2020
2. FY20 Budget Transfers
3. Approve FY20 Grant
4. Accept Donations

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 ITEM

Special Education Parent Advisory Council (SEPAC) Update

Special Education
Parent Advisory
Council (SEPAC)
Update

Dr. Gutekanst introduced this item. He stated that he would like to have the SEPAC Co-Chairs come before the School Committee every year to present an update about their work with parents and staff and to share programming updates. Dr. Gutekanst thanked SEPAC for their partnership with Julie Muse-Fisher, Executive Director of Special Education, and the Special Education Coordinators. Dr. Gutekanst stated that SEPAC is a requirement of the law and exists in all communities supporting children, families, and staff. Dr. Gutekanst welcomed the Special Education Parent Advisory Council Co-Chairs Christianne Bayliss and Jenn Scheck-Kahn and invited them to present an update on remote learning during the school closure as a response to the COVID-19 health emergency.

Jenn Scheck-Kahn reported on the move to remote learning and the impact it is having on students with special needs. She stated that some children prefer aspects of remote learning as compared to regular school. She explained that for them school is less stressful now, they like the flexibility and ability to have more control over their learning, they chose what they can work on and when and can skip ahead on lessons and they understand and they appreciate the independence. She added that children with social challenges seem to be

doing well because they can avoid the social aspects of school. Ms. Scheck-Kahn stated that all children are learning new online interactivity skills and are receiving direct instruction on zoom and email. Ms. Scheck-Kahn stated that some families, particularly preschoolers, find that remote learning does not work for them. She explained that these families have built their own curriculum and these children are thriving particularly with adaptive skills. Ms. Scheck-Kahn stated that it is not always clear on what level of independence is expected for each task. She offered suggestions on what would be helpful.

Christianne Bayliss reported on remote learning in terms of

technology and its impact on the lesson. Ms. Bayliss stated that parent feedback on this has been great. She also stated that there have been fewer distractions with third party contacts. Ms. Bayliss stated that she would like to see a more streamlined approach to technology. She also stated that there is a lot of screen-based learning which can be difficult for students with communication barriers, attention issues, or screen fatigue. Ms. Bayliss pointed out that handwriting and social skills are difficult to do using technology.

Jenn Scheck-Kahn spoke about executive functioning skills. She stated that ideally executive function guidance should be embedded in all assignments. She explained that when teachers are planning the curriculum it should include what they expect children to do independently, provide supports to make that possible, and communicate that to children and families. She added that parents are struggling with executive functioning. Ms. Scheck-Kahn referred to the Smart Program and asked that the school department continue its plan to implement this program at the 7th-grade level.

Christianne Bayliss shared concerns that some parents have for their children who were struggling before remote learning and continue to struggle within remote learning. She stated that these students are feeling isolated and more disconnected than ever before, particularly at the Pollard Middle School.

Jenn Scheck-Kahn spoke about communications with families. She shared what works, such as surveys, parent virtual coffees, etc. She noted that once parents ask for help, help is provided and there is a strong effort by everyone. She added that when communication does not work it is because communication has been inconsistent. Ms. Scheck-Kahn stated that the current approach she is seeing in communication is the virtual coffees. She stated that these are with principals or teachers and parents are invited to ask questions and are provided with answers. Ms. Scheck-Kahn stated that these events do not provide the opportunity to give feedback. She added that she would like to see a systemic approach to feedback collection.

Christianne Bayliss shared questions parents have on the extended school year and programs that have been in place to help children retain their skills during the summer months. Ms. Bayliss asked if the eligibility requirements have changed because of the absence of data gathering in March and April. She also asked if new materials will be taught during the extended school year and if executive functioning skills will be taught during the extended school year. Ms. Bayliss added that parents would like to see inclusion programming offered during the summer.

Dr. Gutekanst spoke about some of the challenges with remote

learning for all students and the challenges that teachers and special education coordinators are experiencing in providing learning opportunities for students. Julie Muse-Fisher shared a brief overview of extended school year programming which will be a remote extended school year. She added that communication on this will be going out to families and that eligible families will hear from their special education liaisons and coordinators.

Mary Lammi, Assistant Superintendent for Student Support Services thanked SEPAC Co-Chairs Christianne Bayliss and Jenn Scheck-Kahn for their presentation and valuable information. Ms. Lammi stated that she is sending an update to all families including a feedback survey. She also stated that information from the greater parent community will help strengthen the remote learning program.

Response to COVID-19 Health Emergency: School Updates

Response to
COVID-19 Health
Emergency:
School Updates

Dr. Gutekanst introduced this item. He noted that this has become a regular item. He also noted that school will be ending next month on Friday, June 19th. Dr. Gutekanst shared updates on the COVID-19 Health Emergency. He noted that the Department of Elementary and Secondary Education (DESE) continues to provide guidance on remote learning and special education. Dr. Gutekanst stated that Principals are developing plans to access school buildings for staff and families, and Needham High School Administration is finalizing Graduation plans. Dr. Gutekanst provided an update on programs that run in the summer. He stated that the Extended School Year (ESY) Program is a program for 300 eligible special education students. He added that the program will provide remote instruction and readiness for in-person services.

Julie Muse-Fisher provided detailed information on the program. She stated that parents who already have their IEPs translated onto a Remote Learning Support Plan will receive more information on the program in the mail so that parents are fully aware of what the services are going to look like in a Remote ESY. Mary Lammi noted that eligibility requirements have not changed and are made on an individual basis. Ms. Lammi also noted that Needham has continued to hold IEP meetings throughout the school closure, which has been intentional to maintain connections with families and students.

Dr. Gutekanst stated that the Needham Community Ed (NCE) "Skills & Thrills" & Explorations Programs will be canceled and parents who have applied for these programs will receive a refund. Dr.

Gutekanst stated that a new program, the Needham Public Schools Summer Bridge Program, will be added this summer for students requiring literacy and math instruction and catch up. Dr. Gutekanst

added that there will be no charge for this program.

Terry Duggan provided specific details on the program. She stated that the program will be for grades K-5 with approximately 30 students per section and students will receive remote online learning. She also stated that family consult is built into the program. Dr. Duggan stated that the program will run July 6-31.

Dr. Gutekanst stated that the Commissioner of DESE has convened a 30 member statewide task force to guide planning for school re-entry in the fall. Dr. Gutekanst also stated that the Needham COVID-19 Planning and Advisory Committee will hold its first meeting on Wednesday, May 20, 2020. Discussion followed.

ACTION ITEMS

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

Upon the recommendation of the Chair, that the School Committee appoints Superintendent Gutekanst as the School Committee Representative to the ACCEPT Education Collaborative Board of Directors for the 2020-2021 school year effective July 1, 2020.

A motion was made: The motion was moved by Michael Greis and seconded by Susan Neckes.

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

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

Approve Needham Education Foundation FY20 Spring Grants

A motion was made: Upon the recommendation of the Superintendent, that the Needham School Committee accepts with gratitude the FY20 spring grant awards from the Needham Education Foundation in the amount of \$22,301.

The motion was moved by Michael Greis and seconded by Connie Barr.
Discussion

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

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

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

Approve Needham Education Foundation FY20 Spring Grants

School Committee Comments

Aidan Michelow stated that he will continue as Chair of the Student Advisory to the School Committee and he was elected as President of the Student Council.

School
Committee
Comments

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

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

A List of
Documents

At approximately 6:45 p.m., a motion was made to adjourn the School Committee meeting of May 19, 2020.

Adjournment

A motion
was made:

The motion was moved by Michael Greis and seconded by Heidi Black.

Roll Call Vote: Matthew Spengler, Aye; Michael Greis, Aye; Susan Neckes, Aye; Heidi Black, Aye; Aaron Pressman, Aye; Connie Barr, 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
Live on the Needham Channel
Minutes of the Meeting
June 2, 2020

Andrea Longo Carter, Chairman of the Needham School Committee called the meeting to order at 5:30 p.m., live on the Needham Channel. Meeting accessible via Zoom Webinar and Streamed Live at <https://needhamchannel.org>

Chairman Longo Carter asked for a roll call of members present:

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

Aidan Michelow (non-voting student member), present

Members of the Central Administration present were:

| | |
|---------------|------------------|
| Dan Gutekanst | Mary Lammi |
| Terry Duggan | Alexandra McNeil |
| Anne Gulati | |

Public Comments

Public Comments

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

There were no comments.

School Committee Chair and Subcommittee Update

School Committee
Chair and
Subcommittee
Updates

Chairman Longo Carter commented on the Superintendent's communication to families on Sunday evening in the wake of nationwide race-related protests and riots. Chairman Longo Carter stated that on behalf of the entire School Committee we are sickened by the acts of violence against black citizens that have resulted in the senseless loss of life. Chairman Longo Carter also stated that racism and injustice have no place in the Needham Public Schools, no place in our community, and no place in our country. Chairman Longo stated that she does not pretend to understand what it is like to be a person of color, especially in the current climate. She also stated that our actions in responding to acts of racism and bigotry in the Needham Public Schools have sometimes fallen short, however, we are deeply committed to working with and supporting every student and family in our district and in particular our students and staff of color. She stated that we are committed to creating opportunities for open and honest dialogue and doing better to combat racism and injustice in our school and the community. Chairman Longo Carter added that she encourages those looking for more information on the equity work being done in the Needham Public Schools, including resources for parents on how to talk with their children about racism to visit the equity page of the Needham Public Schools website at www.needham.k12.ma.us. Chairman Longo Carter stated that we must work together to address intolerance, inequity, and institutionalize racism. Chairman Longo Carter stated that our work will not be complete until every student feels safe and valued in

our schools.

Chairman Longo Carter asked Aidan Michelow how these issues are being addressed at Needham High School.

Aidan stated that Principal Sicotte sent out an email yesterday showing support of African American and Black students during an all speech scheduling and join the conversation meeting. He stated that this was an opportunity for students to discuss their emotions and what they are feeling about recent events. Aidan also stated that teachers are very opened to having discussions on racial issues. He stated that it has been especially interesting to see how each teacher is approaching this issue. He stated that some teachers are opening the issue up to free-flowing discussion where students can ask questions, and some are taking more of a lecture-style approach where students are learning about the history of institutionalized racism. Aidan also stated that the Student Council and many other clubs are putting together packets of information to ensure that students are informed, and can empathize with other students, and take action.

Superintendent's Comments

Superintendent's
Comments

Superintendent Gutekanst stated that yesterday was, "Chalk it up Day" for high school seniors. He stated that this year students were not able to gather in the high school on the sidewalks and entryways but gathered in their driveways throughout the town. He added that it was great to see them working on their designs. Superintendent Gutekanst stated that each student added within their design an initial with the letters GF for George Floyd in honor of him and in recognition of what has been going on. Superintendent Gutekanst stated that it was great to see the artistic work of the high school seniors and to see how they were recognizing what is going on in the world around them.

Superintendent Gutekanst stated that the Needham school community is upset, frustrated, and disheartened by the recent events in which black people have been killed and in the case of a Central Park bird watcher, a black man, who was accused by a white woman of confronting and assaulting her. Superintendent Gutekanst stated that the accumulation of these stories, images, events, headlines, and issues, which go back hundreds of years, have most recently profoundly shaken staff, the community, and the country. Superintendent Gutekanst stated that Needham Public Schools stands with our black colleagues and black students and their families. He stated that he wants them to know that, as a mostly white community, we may not ever fully understand their pain and their anger, but we will support them and their families. Superintendent Gutekanst also stated that as teachers we believe that education is the way to a quality opportunity and justice and that we intend to use our schools, our curriculum, and our unique roll in this community to let all of our students know that we can and will do better by them. Superintendent Gutekanst stated that this week principals and teachers are making sure that students have opportunities to understand and process these events so that we can work now to make this world a better place for all children including and especially our children of color.

CONSENT ITEM

1. Minutes of the Meeting of March 24, 2020

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

DISCUSSION ITEM

Response to COVID-19 Health Emergency: School Updates

Response to
COVID-19 Health
Emergency: School
Updates

Dr. Gutekanst introduced this item. He stated that this is the sixth update on remote learning. He also stated that principals continue to collect a variety of data from staff about their experiences on remote learning. Dr. Gutekanst stated that 589 staff members from all school buildings responded to data collection on remote learning. He presented a summary of findings including feedback from High Rock students and families as well as parent feedback on remote learning for Special Education response. The entire report on data collection is available online in the School Committee Packet at www.needham.k12.ma.us.

Dr. Gutekanst shared an update on the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and Funding Priorities. He stated that Needham Public Schools will receive \$81K that will be used for summer remote learning programming. He stated that the Town of Needham will receive a \$2.7M grant as part of the CARES Act. He added that some of this will fund items/services that occurred between March 13th and June 30th for FY20 and will also fund in FY21 support for school distance learning, Personal Protective Equipment (PPE), and health/safety supplies. Dr. Gutekanst stated that this is particularly good news with more information to follow.

Dr. Gutekanst shared an update on the COVID-19 Advisory Committee, which is Co-Chaired by him and Andrea Longo Carter with Matthew Spengler as a participating member. He stated that the COVID-19 Advisory Committee will analyze critical questions on when and how the schools will reopen, health and safety measures, how school operations will be impacted, and curriculum adjustments. Dr. Gutekanst stated that the COVID-19 Advisory Committee is tasked with the following: Provide guidance and advice

to district staff as they organize a safe reopening and operation of the schools; serve as a community voice and perspective to reopen schools and consider contingencies and needs related to student learning, health, and wellbeing; provide feedback to district staff as the Remote Learning Plan and supports for student learning are refined, and to be an advocate for the necessary resources that will be required to reopen schools on time in September. Dr. Gutekanst stated that the COVID-19 Advisory Committee includes representative staff and community members. He also stated that the COVID-19 Advisory Committee will be meeting during the summer and into the fall.

Dr. Gutekanst provided an update on Graduation Plans. He stated that the 2020 Needham High School Graduation will celebrate the class of 2020 in a series of events. This will include a Senior Award Ceremony on June 3rd

and aired on the Needham Channel and YouTube, Senior Cap and Gown pick up on June 5th where students will be cheered on by Needham High School Staff, and also on June 5th there will be a Needham High School Graduation Video. Dr. Gutekanst stated that on June 7th, there will be a community parade leaving TripAdvisor at 10 am; students will be cheered throughout Needham, ending at Needham High School as they pass through a tunnel of Needham Public Schools staff on Admiral Gracey Drive. Dr. Gutekanst also stated that there will be a Diploma Ceremony and Senior Sendoff on July 28th at 5 pm on Memorial Field. He stated that each senior, in cap and gown, will have their name called, cross the stage, and receive their diploma. He added that the ceremony will end with the traditional moving of the tassels. Discussion followed.

Town Meeting Preparation

Chairman Longo Carter opened this item for discussion. She stated that there is not much left on the warrant, many of the warrant articles have been withdrawn, but that there are a few dealing with schools and school-related funding.

Town Meeting
Preparation

Dr. Gutekanst stated that a summary of the FY21 School Operating Budget Plan was mailed to Town Meeting members. He stated that this is an abridged version of the budget book that is typically sent to Town Meeting members prior to the Annual Town Meeting. Dr. Gutekanst noted that all budget documents for the 2020 Annual Town Meeting are available online at www.needham.k12.ma.us. Dr. Gutekanst stated that he will put together a brief presentation to Town Meeting members that will be emailed to them and available on the Town's website prior to the Annual Town Meeting on Monday, June 8th.

Chairman Longo Carter stated that there are two other warrant articles that have funding requests. The first is Article 21: Appropriate for General Fund Cash Capital and Article 23: Appropriate for Mitchell School Restroom Upgrades.

Michael Greis noted that there is another warrant article that has a connection to the schools and that the School Committee may want to comment on. Mr. Greis stated that prior to the COVID-19 Health Crises, he, and Dr. Gutekanst met with persons from Facility Development and Community Relations for Children's Hospital regarding catchment area issues.

Dr. Gutekanst stated that this project, fully realized, will provide a unique and amazing resource for children and families of Needham. He added that there are going to be very specialized and unique opportunities for students at all levels, science, math, technology as well as counseling and social-emotional learning. Dr. Gutekanst stated that the potential for this to impact children and families in the Needham Public Schools and the surrounding communities is quite powerful. He added that this project will begin with an affirmative vote at Town Meeting on Monday, June 8, 2020.

School Committee Comments

School Committee
Comments

Chairman Longo Carter congratulated the Needham High School Class of 2020 who will be graduating this weekend. Chairman Longo Carter expressed appreciation to Principal Aaron Sicotte, Assistant Principal,

grade 12 Keith Ford, Senior Class Advisors, and the many, many parents who worked tirelessly and collaboratively to plan special events for the Class of 2020.

A list of all documents used at this School Committee meeting is available at:
http://www.needham.k12.ma.us/district_info/school_committee/packets2019-2020

A List of
Documents

At approximately 6:45 p.m., a motion was made to adjourn the School Committee meeting of June 2, 2020.

Adjournment

A motion
was made:

The motion was moved by Michael Greis and seconded by Connie Barr.
Roll Call Vote: Matthew Spengler, Aye; Michael Greis, Aye; Aaron Pressman, Aye; Susan Neckes, Aye; Heidi Black, Aye; Connie Barr, 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: July 14, 2020

Item Title: **FY 2021 Revolving Funds**

Item Description: The School Committee previously approved the budgets and fees of Community Education, Preschool, Athletics, and Transportation in January 2020. This agenda item is to approve the budgets and fees of the remaining revolving fund programs for FY21.

Due to COVID-19, the Business Office may need to revise voted budgets and fees later in school year, as we understand more about how school will reopen in the fall.

Comparable fees from other communities can be found at:
www.superednet.com.

Recommendation/Options: That the School Committee approve the attached fees for FY 2021

Rationale:

Implementation Implications:

Supporting Data: Summary of FY 2020/21 Revolving Fund Fees and Program Changes.

School Committee (circle one)

Action Information Discussion Consent Calendar

Respectfully Submitted,

Anne Gulati

Anne Gulati
Assistant Superintendent for Finance and Operations

Attachment A

FY 2020/21 Revolving Fund Summary

| Revolving Fund | Fee FY20 | Fee FY21 | \$ Increase/(Decrease) | Description of Change/ Statutory Authority |
|-------------------------|---|---|---|--|
| Nutrition Services | <u>Student Prices</u> \$3.00/ Meal ES \$3.25/ Meal MS & HS \$4.00/ Gourmet MS & HS \$3.75/ Middle Salad Bar \$4.00/ HS Salad Bar \$0/ Reduced Price Lunch \$1.75/ ES Breakfast \$2.00/ MS Breakfast \$2.00/ HS Breakfast \$0/ Reduced Price B'kfast <u>Adult Lunch Prices</u> \$4.00/ Regular \$4.23/ Elementary Gourmet \$4.70/ Secondary Gourmet \$4.70/ Secondary Salad Bar <u>Adult Breakfast Prices</u> \$2.00/ Elementary \$2.25/ Secondary | <u>Student Prices</u> \$3.25/ Meal ES \$3.50/ Meal MS & HS \$4.25/ Gourmet MS & HS \$4.00/ Middle Salad Bar \$4.25/ HS Salad Bar \$0/ Reduced Price Lunch \$2.00/ ES Breakfast \$2.25/ MS Breakfast \$2.25/ HS Breakfast \$0/ Reduced Price B'kfast <u>Adult Lunch Prices</u> \$4.25/ Regular \$4.48/ Elementary Gourmet \$4.95/ Secondary Gourmet \$4.95/ Secondary Salad Bar <u>Adult Breakfast Prices</u> \$2.25/ Elementary \$2.50/ Secondary | \$0.25 increase in full price meals | \$0.25 increase to cover additional food cost, staff costs, as well as COVID-19 meal preparation costs. Chapter 548 of the Acts of 1948. |
| Pupil Transportation | \$415/ Rider @ 2.0 Miles, Increasing to \$465 after Registration Deadline \$840 Family Cap \$376,817 Operating Subsidy | \$415/ Rider @ 2.0 Miles, Increasing to \$465 after Registration Deadline \$840 Family Cap \$376,817 Operating Subsidy | \$0/ Rider \$0/ Family \$0/ Subsidy | No Change to User Fee or Program Subsidy. MGL Ch. 44, s53E 1/2. |

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|-----------------------|--|--|--|--|
| High School Athletics | <u>High School Sport Fees:</u> \$300/ Interscholastic Athlete Per Sport \$235/ Club Athlete Per Sport \$1140 Family Cap + User Fee Venue Surcharges: \$330/ Hockey & Ski \$55/ Swim & Dive \$175/ JV2 Hockey \$190/ Sailing, Squash, Fencing \$80/ Bowling & Water Polo \$250/ Snowboarding Gate Fees: \$7 Adults \$5 Students/Seniors * Gate fees waived for fee-paying athletes. <u>Middle School Sport Fees:</u> \$235/ Cross Country, Field Hockey, Track, Ultimate Frisbee + User Fee Venue Surcharges: \$25/ Co-Ed Volleyball, Basketball, Softball, Boys Volleyball, Wrestling \$175/ JV2 Hockey | <u>High School Sport Fees:</u> \$300/ Interscholastic Athlete Per Sport \$235/ Club Athlete Per Sport \$1140 Family Cap + User Fee Venue Surcharges: \$330/ Hockey & Ski \$55/ Swim & Dive \$175/ JV2 Hockey \$190/ Sailing, Squash, Fencing \$80/ Bowling & Water Polo \$250/ Snowboarding Gate Fees: \$7 Adults \$5 Students/Seniors * Gate fees waived for fee-paying athletes. <u>Middle School Sport Fees:</u> \$235/ Cross Country, Field Hockey, Track, Ultimate Frisbee + User Fee Venue Surcharges: \$25/ Co-Ed Volleyball, Basketball, Softball, Boys Volleyball, Wrestling \$175/ JV2 Hockey | \$0/ Athlete \$0/ Athlete \$0/ Athlete \$0/ Athlete \$0/ Athlete \$0/ Athlete \$0/ Ticket \$0/ Ticket \$0/ Athlete \$0/ Athlete \$0/ Athlete | No Change to User Fee or Program Subsidy. Expansion of Unified Sports to Pollard Middle School. MGL Ch 71, s47. |
| Integrated Preschool | \$4,620/ 4-Day AM & PM @ 2.5 Hrs \$3,465 / 3-Day AM & PM @ 2.5 Hrs | \$4,620/ 4-Day AM & PM @ 2.5 Hrs \$3,465 / 3-Day AM & PM @ 2.5 Hrs | \$0 \$0 | No change to program or fee structure. MGL Ch 71, s47. |

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|-------------------------|--|--|------------------------------|---|
| | \$11,435/ 4-Day Full-Day \$8,580/ 3-Day Full-Day N/A \$250 4 Two-Week Summer \$190 3 Two-Week Summer | \$11,435/ 4-Day Full-Day \$8,580/ 3-Day Full-Day N/A \$250 4 Two-Week Summer \$190 3 Two-Week Summer | \$0 \$0 \$0 \$0 | |
| Early Childcare Program | \$110/Day Infants \$100/Day Toddlers | \$110/Day Infants \$100/Day Toddlers | \$0 \$0 | No change to program or fee structure. MGL Ch 71, s26A |
| Tutoring | \$10 Tutor Registration Fee \$50/Hour Tutoring Rate Paid Directly to Tutor | \$10 Tutor Registration Fee \$50/Hour Tutoring Rate Paid Directly to Tutor | \$0 \$0 | No change to program or fee structure. MGL Ch 71, s47. |
| NCE Elementary | Fees Range from \$75-\$205 Across 112 Planned Course Offerings. | Fees Range from \$80-\$215 Across 110 Planned Course Offerings. | Varies with Specific Course | No change to program or fee structure. MGL Ch 71, s47. |
| Summer School | Fees Range from \$89-\$600 Across 140 Planned Course Offerings | Fees Range from \$164-\$665 Across 133 Planned Course Offerings | Varies with Specific Course | No change to program or fee structure. MGL Ch 71, s71E. |
| Summer Sports Clinics | Fees Range from \$75-\$200 | Fees Range from \$75-\$199 | Varies with Specific Course | No change to program or fees structure. MGL Ch 71, s71E. |
| NCE Middle | Fees Range from \$22-\$365 Across 50 Planned Course Offerings, plus ASAP daily enrichment program. | Fees Range from \$39-\$280 Across 53 Planned Course Offerings. | Varies with Specific Course | Shift in focus toward after-school enrichment programs. No change to fee structure. MGL Ch 71, s47. |

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|-----------------------------------|---|---|-----------------------------|---|
| Adult Education | Fees Range from \$15-\$665 Across 250 Planned Course Offerings | Fees Range from \$15-\$665 Across 270 Planned Course Offerings | Varies with Specific Course | No change to fee or program structure. MGL Ch 71, s71E. |
| Broadmeadow School Rental Income | \$0.41/ Student Hour | \$0.47/ Student Hour | \$0.06/ Student Hour | Rate increase based on bid won by NEDP in FY20. MGL Ch 71, s71E. |
| Eliot School Rental Income | \$0.41/ Student Hour | \$0.47/ Student Hour | \$0.06/ Student Hour | Rate increase based on bid won by NEDP in FY20. MGL Ch 71, s71E. |
| Williams School Rental Income | \$0.41/ Student Hour | \$0.47/ Student Hour | \$0.06/ Student Hour | Rate increase based on bid won by NEDP in FY20. MGL Ch 71, s71E. |
| Mitchell School Rental Income | \$0.41/ Student Hour | \$0.47/ Student Hour | \$0.06/ Student Hour | Rate increase based on bid won by NEDP in FY20. MGL Ch 71, s71E. |
| Newman School Rental Income | \$0.41/ Student Hour | \$0.47/ Student Hour | \$0.06/ Student Hour | Rate increase based on bid won by NEDP in FY20. MGL Ch 71, s71E. |
| Broadmeadow Book/ Equipment Sales | No Sales Planned | No Sales Planned | \$0 | No anticipated sales. MGL Ch 71, s47. |
| Eliot Book/ Equipment Sales | \$1/ Assignment Notebook | No Sales Planned | \$0 | No anticipated sales. MGL Ch 71, s47. |
| Williams Book/ Equipment Sales | \$3.00/ Assignment Notebook | No Sales Planned | \$0 | No anticipated sales. MGL Ch 71, s47. |
| Mitchell Book/ Equipment Sales | No Sales Planned | No Sales Planned | \$0 | No anticipated sales. MGL Ch 71, s47. |
| Newman Book/ Equipment Sales | No Sales Planned | No Sales Planned | \$0 | No anticipated sales. MGL Ch 71, s47. |
| High Rock Book/ Equipment Sales | No Sales Planned | No Sales Planned | \$0 | No anticipated sales. MGL Ch 71, s47. |
| Pollard Book/ Equipment Sales | No Sales Planned | No Sales Planned | N/A | No sales planned. MGL Ch 71, s47. |
| High School | \$12/ Student Planner | \$12/ Student Planner | \$0 | No fee increase or program |

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|--|--|--|---|---|
| Book/ Equipment Sales | | | | changes. MGL Ch 71, s47. |
| Fine & Performing Arts Sales to Students | \$11.00/ Recorder \$1.25 Neck Strap Fee \$5.00 Book Only Fee \$22/ BSO Ticket \$22/ Opera Ticket | \$13.00/ Recorder \$1.50 Neck Strap Fee \$6.00 Book Only Fee \$22/ BSO Ticket \$22/ Opera Ticket | \$2 .00/ recorder \$0.25 / neck strap \$1.00 / book \$0 \$0 | Increase in fees reflect increasing cost from supplier. MGL Ch 71, s47. |
| World Language Book/ Equipment Sales | \$7/ Spanish Exam \$6/ Latin Exam \$9/ French Exam \$10/ Medusa Mythology Exam \$19.90/ STAMP Exam \$5.00/ STAMP Exam Retake \$18/ Spanish Workbooks \$16/French Workbooks \$8/ Student Novels | N/A Pass-Thru/ Latin-Alira Exam N/A Pass-Thru / Medusa Mythology Exam \$19.90/ STAMP Exam \$5.00 / STAMP test retake N/A N/A N/A | Pass-Thru Exam Fee Pass-Thru Exam Fee \$0 \$0 | French and Spanish exams replaced by STAMP exam in FY20. Latin and Medusa exams may be offered depending on teacher and student interest. No fee increase from last year; the Latin and Medusa exams will be sold at their pass-thru cost. MGL Ch 71, s47. |
| High Rock Lost Books | \$75/ Hardcover Book \$10/ Paperback Book | \$75/ Hardcover Book \$10/ Paperback Book | \$0 \$0 | No fee increase or program changes. MGL Ch 44, s53. |
| Pollard Lost Books | \$75/ Hardcover Book \$10/ Paperback Book | \$75/ Hardcover Book \$10/ Paperback Book | \$0 \$0 | No fee increase or program changes. MGL Ch 44, s53. |
| NHS Textbook Recovery | \$100/ Hardcover Book \$17/ Paperback Book | \$100/ Hardcover Book \$17/ Paperback Book | \$0 \$0 | No fee increase or program changes. MGL Ch 44, s53. |
| Media Recovery | Pass-Through Replacement Fee; Varies by Book | Pass-Through Replacement Fee; Varies by Book | \$0 | No increase in program or replacement cost. MGL Ch 44, s53. |
| School | New Pass-Through | New Pass-Through | N/A | No change to program or |

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|--|--|--|----------------------------|--|
| Equipment Recovery | Replacement Fee; Varies by equipment | Replacement Fee; Varies by equipment | | pass-through fee structure. MGL Ch 44, s53. |
| Curry College/ Sunita Williams Program Revolving Fund | No program in FY20 | \$1,000 Participation Fee Waived to Grow Candidate Pool | Fee Waived | New program with Curry College begins FY21; fee waived to attract participants. MGL Ch. 71, s 71E (Staff Development) |
| High School Lockers | \$7.00/ Lock | \$7.00/ Lock | \$0/ Lock | No changes. MGL Ch 71, s47. |
| High School Parking | \$100/Permit per Full Year | \$100/Permit per Full Year | \$0 | No changes. MGL Ch 71, s71E. |
| High School Testing | \$100/ AP Test Fee (\$15 Admin Fee + Pass-Thru Test Cost of \$85) \$30/ PSAT Test Fee (\$13 Admin Fee + Pass Thru Test Cost of \$17) | \$109/ AP Test Fee (\$15 Admin Fee + Pass-Thru Test Cost of \$94) \$30/ PSAT Test Fee (\$13 Admin Fee + Pass Thru Test Cost of \$17) | \$9/ Test \$0/ Test | Increase in pass-through fee for AP exam. No change in administrative fees or PSAT passthrough fee. MGL Ch 71, s47. |
| School Performing Groups | \$125/ Student Participation Fee (Pollard Jazz Band & Treble Choir; Elementary Honors Band, Strings, and Choir; Town Orchestra; Pollard Middle School Honors Wind Ensemble) \$50 Sibling or Second Honors Ensemble Rate | \$200/ Student Participation Fee (Pollard Jazz Band & Treble Choir; Elementary Honors Band, Strings, and Choir; Town Orchestra; Pollard Middle School Honors Wind Ensemble) \$50 Sibling or Second Honors Ensemble Rate | \$75/ Student \$0 | Fee increase in student participation fee to pay for increased staffing costs and offset lower overall participation. MGL Ch 71, s47. |
| Fee Based Music Instruction | Elementary Instrumental Group Lesson Fee: \$100/ Student | Elementary Instrumental Group Lesson Fee: \$100/ Student | \$0 | Waive registration fee, due to presence of large fund balance in this account. |

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|--|---|--|---|---|
| | Private Lesson Registration Fee: \$60 Private Music Instructor Fee Fee: \$864/32 Weeks/30 Min | Private Lesson Registration Fee: Waived (\$0) Private Music Instructor Fee Fee: \$864/32 Weeks/30 Min | Waived / registration fee \$0 | MGL Ch 71, s47. |
| Theatrical Productions (Formerly High School Musical) | \$15.00/ Adult Ticket NHS Musical \$10/ Student Ticket NHS Musical \$15.00/ Adult Ticket MS Musical \$10/ Student Ticket MS Musical \$15.00/ Adult Ticket MS & HS Drama \$10/ Student Ticket MS & HS Drama \$35.00/Student NHS Musical Costumes/Materials Fee | \$15.00/ Adult Ticket NHS Musical \$10/ Student Ticket NHS Musical \$15.00/ Adult Ticket MS Musical \$10/ Student Ticket MS Musical \$15.00/ Adult Ticket MS & HS Drama \$10/ Student Ticket MS & HS Drama \$35.00/Student NHS Musical Costumes/Materials Fee \$35.00/Student Middle School Costumes Fee \$20.00/household for virtual performance | \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$35/middle school student (new) \$20/household (new) | New middle school costumes fee to cover additional cost of stipends. New virtual performance fee to pay for admission in lieu of in-person performances. MGL Ch 71, s47. |
| Graphic Arts | Prices Vary by Job Type; No Discount on In-House Orders, Except Apparel Printing | Prices Vary by Job Type; No Discount on In-House Orders, Except Apparel Printing | \$0 | No changes to price list or program structure. MGL Ch 71, s47. |
| Production Center | \$0.07/ Black/White Copy \$0.20/ Color Copy Pass Through/ Postage (or Bulk Rate) \$4.00/ Folding/Stuffing 250-piece Mailing \$7.00/ Folding/Stuffing 500- | \$0.07/ Black/White Copy \$0.20/ Color Copy Pass Through/ Postage (or Bulk Rate) \$4.00/ Folding/Stuffing 250-piece Mailing \$7.00/ Folding/Stuffing 500- | No rate increases, except pass-through postage | No changes. Pass-through rate for postage based on USPS rate. MGL Ch 71, s47. |

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|---|--|--|---------------------------|--|
| | piece Mailing \$14.00/ Folding/Stuffing 1,000-piece Mailing | piece Mailing \$14.00/ Folding/Stuffing 1,000-piece Mailing | | |
| Science Center Professional Development | \$75/Person for Professional Development Workshop + Materials \$600 Fee Cap for Large Group Enrollment \$200/Person 3-Program Series | \$75/Person for Professional Development Workshop + Materials \$600 Fee Cap for Large Group Enrollment \$200/Person 3-Program Series | \$0 \$0 \$0 | No anticipated enrollment; No changes to program structure or fees. MGL Ch 71, s71E. |
| Staff Development | Fee Based on Program Offerings | Fee Based on Program Offerings | \$0 | No anticipated program offerings. MGL Ch 71, s71E. |
| SPED Non- Resident Tuition | No Students Anticipated | No Students Anticipated | N/A | No anticipated enrollment; fees based on share of program cost. MGL Ch 71, s71F. |
| SPED Agency Tuition | Fee as Established Through Settlement Agreements. No anticipated activity. | Fee as Established Through Settlement Agreements. No anticipated activity. | N/A | No change to program or fees structure. MGL Ch 71, s71F |
| MS Non-Resident Tuition | \$12,960/ Student | \$13,759/ Student | \$799/ Student | Fee increase based on FY21 operating budget cost per pupil. No confirmed attendees for FY21. MGL Ch 71, s71F. |
| NHS Non- Resident Tuition | \$12,960/ Student | \$13,759/ Student | \$799/ Student | Fee increase based on FY21 operating budget cost per pupil. One anticipated attendee for FY21. MGL Ch 71, s71F. |

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: June 21, 2020

Item Title: **Approve Allocation of 2019/20 Student Activity Interest Income & Allocation of Undesignated Balances**

Description: The student activity accounts are expected to earn a small amount interest income during the 2019/20 school year. In addition, schools may have other undesignated earnings. Although the exact amount of these earnings will not be known until the reconciliations are completed this summer, Principals were asked to make a recommendation about how this income should be allocated. Based on the recommendation of the school principals, interest income and undesignated earnings should be allocated as follows:

| SCHOOL | FISCAL YEAR | ALLOCATE TO |
|-------------|-------------|---------------------------------|
| BROADMEADOW | FY20 | ALL YOG, EQUALLY |
| ELIOT | FY20 | ALL YOG, EQUALLY |
| HILLSIDE | FY20 | ALL YOG, EQUALLY |
| MITCHELL | FY20 | ALL YOG, EQUALLY |
| NEWMAN | FY20 | ALL YOG, EQUALLY |
| HIGH ROCK | FY20 | CLASS OF 2026 |
| POLLARD | FY20 | CLASS OF 2024 AND 2025, EQUALLY |
| HIGH SCHOOL | FY20 | STUDENT COUNCIL |

At this time, the School Committee is requested to approve the allocation plan shown above.

Issues: School Committee Policy #IGDG/DIB specifies that interest income and undesignated earnings of the Student Activity Account will be retained by the fund and will be periodically allocated by the School Committee to purposes as recommended by the school principals. Year-end fund balances will be maintained with the class/club. Upon graduation, the class balance will be distributed according to the class vote. If there is no such vote, the School Committee shall approve the disposition of any residual balances, upon recommendation of the school principal.

Recommendation/Options: Approval of the aforementioned revised plan to allocate 2019/20 interest income and undesignated income, if any.

School Committee (circle one)

Action

Information

Discussion

Consent Calendar

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: July 6, 2020

Item Title: **Approve Closure of Inactive Student Activity Accounts & Allocation of Remaining Balances**

Description: The following student activities have been inactive for at least three years. At the recommendation of the school principals, these clubs should be closed and the remaining balances reallocated as follows:

NHS:

- Astronomy Club, balance \$0, close
- Creative Movement Club, balance \$0, close
- Cybersecurity Club, balance \$0, close
- Drive Team Club, balance \$0, close
- Family Promise Club, balance \$0, close
- G.A.L.S. Club, balance \$0, close
- Hats for the Homeless Club, balance \$0, close
- Hacky Sack Club, balance \$0, close
- Hiking Club, balance \$0, close
- Horizons for the Homeless Children, balance \$0, close
- Improv Troups, balance \$0, close
- Korean Club, balance \$305.50, allocate to Student Council
- The Peace Club, balance \$0, close
- NHS Dance Team Club, balance \$0, close
- Rocket Express Club, balance \$1,146.26, allocate to Student Council Store
- Students Advocating Gender Equality (SAGE), balance \$0, close
- S.E.R.V.E. Club, balance \$0, close
- School the World Club, balance \$64.80, allocate to Student Council
- Womyn's Rights Coalition, balance \$69, allocate to Student Council

Issues: School Committee Policy #IGDG/DIB specifies that interest earned by the Student Activity Account will be retained by the fund, and will be periodically allocated by the School Committee to purposes as determined by the School Committee. Graduated class balances, if any, shall be disbursed in accordance with class vote. Undesignated graduated class balances shall be transferred to the Needham Public Schools Education Fund (now Athletics Endowment Fund), held by the Trust Fund Commissioners. The School Committee shall approve the plan for the expenditure of undesignated earnings, upon recommendation by the Principal.

Recommendation/Options: That the School Committee a) be informed of the plan to close the aforementioned inactive clubs with a \$0 balance, and b) approve both the closure the aforementioned clubs with a remaining balance, as well as the proposed plan to redistribute the remaining balance in these clubs.

School Committee: Consent Calendar

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: July 9, 2020

Item Title: **FY 2019/20 End of Year Budget Transfers**

Item Description: Transfer of FY20 budget funds between line items in the following amounts, to correct deficit balances within the school operating budget.

| | |
|-----------------------------|-----------------|
| Salaries | (\$454,828) |
| Purchase of Service/Expense | \$437,968 |
| Capital | <u>\$16,860</u> |
| Net Change: | \$0.00 |

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

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

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

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

School Committee (circle one)

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

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Anne Gulati
Assistant Superintendent for Finance & Operations

| Account | Description | QIVP Revised Budget | Proposed Budget Adjustment | Debit | Credit |
|--|--|------------------------|----------------------------------|------------|------------|
| 0001.3020.040.99.5100.099.99.520.010.5174.300.99 | SUPERINTENDENT FRINGE - RETIRE | - | 12,500 | 12,500.00 | - |
| 0001.3031.040.99.1220.099.99.520.010.5110.300.02 | DIR OF STUDENT DEV SALARIES PERM | 136,564 | 21,000 | 21,000.25 | - |
| 0001.3031.040.99.1230.099.99.520.010.5110.300.01 | STUDENT SERVICES-UNASSIGNED-SALARIES | 63,294 | 23,706 | 23,705.58 | - |
| 0001.3040.040.99.1410.099.99.520.010.5110.300.02 | DIR OF FIN OPS SALARIES PERMANENT | 443,710 | (40,669) | - | 40,669.26 |
| 0001.3110.005.10.2356.099.99.520.010.5136.300.01 | PROF DEV-DISTRICT-PROF DEV STIPENDS | 35,742 | (20,476) | - | 20,475.55 |
| 0001.3122.005.10.2305.099.99.520.010.5110.300.01 | SALARY RESERVE SALARIES PERMANENT | 370,027 | (370,027) | - | 370,027.43 |
| 0001.3131.005.10.2305.099.99.520.010.5121.300.03 | SUBS-DISTRICT-SUBS-SALARIES-TEMPORARY | 35,604 | (35,604) | - | 35,603.99 |
| 0001.3131.005.10.2324.099.99.520.010.5124.300.03 | SUBS-DISTRICT-SUBS-LONG TERM | 96,519 | (96,519) | - | 96,519.00 |
| 0001.3131.005.23.2325.099.99.520.010.5126.300.03 | SUBSTITUTES SAL TEMP CLASSROOM SUBS | 24,495 | (11,238) | - | 11,238.35 |
| 0001.3131.005.30.2325.099.99.520.010.5125.300.03 | SUBSTITUTES SAL TEMP CAFE SUBS | - | 23,308 | 23,307.98 | - |
| 0001.3133.040.99.6200.099.99.520.010.5110.350.01 | GEN SUP/SVC/EQUIP - CIVIC ACTIVITY - PROF SALARY | - | 70,000 | 70,000.00 | - |
| 0001.3150.040.99.1451.099.99.520.010.5110.300.03 | ADMIN TECH - SCHL SUPPT - SALARIES PERMANENT | 4,160 | 346,605 | 346,604.64 | - |
| 0001.3150.040.99.4400.099.99.520.010.5110.300.03 | ADMIN TECH SALARIES PERMANENT | 634,352 | (423,988) | - | 423,988.15 |
| 0001.3160.010.99.3300.099.99.520.010.5110.300.03 | TRANS SALARIES PERMANENT | - | 12,538 | 12,537.51 | - |
| 0001.3210.005.21.2305.090.99.520.010.5110.300.01 | BROADMEADOW SALARIES PERMANENT | 2,461,767 | (87,597) | - | 87,596.50 |
| 0001.3220.005.22.2305.090.99.520.010.5110.300.01 | ELIOT SALARIES PERMANENT | 1,730,057 | (74,155) | - | 74,155.06 |
| 0001.3220.005.22.2324.090.99.520.010.5124.300.01 | ELIOT ELEM-ELIOT-SUBS-LONG TERM | - | 38,838 | 38,837.87 | - |
| 0001.3220.005.22.2330.090.99.520.010.5110.300.03 | ELIOT SALARIES PERMANENT | 77,055 | 15,642 | 15,641.95 | - |
| 0001.3230.005.23.2305.090.99.520.010.5110.300.01 | WILLIAMS SALARIES PERMANENT | 2,146,658 | (239,758) | - | 239,758.47 |
| 0001.3230.005.23.2324.090.99.520.010.5124.300.01 | WILLIAMS ELEM-SUBS-LONG TERM | - | 228,621 | 228,620.85 | - |
| 0001.3230.005.23.2330.090.99.520.010.5110.300.03 | WILLIAMS SALARIES PERMANENT | 102,740 | 16,743 | 16,742.69 | - |
| 0001.3240.005.24.2305.090.99.520.010.5110.300.01 | MITCHELL SALARIES PERMANENT | 2,019,066 | (296,498) | - | 296,498.29 |
| 0001.3240.005.24.2324.090.99.520.010.5124.300.01 | MITCHELL ELEM-MITCHELL-SUBS-LONG TERM | - | 187,641 | 187,640.94 | - |
| 0001.3250.005.25.2305.090.99.520.010.5110.300.01 | NEWMAN SALARIES PERMANENT | 2,646,717 | (130,648) | - | 130,648.05 |
| 0001.3250.005.25.2324.090.99.520.010.5124.300.01 | NEWMAN ELEM-NEWMAN-SUBS-LONG TERM | - | 119,679 | 119,678.75 | - |
| 0001.3250.005.25.2330.090.99.520.010.5110.300.03 | NEWMAN SALARIES PERMANENT | 102,740 | 21,574 | 21,573.88 | - |
| 0001.3260.005.26.2305.099.99.520.010.5110.300.01 | HIGH ROCK SALARIES PERMANENT | 1,973,536 | (109,403) | - | 109,403.13 |
| 0001.3260.005.26.2324.099.99.520.010.5124.300.01 | HIGH ROCK-HIGH ROCK-SUBS-LONG TERM | - | 83,352 | 83,352.47 | - |
| 0001.3260.040.26.2210.099.99.520.010.5110.300.02 | HIGH ROCK SALARIES PERMANENT | 145,147 | 12,761 | 12,761.45 | - |
| 0001.3300.005.30.2110.099.99.520.010.5110.300.01 | POLLARD SALARIES REGULAR | - | 255,943 | 255,943.35 | - |
| 0001.3300.005.30.2305.099.99.520.010.5110.300.01 | POLLARD SALARIES PERMANENT | 3,751,306 | (149,038) | - | 149,037.53 |
| 0001.3300.005.30.2324.099.99.520.010.5124.300.01 | POLLARD MIDDLE SCH-POLLARD-SUBS-LONG TERM | - | 68,213 | 68,213.48 | - |
| 0001.3300.040.30.2110.099.99.520.010.5110.300.01 | POLLARD MIDDLE SCH-POLLARD-SALARIES | 261,610 | (261,610) | - | 261,610.00 |
| 0001.3300.040.30.2210.099.99.520.010.5110.300.02 | POLLARD SALARIES PERMANENT | 241,770 | 10,921 | 10,920.81 | - |
| 0001.3400.005.40.2305.099.99.520.010.5110.300.01 | H S SALARIES PERMANENT | 7,130,394 | (213,435) | - | 213,434.81 |
| 0001.3400.005.40.2324.099.99.520.010.5124.300.01 | NEEDHAM HIGH SCH-NHS-SUBS-LONG TERM | - | 213,121 | 213,121.29 | - |
| 0001.3400.040.40.2210.099.99.520.010.5110.300.02 | H S SALARIES PERMANENT | 256,618 | 11,584 | 11,584.11 | - |
| 0001.3400.040.40.3520.099.99.520.010.5110.300.01 | H S SALARIES PERMANENT | 156,269 | (21,128) | - | 21,127.81 |
| 0001.3410.040.40.3510.099.99.520.010.5122.300.03 | HS ATHLETICS - SALARIES SCHOOL COACHES | 345,837 | (79,546) | - | 79,546.36 |
| 0001.3510.099.40.2710.099.99.520.010.5110.300.01 | GUIDANCE SALARIES PERMANENT | 1,335,044 | 13,278 | 13,277.94 | - |
| 0001.3530.010.10.2110.099.99.520.010.5110.300.02 | SPEC ED SALARIES PERMANENT | 37,340 | 10,125 | 10,124.80 | - |
| 0001.3530.010.21.2305.099.99.520.010.5110.300.01 | SPECIAL ED-BROADMEADOW-SALARIES | 416,643 | 139,122 | 139,122.33 | - |
| 0001.3530.010.21.2324.099.99.520.010.5124.300.01 | SPECIAL ED-BROADMEADOW-SUBS-LONG TERM | - | 10,697 | 10,697.05 | - |
| 0001.3530.010.22.2305.099.99.520.010.5110.300.01 | SPECIAL ED-ELIOT-SALARIES | 438,917 | 23,534 | 23,534.18 | - |
| 0001.3530.010.22.2324.099.99.520.010.5124.300.03 | SPECIAL ED-ELIOT-SUBS-LONG TERM | - | 10,347 | 10,346.79 | - |
| 0001.3530.010.23.2305.099.99.520.010.5110.300.01 | SPECIAL ED - WILLIAMS - SALARIES | 450,171 | 76,817 | 76,817.20 | - |
| 0001.3530.010.23.2320.099.99.520.010.5110.300.01 | SPEC ED SALARIES PERMANENT | 46,274 | 77,459 | 77,458.97 | - |
| 0001.3530.010.23.2324.099.99.520.010.5124.300.01 | SPECIAL ED - WILL - SUBS-LONG TERM | - | 80,570 | 80,570.00 | - |
| 0001.3530.010.23.2324.099.99.520.010.5124.300.03 | SPECIAL ED - WILL - SUBS-LONG TERM | - | 29,576 | 29,575.88 | - |
| 0001.3530.010.23.2330.099.99.520.010.5110.300.03 | SPEC ED SALARIES PERMANENT | 497,494 | 212,537 | 212,536.85 | - |
| 0001.3530.010.24.2305.099.99.520.010.5110.300.01 | SPECIAL ED-MITCHELL-SALARIES | 342,247 | 22,753 | 22,753.11 | - |
| 0001.3530.010.25.2305.099.99.520.010.5110.300.01 | SPECIAL ED-NEWMAN-SALARIES | 839,206 | (237,173) | - | 237,173.32 |

| | | | | | |
|--|--|-------------------|------------------|---------------------|---------------------|
| 0001.3530.010.25.2324.099.99.520.010.5124.300.03 | SPECIAL ED-NEWMAN-SUBS-LONG TERM | - | 32,120 | 32,120.44 | - |
| 0001.3530.010.25.2330.099.99.520.010.5110.300.03 | SPEC ED SALARIES PERMANENT | 554,935 | (261,238) | - | 261,238.33 |
| 0001.3530.010.26.2305.099.99.520.010.5110.300.01 | SPECIAL ED-HIGH ROCK-SALARIES | 679,201 | (97,597) | - | 97,596.96 |
| 0001.3530.010.26.2320.099.99.520.010.5110.300.01 | SPEC ED SALARIES PERMANENT | 16,473 | 36,144 | 36,143.53 | - |
| 0001.3530.010.26.2324.099.99.520.010.5124.300.01 | SPECIAL ED-HIGH ROCK-SUBS-LONG TERM | - | 30,962 | 30,961.56 | - |
| 0001.3530.010.26.2330.099.99.520.010.5110.300.03 | SPEC ED SALARIES PERMANENT | 240,290 | 13,773 | 13,772.86 | - |
| 0001.3530.010.30.2305.099.99.520.010.5110.300.01 | SPECIAL ED-POLLARD-SALARIES | 1,406,400 | (116,771) | - | 116,770.87 |
| 0001.3530.010.30.2320.099.99.520.010.5110.300.01 | SPEC ED SALARIES PERMANENT | 16,473 | 36,144 | 36,143.53 | - |
| 0001.3530.010.30.2324.099.99.520.010.5124.300.01 | SPECIAL ED-POLLARD-SUBS-LONG TERM | - | 104,115 | 104,114.88 | - |
| 0001.3530.010.30.2330.099.99.520.010.5110.300.03 | SPEC ED SALARIES PERMANENT | 526,396 | (52,025) | - | 52,025.35 |
| 0001.3530.010.40.2305.099.99.520.010.5110.300.01 | SPECIAL ED-NHS-SALARIES | 1,630,874 | (148,294) | - | 148,293.95 |
| 0001.3530.010.40.2320.099.99.520.010.5110.300.01 | SPEC ED SALARIES PERMANENT | 16,473 | 86,125 | 86,125.03 | - |
| 0001.3530.010.40.2324.099.99.520.010.5124.300.01 | SPECIAL ED-NHS-SUBS-LONG TERM | - | 82,313 | 82,312.74 | - |
| 0001.3530.010.40.2330.099.99.520.010.5110.300.03 | SPEC ED SALARIES PERMANENT | 476,804 | 50,148 | 50,147.90 | - |
| 0001.3530.010.50.2110.099.99.520.010.5110.300.01 | SPECIAL ED-PRESCH-SALARIES | 675,638 | (579,300) | - | 579,299.86 |
| 0001.3530.010.50.2120.099.99.520.010.5110.300.01 | SPECIAL ED-PRESCH-SALARIES | 63,054 | (63,054) | - | 63,054.00 |
| 0001.3530.010.50.2305.099.99.520.010.5110.300.01 | SPECIAL ED-PRESCH-SALARIES | - | 578,914 | 578,914.02 | - |
| 0001.3530.010.50.2320.099.99.520.010.5110.300.01 | SPEC ED SALARIES PERMANENT | 160,437 | 58,890 | 58,890.05 | - |
| 0001.3532.010.10.2320.099.99.520.010.5110.300.01 | SPED SUM MED THERAP SALARY | 16,934 | 35,397 | 35,396.85 | - |
| 0001.3560.005.24.2324.011.99.520.010.5124.300.01 | K-8 READING INSTR-MITCHELL-SUBS-LONG TERM | - | 76,224 | 76,224.00 | - |
| 0001.3560.005.30.2305.011.99.520.010.5110.300.01 | K-8 READING INSTR-POLLARD-SALARIES | 62,469 | (62,469) | - | 62,469.00 |
| 0001.3560.005.30.2352.011.99.520.010.5110.300.01 | K-8 READING INSTR-POLLARD-SALARIES | - | 62,255 | 62,255.40 | - |
| 0001.3561.005.10.2110.030.99.520.010.5110.300.01 | ELEM MATH INSTR-DIST-REG SALARIES | - | 61,824 | 61,824.00 | - |
| 0001.3561.005.21.2110.030.99.520.010.5110.300.01 | ELEM MATH INSTR-BROADMEADOW-SALARIES | 62,969 | (62,969) | - | 62,969.00 |
| 0001.3561.005.24.2352.030.99.520.010.5110.300.01 | ELEM MATH INSTR-MITCHELL-SALARIES | 50,254 | 11,788 | 11,787.59 | - |
| 0001.3630.005.22.2305.040.99.520.010.5110.300.01 | ED TECH SALARIES PERMANENT | - | 25,779 | 25,779.34 | - |
| 0001.3630.005.40.2305.040.99.520.010.5110.300.01 | ED TECH SALARIES PERMANENT | - | 166,361 | 166,361.00 | - |
| 0001.3631.005.22.2305.040.99.520.010.5110.300.01 | MEDIA SVCS - ELIOT - SALARIES PERMANENT | 62,818 | 17,148 | 17,148.26 | - |
| 0001.3631.005.40.2305.040.99.520.010.5110.300.01 | MEDIA SVCS - NHS - SALARIES PERMANENT | 166,935 | (166,935) | - | 166,935.00 |
| 0001.3631.040.22.2340.045.99.520.010.5110.300.01 | MEDIA SVCS SALARIES PERMANENT | 84,711 | 20,814 | 20,814.00 | - |
| 0001.3640.005.26.2305.050.99.520.010.5110.300.01 | PHYS ED SALARIES PERMANENT | 237,900 | (65,165) | - | 65,165.00 |
| 0001.3640.005.30.2305.050.99.520.010.5110.300.01 | PHYS ED SALARIES PERMANENT | 302,710 | 43,865 | 43,865.20 | - |
| 0001.3640.005.40.2305.050.99.520.010.5110.300.01 | PHYS ED SALARIES PERMANENT | 655,079 | 12,131 | 12,131.09 | - |
| 0001.3650.005.24.2305.070.99.520.010.5110.300.01 | FINE ARTS SALARIES PERMANENT | 91,174 | 12,585 | 12,585.00 | - |
| 0001.3660.005.22.2305.080.99.520.010.5110.300.01 | WRLD LNGS SALARIES PERMANENT | 68,027 | (68,027) | - | 68,027.00 |
| 0001.3660.005.22.2324.080.99.520.010.5124.300.01 | WORLD LANGUAGES-ELIOT-SUBS-LONG TERM | - | 78,553 | 78,553.00 | - |
| 0001.3660.005.25.2305.080.99.520.010.5110.300.01 | WRLD LNGS SALARIES PERMANENT | 142,539 | (53,346) | - | 53,345.73 |
| 0001.3660.005.25.2324.080.99.520.010.5124.300.01 | WORLD LANGUAGES-NEWMAN-SUBS-LONG TERM | - | 20,362 | 20,361.98 | - |
| 0001.3660.005.26.2305.080.99.520.010.5110.300.01 | WRLD LNGS SALARIES PERMANENT | 216,826 | (113,067) | - | 113,067.00 |
| 0001.3660.005.26.2324.080.99.520.010.5124.300.01 | WORLD LANGUAGES-HIGH ROCK-SUBS-LONG TERM | - | 80,808 | 80,808.00 | - |
| 0001.3660.005.30.2305.080.99.520.010.5110.300.01 | WRLD LNGS SALARIES PERMANENT | 546,227 | 19,474 | 19,474.40 | - |
| 0001.3660.005.40.2305.080.99.520.010.5110.300.01 | WRLD LNGS SALARIES PERMANENT | 1,299,474 | (168,528) | - | 168,528.14 |
| 0001.3660.005.40.2324.080.99.520.010.5124.300.01 | WORLD LANGUAGES-NHS-SUBS-LONG TERM | - | 166,348 | 166,347.55 | - |
| | SUBTOTAL | 42,327,585 | (454,828) | 4,522,468.15 | 4,977,296.25 |
| | | | | | |
| 0001.3010.040.99.1430.099.99.520.030.5300.300.04 | SCHOOL COMMITTEE PROF & TECH | 110,321 | 33,157 | 33,156.87 | - |
| 0001.3010.040.99.1435.099.99.520.030.5300.300.04 | SCHOOL COMMITTEE PROF & TECH | 142,000 | 37,386 | 37,386.33 | - |
| 0001.3030.040.99.1420.099.99.520.030.5305.300.04 | DIR OF PERSONNEL P&T SOFTWARE LICENSE FEES | - | 42,555 | 42,555.00 | - |
| 0001.3133.005.10.2430.099.99.520.030.5510.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | 6,634 | 13,231 | 13,231.00 | - |
| 0001.3133.005.10.2440.099.99.520.030.5380.300.04 | GEN SUP/SVC/EQUIP OTHER PURCH SVCS | 34,235 | 16,281 | 16,280.50 | - |
| 0001.3133.040.99.1450.099.99.520.030.5305.300.04 | GEN SUP/SVC/EQUIP - CO SUPT -SOFTWARE LIC FEES | - | 13,114 | 13,113.90 | - |
| 0001.3150.040.99.1450.099.99.520.030.5305.300.04 | ADMIN TECH - CO SUPPT - P&T SOFTWARE LIC FEES | 17,000 | 134,249 | 134,248.89 | - |
| 0001.3150.040.99.1450.099.99.520.030.5380.300.04 | ADMINISTRATIVE TECHNOLOGY OTHER PURCH SVCS | 12,500 | 39,645 | 39,645.33 | - |
| 0001.3150.040.99.1450.099.99.520.030.5524.300.04 | ADMIN TECH R & P - ED SUPPLIES | 86,521 | (67,151) | - | 67,151.00 |

| | | | | | |
|--|--|-------------------|----------------|------------------|------------------|
| 0001.3150.040.99.1451.099.99.520.030.5342.300.04 | ADMIN TECH - SCHL SUPPT - LANDLINE | - | 37,500 | 37,500.00 | - |
| 0001.3150.040.99.4450.099.99.520.030.5305.300.04 | ADMIN TECH - NETWORK - P&T SOFTWARE LIC FEES | - | 52,185 | 52,184.61 | - |
| 0001.3150.040.99.4450.099.99.520.030.5343.300.04 | ADMIN TECH - NETWORK - CABLE INTERNET | - | 59,644 | 59,644.17 | - |
| 0001.3150.040.99.4450.099.99.520.030.5380.300.04 | ADMIN TECH - NETWORK - OTHER PURCHASED SERVICE | - | 23,342 | 23,341.78 | - |
| 0001.3150.040.99.4450.099.99.520.030.5524.300.04 | ADMIN TECH R & P - ED SUPPLIES | 227,095 | (182,950) | - | 182,950.10 |
| 0001.3160.005.99.3300.099.99.520.030.5330.300.04 | TRANS PUPIL TRANSPORTATION | 650,400 | (64,085) | - | 64,085.49 |
| 0001.3160.010.99.3300.099.99.520.030.5335.300.04 | TRANS PUPIL TRANSPORTATION - SPED | 1,381,272 | 66,818 | 66,817.76 | - |
| 0001.3410.040.40.3510.099.99.520.030.5380.300.04 | H S ATHLETICS OTHER PURCHASED SVCS | 17,346 | 18,577 | 18,577.00 | - |
| 0001.3530.010.40.2455.099.99.520.030.5305.300.04 | SPEC ED - NHS - INSTR SOFTWARE & LICENSES - P&T S | - | 10,128 | 10,127.95 | - |
| 0001.3531.010.99.9100.099.99.520.030.5320.300.99 | SPEC ED OUT-OF-DIST TUITION | 5,000 | 40,440 | 40,439.72 | - |
| 0001.3531.010.99.9200.099.99.520.030.5320.300.99 | SPEC ED OUT-OF-DIST TUITION | 61,282 | 253,226 | 253,225.90 | - |
| 0001.3531.010.99.9300.099.99.520.030.5320.300.99 | SPEC ED OUT-OF-DIST TUITION | 3,225,578 | (470,265) | - | 470,264.59 |
| 0001.3534.010.10.2320.099.99.520.030.5300.300.04 | SPECIAL ED PROF SERV-DISTRICT-PROF AND TECHNICAL | 515,145 | (515,145) | - | 515,145.00 |
| 0001.3534.010.21.2320.090.99.520.030.5300.300.04 | SPECIAL ED PROF SERV-BROADMEADOW-PROF AND TECH | - | 23,057 | 23,057.37 | - |
| 0001.3534.010.22.2440.099.99.520.030.5380.300.04 | SPECIAL ED PROF SERV-ELIOT-OTHER PURCH SERV | - | 10,450 | 10,450.00 | - |
| 0001.3534.010.23.2330.099.99.520.030.5380.300.04 | SPECIAL ED PROF SERV - WILLIAMS - OTHER PURCH SER | - | 24,452 | 24,451.70 | - |
| 0001.3534.010.23.2440.099.99.520.030.5380.300.04 | SPECIAL ED PROF SERV - WILLIAMS - OTHER PURCH SERV | - | 23,012 | 23,012.00 | - |
| 0001.3534.010.25.2440.099.99.520.030.5380.300.04 | SPECIAL ED PROF SERV-NEWMAN-OTHER PURCH SERV | - | 49,069 | 49,069.36 | - |
| 0001.3534.010.26.2320.099.99.520.030.5300.300.04 | SPECIAL ED PROF SERV-HIGH ROCK-PROF AND TECHNICAL | - | 96,854 | 96,854.25 | - |
| 0001.3534.010.26.2440.099.99.520.030.5380.300.04 | SPECIAL ED PROF SERV-HIGH ROCK-OTHER PURCH SERV | - | 67,342 | 67,341.74 | - |
| 0001.3534.010.30.2320.099.99.520.030.5300.300.04 | SPECIAL ED PROF SERV-POLLARD-PROF AND TECHNICAL | - | 53,252 | 53,251.50 | - |
| 0001.3534.010.30.2440.099.99.520.030.5380.300.04 | SPECIAL ED PROF SERV-POLLARD-OTHER PURCH SERV | - | 38,629 | 38,629.27 | - |
| 0001.3534.010.40.2320.099.99.520.030.5300.300.04 | SPECIAL ED PROF SERV-NHS-PROF AND TECHNICAL | - | 66,024 | 66,023.64 | - |
| 0001.3534.010.40.2330.099.99.520.030.5380.300.04 | SPECIAL ED PROF SERV-NHS-OTHER PURCH SERV | - | 11,918 | 11,917.75 | - |
| 0001.3534.010.40.2440.099.99.520.030.5380.300.04 | SPECIAL ED PROF SERV-NHS-OTHER PURCH SERV | - | 183,433 | 183,432.50 | - |
| 0001.3534.010.50.2320.099.99.520.030.5300.300.04 | SPECIAL ED PROF SERV-PRESCH-PROF AND TECHNICAL | - | 30,695 | 30,695.24 | - |
| 0001.3534.010.50.2440.099.99.520.030.5380.300.04 | SPECIAL ED PROF SERV-PRESCH-OTHER PURCH SERV | - | 13,847 | 13,846.51 | - |
| 0001.3551.005.10.2330.081.99.520.030.5380.300.04 | INTERPRET & TRANS OTHER PURCH SERVS | - | 25,778 | 25,777.72 | - |
| 0001.3630.005.21.2451.040.99.520.030.5525.300.05 | ED TECH ED SUPPLIES - INST TECH | 42,002 | 15,085 | 15,085.18 | - |
| 0001.3630.005.22.2451.040.99.520.030.5525.300.05 | ED TECH ED SUPPLIES - INST TECH | 32,678 | 32,380 | 32,380.12 | - |
| 0001.3630.005.24.2451.040.99.520.030.5525.300.05 | ED TECH ED SUPPLIES - INST TECH | 32,776 | 32,282 | 32,282.12 | - |
| 0001.3630.005.25.2451.040.99.520.030.5525.300.05 | ED TECH ED SUPPLIES - INST TECH | 53,253 | 20,625 | 20,625.12 | - |
| 0001.3630.005.26.2451.040.99.520.030.5525.300.05 | ED TECH ED SUPPLIES - INST TECH | 164,835 | 47,440 | 47,439.62 | - |
| 0001.3630.005.26.2454.040.99.520.030.5525.300.05 | ED TECH - HGH ROCK - INSTR HDWRE OTHER - INSTR TE | 3,660 | 20,213 | 20,212.51 | - |
| 0001.3630.005.30.2451.040.99.520.030.5525.300.05 | ED TECH ED SUPPLIES - INST TECH | 53,255 | (53,014) | - | 53,014.38 |
| 0001.3630.005.30.2454.040.99.520.030.5525.300.05 | ED TECH - POLL - INSTR HDWRE OTHER - INSTR TECH | 3,660 | 10,860 | 10,859.50 | - |
| 0001.3630.005.40.2451.040.99.520.030.5525.300.05 | ED TECH ED SUPPLIES - INST TECH | 91,000 | (90,759) | - | 90,759.34 |
| 0001.3630.005.40.2454.040.99.520.030.5525.300.05 | ED TECH - NHS - INSTR HDWRE OTHER - INSTR TECH | 3,659 | 69,286 | 69,285.87 | - |
| 0001.3631.040.40.2455.045.99.520.030.5305.300.04 | MEDIA - NHS - INSTR SOFTWARE & LICENSES - P&T SOFT | 12,500 | 10,739 | 10,738.70 | - |
| 0001.3660.040.40.2455.080.99.520.030.5305.300.04 | WRLD LNGS - NHS - INSTR SOFTWARE & LICENSES - P&T | 500 | 13,142 | 13,142.28 | - |
| | SUBTOTAL | 6,986,107 | 437,968 | 1,881,338 | 1,443,370 |
| | | | | | |
| 0001.3133.040.99.7500.099.99.520.200.5851.300.99 | GEN SUP/SVC/EQUIP MOTOR VEHICLES | - | 16,860 | 16,859.96 | - |
| | SUBTOTAL | - | 16,860 | 16,860 | - |
| | GRAND TOTAL | 49,313,691 | 0 | 6,420,666 | 6,420,666 |

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: July 9, 2020

Item Title: FY 2020/21 Budget Transfers

Item Description: Transfer of FY21 budget allocations between line items in the following amounts:

| | |
|-----------------------------|----------------|
| Salaries | (\$600,000.00) |
| Purchase of Service/Expense | \$600,000.00 |
| Capital | <u>\$0.00</u> |
| Net Change: | <u>\$0.00</u> |

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

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

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

Implementation Implications:

Supporting Data: Attached listing of requested line-item budget transfers within the FY21 Operating Budget.

School Committee (circle one)

Action Information Discussion Consent Calendar

Central Administrator Town Counsel Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Anne Gulati
Assistant Superintendent for Finance & Operations

| G/L ACCOUNT # | DEPARTMENT | SCHOOL | FUNCTION | OBJECT | DEBIT | CREDIT | NET |
|--|---|-------------|---|-----------------------------------|-------------------|-------------------|---------------------|
| <u>SALARIES</u> | | | | | | | |
| 0001.3122.005.10.2305.099.99.520.010.5110.300.01 | SALARY RESERVE | District | TEACHERS CLASSROOM | SALARIES REGULAR | - | 600,000.00 | (600,000.00) |
| | SUBTOTAL SALARIES | | | | - | 600,000.00 | (600,000.00) |
| <u>PURCHASE OF SERVICE & EXPENSE</u> | | | | | | | |
| 0001.3400.005.40.2210.030.99.520.030.5305.300.04 | NEEDHAM HIGH SCHOOL | NHS | CURRICULUM DIRECTORS (SUPEVISORY) | P & T - SOFTWARE LICENSE FEES | | 1750 | (1,750.00) |
| 0001.3400.005.40.2356.010.99.520.030.5780.300.06 | NEEDHAM HIGH SCHOOL | NHS | INSTR STAFF PROF DEVELOPMENT | OTHER EXPENSES - TOWN | | 385 | (385.00) |
| 0001.3400.005.40.2356.020.99.520.030.5780.300.06 | NEEDHAM HIGH SCHOOL | NHS | INSTR STAFF PROF DEVELOPMENT | OTHER EXPENSES - TOWN | | 385 | (385.00) |
| 0001.3400.005.40.2356.030.99.520.030.5780.300.06 | NEEDHAM HIGH SCHOOL | NHS | INSTR STAFF PROF DEVELOPMENT | OTHER EXPENSES - TOWN | | 385 | (385.00) |
| 0001.3400.005.40.2356.035.99.520.030.5780.300.06 | NEEDHAM HIGH SCHOOL | NHS | INSTR STAFF PROF DEVELOPMENT | OTHER EXPENSES - TOWN | | 385 | (385.00) |
| 0001.3400.005.40.2358.099.99.520.030.5303.300.04 | NEEDHAM HIGH SCHOOL | NHS | OUTSIDE PROF DEV PROVIDERS FOR INSTRUCTIO | P & T - SEMINARS & TRAINING | 16,919.00 | | 16,919.00 |
| 0001.3400.005.40.2410.010.99.520.030.5517.300.05 | NEEDHAM HIGH SCHOOL | NHS | TEXTBOOKS | ED SUPPLIES - WORKBOOKS/TEXTBOOKS | | 1050 | (1,050.00) |
| 0001.3400.005.40.2410.020.99.520.030.5517.300.05 | NEEDHAM HIGH SCHOOL | NHS | TEXTBOOKS | ED SUPPLIES - WORKBOOKS/TEXTBOOKS | | 1400 | (1,400.00) |
| 0001.3400.005.40.2410.030.99.520.030.5517.300.05 | NEEDHAM HIGH SCHOOL | NHS | TEXTBOOKS | ED SUPPLIES - WORKBOOKS/TEXTBOOKS | | 4550 | (4,550.00) |
| 0001.3400.005.40.2410.035.99.520.030.5517.300.05 | NEEDHAM HIGH SCHOOL | NHS | TEXTBOOKS | ED SUPPLIES - WORKBOOKS/TEXTBOOKS | | 8400 | (8,400.00) |
| 0001.3400.005.40.2415.010.99.520.030.5512.300.05 | NEEDHAM HIGH SCHOOL | NHS | OTHER INSTRUCTIONAL MATERIALS | ED SUPPLIES - TEACHING AIDS | | 1750 | (1,750.00) |
| 0001.3400.005.40.2415.020.99.520.030.5512.300.05 | NEEDHAM HIGH SCHOOL | NHS | OTHER INSTRUCTIONAL MATERIALS | ED SUPPLIES - TEACHING AIDS | | 1767 | (1,767.00) |
| 0001.3400.005.40.2415.030.99.520.030.5512.300.05 | NEEDHAM HIGH SCHOOL | NHS | OTHER INSTRUCTIONAL MATERIALS | ED SUPPLIES - TEACHING AIDS | | 3500 | (3,500.00) |
| 0001.3400.005.40.2430.010.99.520.030.5510.300.05 | NEEDHAM HIGH SCHOOL | NHS | GENERAL SUPPLIES | EDUCATIONAL SUPPLIES | | 875 | (875.00) |
| 0001.3400.005.40.2430.020.99.520.030.5510.300.05 | NEEDHAM HIGH SCHOOL | NHS | GENERAL SUPPLIES | EDUCATIONAL SUPPLIES | | 1505 | (1,505.00) |
| 0001.3400.005.40.2430.030.99.520.030.5510.300.05 | NEEDHAM HIGH SCHOOL | NHS | GENERAL SUPPLIES | EDUCATIONAL SUPPLIES | | 2275 | (2,275.00) |
| 0001.3400.005.40.2430.035.99.520.030.5510.300.05 | NEEDHAM HIGH SCHOOL | NHS | GENERAL SUPPLIES | EDUCATIONAL SUPPLIES | 15298 | | 15,298.00 |
| 0001.3400.005.40.2440.030.99.520.030.5380.300.04 | NEEDHAM HIGH SCHOOL | NHS | OTHER INSTRUCTIONAL SERVICES | EDUCATIONAL SUPPLIES | | 1855 | (1,855.00) |
| 0001.3630.005.21.2451.040.99.520.030.5525.300.05 | EDUCATIONAL TECHNOLOGY | Broadmeadow | INSTRUCTIONAL HARDWARE - STUDENT DEVICE! | ED SUPPLIES - INST TECHNOLOGY | 75,000.00 | | 75,000.00 |
| 0001.3630.005.22.2451.040.99.520.030.5525.300.05 | EDUCATIONAL TECHNOLOGY | Eliot | INSTRUCTIONAL HARDWARE - STUDENT DEVICE! | ED SUPPLIES - INST TECHNOLOGY | 75,000.00 | | 75,000.00 |
| 0001.3630.005.23.2451.040.99.520.030.5525.300.05 | EDUCATIONAL TECHNOLOGY | Hillside | INSTRUCTIONAL HARDWARE - STUDENT DEVICE! | ED SUPPLIES - INST TECHNOLOGY | 75,000.00 | | 75,000.00 |
| 0001.3630.005.24.2451.040.99.520.030.5525.300.05 | EDUCATIONAL TECHNOLOGY | Mitchell | INSTRUCTIONAL HARDWARE - STUDENT DEVICE! | ED SUPPLIES - INST TECHNOLOGY | 75,000.00 | | 75,000.00 |
| 0001.3630.005.25.2451.040.99.520.030.5525.300.05 | EDUCATIONAL TECHNOLOGY | Newman | INSTRUCTIONAL HARDWARE - STUDENT DEVICE! | ED SUPPLIES - INST TECHNOLOGY | 75,000.00 | | 75,000.00 |
| 0001.3630.005.26.2451.040.99.520.030.5525.300.05 | EDUCATIONAL TECHNOLOGY | High Rock | INSTRUCTIONAL HARDWARE - STUDENT DEVICE! | ED SUPPLIES - INST TECHNOLOGY | 75,000.00 | | 75,000.00 |
| 0001.3630.005.30.2451.040.99.520.030.5525.300.05 | EDUCATIONAL TECHNOLOGY | Pollard | INSTRUCTIONAL HARDWARE - STUDENT DEVICE! | ED SUPPLIES - INST TECHNOLOGY | 75,000.00 | | 75,000.00 |
| 0001.3630.005.40.2451.040.99.520.030.5525.300.05 | EDUCATIONAL TECHNOLOGY | NHS | INSTRUCTIONAL HARDWARE - STUDENT DEVICE! | ED SUPPLIES - INST TECHNOLOGY | 75,000.00 | | 75,000.00 |
| | SUBTOTAL PURCHASE OF SERVICE & EXPENSE | | | | 632,217.00 | 32,217.00 | 600,000.00 |
| <u>CAPTIAL</u> | | | | | | | |
| N/A | | | | | - | - | - |
| | SUBTOTAL CAPITAL | | | | - | - | - |
| | GRAND TOTAL | | | | 632,217.00 | 632,217.00 | - |

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: July 10, 2020

Item Title: FY 2020/21 Budget Transfers: 35% Budget Holdback

Item Description: Transfer of FY21 budget allocations between line items in the following amounts:

| | |
|-----------------------------|---------------|
| Salaries | \$1,322,700 |
| Purchase of Service/Expense | (\$1,322,700) |
| Capital | <u>\$0.00</u> |
| Net Change: | <u>\$0.00</u> |

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

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

Rationale: The attached line item budget transfers are requested to implement a 35% holdback of FY21 supply and service budget funds, to address the possibility of school budget reductions later this fall, due to COVID-19 state and local revenue shortfalls.

Implementation Implications:

Supporting Data: Attached listing of requested line-item budget transfers within the FY21 Operating Budget.

School Committee (circle one)

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

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Anne Gulati
Assistant Superintendent for Finance & Operations

| Account Number | Description | Debit | Credit |
|--|---|-------|------------|
| 0001.3010.040.99.1110.099.99.520.030.5730.300.06 | School Committee - Unassigned - Dues and Memberships | 0.00 | 4,462.50 |
| 0001.3020.040.99.1210.099.99.520.030.5380.300.04 | Superintendent - Unassigned - Other Purchased Services | 0.00 | 14,900.00 |
| 0001.3020.040.99.1210.099.99.520.030.5780.300.06 | Superintendent - Unassigned - All Other Expenses | 0.00 | 1,284.35 |
| 0001.3030.040.99.1420.099.99.520.030.5300.300.04 | Human Resources - Unassigned - Professional and Technical | 0.00 | 21,000.00 |
| 0001.3030.040.99.1420.099.99.520.030.5380.300.04 | Human Resources - Unassigned - Other Purchased Services | 0.00 | 21,285.99 |
| 0001.3031.005.40.2358.090.99.520.030.5303.300.04 | Student Support Services - NHS - P&T-Seminars & Training | 0.00 | 1,000.00 |
| 0001.3031.040.99.1220.099.99.520.030.5420.300.05 | Student Support Services - Unassigned - Office Supplies | 0.00 | 25.00 |
| 0001.3031.040.99.1220.099.99.520.030.5780.300.06 | Student Support Services - Unassigned - All Other Expenses | 0.00 | 3,000.00 |
| 0001.3032.040.99.1220.099.99.520.030.5420.300.05 | Student Learning - Unassigned - Office Supplies | 0.00 | 1,231.65 |
| 0001.3040.040.99.1410.099.99.520.030.5380.300.04 | Financial Operations - Unassigned - Other Purchased Services | 0.00 | 13,790.00 |
| 0001.3110.005.10.2356.099.99.520.030.5780.300.06 | Professional Development - District - All Other Expenses | 0.00 | 6,630.00 |
| 0001.3110.005.10.2358.099.99.520.030.5510.300.04 | Professional Development - District - Professional and Technical | 0.00 | 20,000.00 |
| 0001.3110.005.21.2358.099.99.520.030.5303.300.04 | Professional Development - Broadmeadow - P&T-Seminars & Training | 0.00 | 4,000.00 |
| 0001.3110.005.21.2358.099.99.520.030.5320.300.04 | Professional Development - Broadmeadow - Tuition | 0.00 | 2,880.00 |
| 0001.3110.005.22.2358.099.99.520.030.5303.300.04 | Professional Development - Eliot - P&T-Seminars & Training | 0.00 | 4,000.00 |
| 0001.3110.005.22.2358.099.99.520.030.5320.300.04 | Professional Development - Eliot - Tuition | 0.00 | 2,073.00 |
| 0001.3110.005.23.2358.099.99.520.030.5303.300.04 | Professional Development - Hillside - P&T-Seminars & Training | 0.00 | 4,000.00 |
| 0001.3110.005.24.2358.099.99.520.030.5303.300.04 | Professional Development - Mitchell - P&T-Seminars & Training | 0.00 | 4,000.00 |
| 0001.3110.005.25.2358.099.99.520.030.5303.300.04 | Professional Development - Newman - P&T-Seminars & Training | 0.00 | 4,000.00 |
| 0001.3120.040.99.1420.099.99.520.030.5300.300.04 | EAP - Unassigned - Professional and Technical | 0.00 | 2,800.00 |
| 0001.3121.040.99.1420.099.99.520.030.5510.300.05 | Staff 504 Accommodations - Unassigned - Educational Supplies | 0.00 | 350.00 |
| 0001.3132.005.21.2358.099.99.520.030.5303.300.04 | Curriculum Development - Broadmeadow - P&T-Seminars & Training | 0.00 | 5,000.00 |
| 0001.3132.005.22.2358.099.99.520.030.5303.300.04 | Curriculum Development - Eliot - P&T-Seminars & Training | 0.00 | 5,000.00 |
| 0001.3132.005.23.2358.099.99.520.030.5303.300.04 | Curriculum Development - Hillside - P&T-Seminars & Training | 0.00 | 5,000.00 |
| 0001.3132.005.24.2358.099.99.520.030.5303.300.04 | Curriculum Development - Mitchell - P&T-Seminars & Training | 0.00 | 5,000.00 |
| 0001.3132.005.25.2358.099.99.520.030.5303.300.04 | Curriculum Development - Newman - P&T-Seminars & Training | 0.00 | 5,000.00 |
| 0001.3133.005.10.2430.099.99.520.030.5510.300.05 | General Supplies, Services & Equipment - District - Educational Supplies | 0.00 | 27,076.30 |
| 0001.3133.005.10.2440.099.99.520.030.5730.300.06 | General Supplies, Services & Equipment - District - Dues and Memberships | 0.00 | 50,000.00 |
| 0001.3141.005.10.2420.099.99.520.030.5247.300.04 | Production Center/ Mail Room - District - Repairs & Maintenance - Office Eq. | 0.00 | 1,070.00 |
| 0001.3141.005.10.2440.099.99.520.030.5341.300.04 | Production Center/ Mail Room - District - Communication - Postage | 0.00 | 20,000.00 |
| 0001.3150.040.99.1450.099.99.520.030.5305.300.04 | Administrative Technology - Unassigned - P&T-Software License Fees | 0.00 | 134,400.00 |
| 0001.3150.040.99.4450.099.99.520.030.5343.300.04 | Administrative Technology - Unassigned - Cable/Internet | 0.00 | 45,684.45 |
| 0001.3150.040.99.4450.099.99.520.030.5510.300.06 | Administrative Technology - Unassigned - In-State Travel | 0.00 | 1,662.50 |
| 0001.3160.010.99.3300.099.99.520.030.5380.300.04 | Transportation - Unassigned - Other Purchased Services | 0.00 | 15,764.00 |
| 0001.3210.005.21.2430.090.99.520.030.5510.300.05 | Broadmeadow Elementary - Broadmeadow - Educational Supplies | 0.00 | 12,687.85 |
| 0001.3220.005.22.2430.090.99.520.030.5510.300.05 | Eliot Elementary - Eliot - Educational Supplies | 0.00 | 7,983.85 |
| 0001.3230.005.23.2430.090.99.520.030.5510.300.05 | Sunita Williams Elementary - Hillside - Educational Supplies | 0.00 | 8,558.55 |
| 0001.3240.005.24.2430.090.99.520.030.5510.300.05 | Mitchell Elementary - Mitchell - Educational Supplies | 0.00 | 10,246.25 |
| 0001.3250.005.25.2430.090.99.520.030.5510.300.05 | Newman Elementary - Newman - Educational Supplies | 0.00 | 14,344.40 |
| 0001.3260.005.26.2430.099.99.520.030.5510.300.05 | High Rock - High Rock - Educational Supplies | 0.00 | 15,472.10 |
| 0001.3300.005.30.2430.099.99.520.030.5510.300.05 | Pollard Middle School - Pollard - Educational Supplies | 0.00 | 34,708.80 |
| 0001.3400.005.40.2358.099.99.520.030.5303.300.04 | Needham High School - NHS - P&T-Seminars & Training | 0.00 | 11,517.00 |
| 0001.3400.005.40.2430.035.99.520.030.5510.300.05 | Needham High School - NHS - Educational Supplies | 0.00 | 25,000.00 |
| 0001.3400.005.40.2440.099.99.520.030.5380.300.04 | Needham High School - NHS - Other Purchased Services | 0.00 | 40,000.00 |
| 0001.3410.040.40.3510.099.99.520.030.5510.300.05 | Needham High School Athletics - NHS - Educational Supplies | 0.00 | 3,255.00 |
| 0001.3510.099.40.2710.099.99.520.030.5510.300.05 | Guidance - NHS - Educational Supplies | 0.00 | 609.75 |
| 0001.3510.099.40.2710.099.99.520.030.5730.300.06 | Guidance - NHS - Dues and Memberships | 0.00 | 6,000.00 |
| 0001.3511.010.10.2800.099.99.520.030.5511.300.05 | Psychology - District - Testing Supplies | 0.00 | 3,288.60 |
| 0001.3520.040.10.3200.099.99.520.030.5305.300.04 | Health/Nursing: School Health Service - District - P&T-Software License Fees | 0.00 | 12,430.25 |
| 0001.3530.010.10.2110.099.99.520.030.5380.300.04 | Special Education - District - Other Purchased Services | 0.00 | 46,800.00 |
| 0001.3530.010.10.2110.099.99.520.030.5420.300.05 | Special Education - District - Office Supplies | 0.00 | 689.05 |
| 0001.3550.005.21.2430.081.99.520.030.5510.300.05 | ELL - Broadmeadow - Educational Supplies | 0.00 | 300.00 |
| 0001.3550.005.23.2358.081.99.520.030.5710.300.06 | ELL - Hillside - In-State Travel | 0.00 | 500.00 |
| 0001.3550.005.23.2430.081.99.520.030.5510.300.05 | ELL - Hillside - Educational Supplies | 0.00 | 500.00 |
| 0001.3550.005.40.2415.081.99.520.030.5512.300.05 | ELL - NHS - Instr. Mat/Clsm Lib & Ref - Teaching Aids | 0.00 | 70.00 |
| 0001.3550.005.40.2430.081.99.520.030.5510.300.05 | ELL - NHS - Educational Supplies | 0.00 | 450.00 |
| 0001.3551.040.99.3100.081.99.520.030.5380.300.04 | Translation & Interpreting Services - Unassigned - Other Purchased Services | 0.00 | 11,130.00 |
| 0001.3560.005.21.2415.011.99.520.030.5512.300.05 | K-8 Reading Instruction - Broadmeadow - Instr. Mat/Clsm Lib & Ref - Teaching Aids | 0.00 | 15,000.00 |
| 0001.3560.005.24.2415.011.99.520.030.5512.300.05 | K-8 Reading Instruction - Mitchell - Instr. Mat/Clsm Lib & Ref - Teaching Aids | 0.00 | 13,489.95 |
| 0001.3560.005.25.2415.011.99.520.030.5512.300.05 | K-8 Reading Instruction - Newman - Instr. Mat/Clsm Lib & Ref - Teaching Aids | 0.00 | 15,000.00 |
| 0001.3561.005.21.2430.030.99.520.030.5510.300.05 | Elementary Math Instruction - Broadmeadow - Educational Supplies | 0.00 | 10,000.00 |
| 0001.3561.005.23.2430.030.99.520.030.5510.300.05 | Elementary Math Instruction - Hillside - Educational Supplies | 0.00 | 10,000.00 |
| 0001.3561.005.24.2430.030.99.520.030.5510.300.05 | Elementary Math Instruction - Mitchell - Educational Supplies | 0.00 | 10,000.00 |
| 0001.3561.005.25.2430.030.99.520.030.5510.300.05 | Elementary Math Instruction - Newman - Educational Supplies | 0.00 | 10,000.00 |
| 0001.3561.005.26.2430.030.99.520.030.5510.300.05 | Elementary Math Instruction - High Rock - Educational Supplies | 0.00 | 9,744.65 |
| 0001.3561.005.30.2430.030.99.520.030.5510.300.05 | Elementary Math Instruction - Pollard - Educational Supplies | 0.00 | 10,000.00 |
| 0001.3570.005.10.2440.099.99.520.030.5380.300.04 | Student 504 Compliance - District - Other Purchased Services | 0.00 | 22,050.00 |
| 0001.3580.040.99.3100.099.99.520.030.5780.300.06 | K-12 Attendance - Unassigned - All Other Expenses | 0.00 | 700.00 |
| 0001.3620.005.21.2430.035.99.520.030.5510.300.05 | Elementary Science Center - Broadmeadow - Educational Supplies | 0.00 | 5,000.00 |
| 0001.3620.005.22.2430.035.99.520.030.5510.300.05 | Elementary Science Center - Eliot - Educational Supplies | 0.00 | 5,000.00 |
| 0001.3620.005.23.2340.035.99.520.030.5510.300.05 | Elementary Science Center - Hillside - Educational Supplies | 0.00 | 1,569.00 |
| 0001.3620.005.23.2430.035.99.520.030.5510.300.05 | Elementary Science Center - Hillside - Educational Supplies | 0.00 | 5,000.00 |
| 0001.3630.005.26.2451.040.99.520.030.5525.300.05 | Educational Technology - High Rock - Instructional Technology | 0.00 | 295,490.65 |
| 0001.3631.005.10.2453.099.99.520.030.5380.300.04 | Media and Digital Learning - District - Other Purchased Services | 0.00 | 22,125.00 |
| 0001.3631.040.22.2455.045.99.520.030.5305.300.04 | Media and Digital Learning - Eliot - P&T-Software License Fees | 0.00 | 3,237.10 |
| 0001.3631.040.23.2455.045.99.520.030.5305.300.04 | Media and Digital Learning - Hillside - P&T-Software License Fees | 0.00 | 11,775.00 |
| 0001.3631.040.24.2455.045.99.520.030.5305.300.04 | Media and Digital Learning - Mitchell - P&T-Software License Fees | 0.00 | 11,775.00 |
| 0001.3631.040.25.2455.045.99.520.030.5305.300.04 | Media and Digital Learning - Newman - P&T-Software License Fees | 0.00 | 11,775.00 |
| 0001.3631.040.30.2455.045.99.520.030.5305.300.04 | Media and Digital Learning - Pollard - P&T-Software License Fees | 0.00 | 15,300.00 |
| 0001.3631.040.40.2455.045.99.520.030.5380.300.04 | Media and Digital Learning - NHS - Other Purchased Services | 0.00 | 10,500.00 |
| 0001.3640.005.40.2420.050.99.520.030.5522.300.05 | Physical Education - NHS - Instructional Equipment | 0.00 | 18,253.20 |
| 0001.3641.005.40.2455.040.99.520.030.5524.300.04 | Health Education - NHS - Instructional Software | 0.00 | 2,620.80 |
| 0001.3642.005.10.2356.099.99.520.030.5720.300.06 | K-12 Physical Education & Health Director - District - Out-of-State Travel/ Conferences | 0.00 | 1,120.00 |

| | | | |
|--|---|--------------|-----------|
| 0001.3650.005.40.2420.070.99.520.030.5510.300.05 | Fine Arts - NHS - Educational Supplies | 0.00 | 16,500.00 |
| 0001.3650.005.40.2420.070.99.520.030.5522.300.05 | Fine Arts - NHS - Instructional Equipment | 0.00 | 7,763.40 |
| 0001.3651.005.40.2420.045.99.520.030.5522.300.05 | Performing Arts - NHS - Instructional Equipment | 0.00 | 15,000.00 |
| 0001.3651.005.40.2420.075.99.520.030.5257.300.04 | Performing Arts - NHS - Repairs & Maintenance - Equipment | 0.00 | 417.50 |
| 0001.3652.005.10.2110.099.99.520.030.5420.300.05 | K-12 Fine & Performing Arts Director - District - Office Supplies | 0.00 | 770.35 |
| 0001.3660.005.40.2455.099.99.520.030.5524.300.04 | World Languages - NHS - Instructional Software | 0.00 | 4,401.65 |
| 0001.3660.040.40.2455.080.99.520.030.5305.300.04 | World Languages - NHS - P&T- Software License Fees | 0.00 | 9,500.00 |
| 0001.3661.005.10.2356.099.99.520.030.5780.300.06 | K-12 World Languages Director - District - All Other Expenses | 0.00 | 385.00 |
| 0001.3122.005.10.2305.099.99.520.010.5110.300.01 | SALARY RESERVE SALARIES PERMANENT | 1,322,700.44 | 0.00 |

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: July 14, 2020

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

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

From Broadmeadow School

- 1419 Damaged/Outdated Books

From Eliot School

- 738 Damaged/Outdated Books

From Williams School

- 552 Damaged/Outdated Books

From Mitchell School

- 894 Damaged/Outdated Books

From Newman School

- 976 Damaged/Outdated Books

Issues: Chapter 30B Section 16 of the Massachusetts General Laws permits a governmental body to dispose of a tangible supply no longer useful to the governmental body, but having a resale or salvage value, at less than the fair market value to a charitable organization that has received a tax exemption from the United States by reason of its charitable nature. Transactions between governmental entities also are exempt from Ch30B. Chapter 30B Section 15 and Needham School Policy #DN further authorize the disposal of surplus school property, other than real estate, having a net value of less than \$10,000 through the exercise of sound business practices by the Procurement Officer.

Recommendation/Options: That the Needham School Committee authorize the disposal of the above items, to the Town Transfer Station of the aforementioned surplus equipment in accordance with MGH30B Section 15&16 by the Procurement Officer.

Rationale:

Implementation Implications:

Supporting Data: None.

School Committee (circle one)

Action Information Discussion Consent Calendar

Central Administrator Town Counsel Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance & Operations



Needham School Committee

July 14, 2020

Agenda Item: **Discussion**

Emery Grover Feasibility Study Options

Background Information:

- The final report of the Emery Grover Feasibility Study is available in its entirety in the information item portion of the packet.
- The final cost options from the study are enclosed separately for review and discussion.

Person Available for Presentation:

Dr. Daniel Gutekanst, Superintendent of Schools

FINAL THREE OPTIONS COST

Total Project Cost Estimate

| TOTAL PROJECT COST WORKSHEET | |
|---|-------|
| HARD COST | |
| Construction Cost | |
| Construction Cost Estimate from CHA | |
| IT mainframe transfer, with complete MDF room | |
| Solar panels on roof of addition or new construction | |
| Utility Back Charge | |
| Furniture, Fixtures & Equipment | |
| Hard Cost Subtotal | |
| SOFT COST | |
| Permits & Approvals | |
| Planning Board Site Plan Approval (peer review) | |
| Architecture & Engineering | |
| Architect & Engineer (% of construction cost: <u>New Construction</u>) | 8% |
| A&E Reimbursables | |
| FF&E Specification & Purchasing | 10% |
| Hazmat (inspection, specification, construction monitoring) | |
| Environmental (ground water and soil vapor) | |
| Geotechnical Engineer | |
| Survey & Layout | |
| Testing & Inspections | |
| Concrete & Steel, Soil Inspections | |
| Commissioning | |
| Project Management | |
| Owner's Project Manager | 2% |
| Moving | |
| Moving Expenses including two moves for Options 1 - 2 | |
| Advertising & Bidding | |
| Public Bidding: Advertising & Document Website | |
| Legal | |
| Other | |
| Bonding Costs | 0.30% |
| Soft Cost Subtotal | |
| CONTINGENCY | |
| Contingency | |
| 5% Construction & 10% Owner Contingency | 15% |
| Project Total | |
| OTHER CONSIDERATIONS AND NOTES | |
| Temporary School Administration Offices during construction | |
| CPC Funding: Eligible Amount | |
| CPC Funding: Available Amount | |

| Emery Grover | | |
|--|--------------------------------------|--|
| Option 1 | Option 2 | Option 3 |
| Emery Grover Demolish and Construct New Building | Emery Grover Renovation and Addition | Emery Grover Renovation and Addition Rotated |
| | | |
| 18,777,000 | 18,559,000 | 19,513,000 |
| 250,000 | 250,000 | 250,000 |
| 500,000 | 500,000 | 500,000 |
| 35,000 | 35,000 | 35,000 |
| 700,000 | 700,000 | 700,000 |
| \$20,262,000 | \$20,044,000 | \$20,998,000 |
| | | |
| 10,000 | 10,000 | 10,000 |
| 1,620,960 | 1,603,520 | 1,679,840 |
| 25,000 | 25,000 | 25,000 |
| 70,000 | 70,000 | 70,000 |
| 35,000 | 35,000 | 40,000 |
| 15,000 | 20,000 | 15,000 |
| 25,000 | 25,000 | 25,000 |
| 100,000 | 100,000 | 100,000 |
| 50,000 | 50,000 | 50,000 |
| 375,540 | 371,180 | 390,260 |
| 80,000 | 80,000 | 80,000 |
| 15,000 | 15,000 | 15,000 |
| | | |
| 60,786 | 60,132 | 62,994 |
| \$2,482,286 | \$2,464,832 | \$2,563,094 |
| | | |
| 3,411,643 | 3,376,325 | 3,534,164 |
| \$26,155,929 | \$25,885,157 | \$27,095,258 |
| | | |
| | to be determined | to be determined |



Needham School Committee

July 14, 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.
- The enclosed Family and Student Survey results will be discussed.

Person Available for Presentation:

Dr. Daniel Gutekanst, Superintendent of Schools



District Survey 2020: *Highlights of Family & Student Survey Results*

Survey administered June 13 – June 26, 2020

1

Purpose of District Survey

- District Survey conducted biannually since 2001
- Gather feedback from families and students on their learning experiences; this year with a focus on Remote Learning
- **Use survey findings to inform decisions and make improvements as we prepare for next school year**
- Identify areas of strength and areas that need attention
- Compare results by subgroups with a lens on our framework for equity (Portrait of A Needham Graduate) – analysis to continue through summer



2

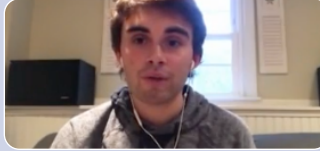


Needham
Public Schools

Survey Respondents



2,642
Families



755
Students
Grade 6-12



1,045
Students
Grades 3-5

3



Needham
Public Schools

2020 Topline Family Survey Results

- Data on **Family situation** in terms of access to remote learning, as well as concerns & supports during the period of remote learning
- Parent/guardian **perceptions of student engagement**, i.e., how attentive and invested their children are in remote learning
- **Feedback on School resources** in terms of instructional staff, programs, services, supports
- Comments on **what worked well/challenges with remote learning & suggestions for next year**
- Comparison to 2018 Survey Results on 13 items (snapshot of remote vs in-school experience; indicates **impact of the health crisis**)

4



Respondent FAMILIES from All Schools

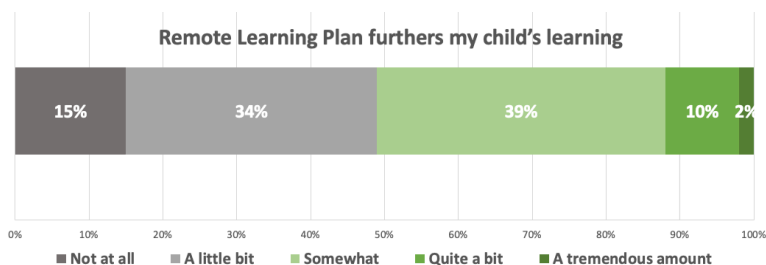
| SCHOOL | # Parent/Guardian Respondents * | RESPONSE RATES |
|-----------------|---------------------------------|----------------|
| Broadmeadow | 268 | 49% |
| Eliot | 201 | 49% |
| Mitchell | 243 | 50% |
| Newman | 309 | 44% |
| Sunita Williams | 277 | 53% |
| High Rock | 230 | 46% |
| Pollard | 381 | 43% |
| High School | 724 | 44% |
| TOTAL # | 2,642 | 46% |

* In the 2018 District Survey, we received 1,940 responses from Parents/Guardians - a 34% Response Rate.

5

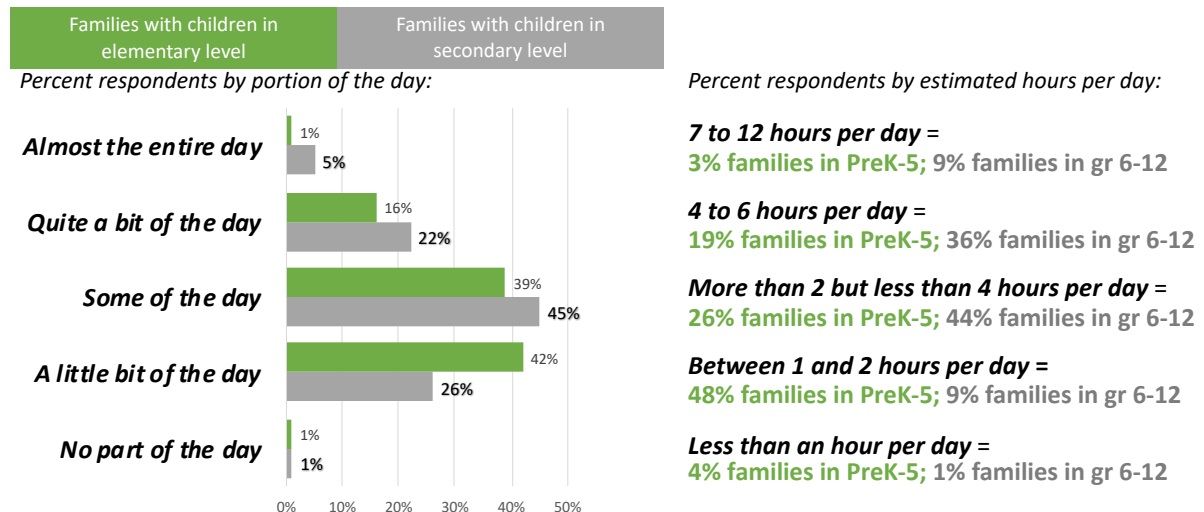
Who are the 2,642 Family Respondents?

- Almost all (98.5%) have access to Technology from home (92% have reliable *high-speed* internet)
- All grade levels (between 7% to 9% per grade level within total respondents, except Seniors/Post grads and Pre-K/K at 3% representation)
- 425 have children receiving special education services (18% of respondents compared with 17.3% of the district population)
- 100 have children receiving English Language Learner services (surveys provided in Portuguese, Russian, Spanish, Chinese)
- Mix by gender and race generally comparable to school populations

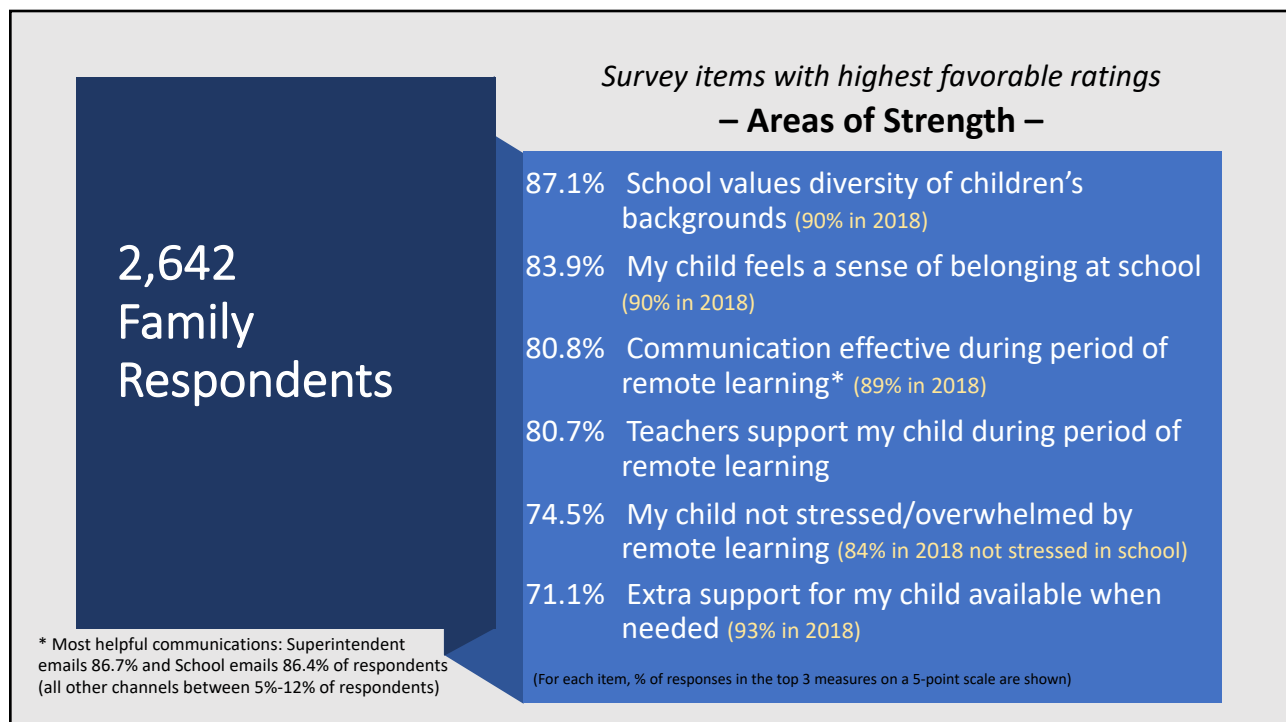


6

How much of the day do your children spend learning remotely or completing schoolwork?



7



8

2,642 Family Respondents

Survey items with lowest favorable ratings

- Areas Needing Attention -

| | |
|-------|---|
| 67.6% | My child is well prepared for next academic year (91% in 2018) |
| 62.9% | Family able to support child's learning at home (93% in 2018) |
| 61.9% | Family able to motivate child to try hard on schoolwork (89% in 2018) |
| 59.1% | School's system of providing feedback to my child is fair (91% in 2018) |
| 54.0% | My child is comfortable asking teachers for help (80% in 2018) |
| 52.8% | Family able to ensure child's learning needs are met (78% in 2018) |
| 50.3% | Concerned about my child's social & emotional wellbeing |
| 48.5% | My child seems interested in activities or assignments (84% in 2018) |
| 41.8% | Concerned about my child's academic growth |
| 41.5% | My child's schoolwork is challenging |
| 38.9% | My child is motivated by the remote learning experience (87% in 2018 re: motivated in school) |

(For each item, % of responses in the top 3 measures on a 5-point scale are shown)

9

Supports for a *sub-set* of Families:

% reporting child's needs were adequately met during period of remote learning

| Programs/Services | # Parent/Guardian Respondents (out of 2,642 total) | % Favorable response 2020 | % Favorable response 2018 |
|--|---|------------------------------|------------------------------|
| Nutrition Services | 188 | 70% | 81% |
| Nursing | 146 | 59% | 96% |
| Guidance | 938 | 70% | 86% |
| Special Education | 524 | 69% | - |
| Library/Media | 789 | 63% | 94% |
| Technology (devices & technical support) | 851 | 74% | - |
| Extra-curricular activities (clubs, musical groups, teams) | 1006 | 49% | 85% |

10

Open-Ended Family Comments: representative quotes of most frequently cited themes

• What Worked Well...

*"Things improved greatly when kids were required to attend the **Zoom sessions**. The sessions made it seem more like a real class."*

*"I can't say enough good things about her **Teachers** and the lessons, **support**, and feedback they have offered her at all hours of the day."*

*"**Consistent class schedule**. He had a sense of where he was supposed to be and what he was supposed to be doing."*

*"Having the option to complete her schoolwork on her own time and at a time when it is convenient for our family. Both parents work so we really needed that **flexibility**."*

The scheduled class meetings and live learning sessions with his class and teachers worked well for my son.

11

Summary of Open-Ended Family Comments: WHAT WORKED WELL DURING REMOTE LEARNING

(1,876 respondents)

| KEY THEMES | # of iterations | KEY THEMES | # of iterations |
|--|-----------------|--|-----------------|
| Technology (device provided; benefits of Google Classroom, Zoom, Seesaw, learning apps, PowerSchool, videos) | 391 | Weekly or daily expectations/ assignments | 158 |
| Teacher access/support (classroom teaching and/or 1:1 with teacher, guidance, coach, counselor, specialist, special education support) | 280 | Family support (parents provide students with learning supports, tutors, dedicated study space, additional class outside school, etc.) | 106 |
| Schedule (consistent, flexible, good pace, like starting school later) | 241 | Structure (routines and requirements for in class, for small groups, independent work, projects, Advisory, Morning Meeting, etc.) | 71 |
| Group learning/Social connection (online version of the classroom experience) | 193 | Curriculum (history, English, literacy, math, science, multidisciplinary, project-based, music, etc.) | 58 |
| Student efficacy (success in being independent learners and resilient through this health emergency) | 167 | Other (less stress, free time, communication, resources, safe at home, etc.) | 74 |

226 open-ended comments indicated "nothing worked well"

12

Open-Ended Family Comments: representative quotes of most frequently cited themes

• Challenges for your child...

*"Before the spring, my kids were self-motivated A students. Since the pandemic, my children have become completely disengaged and not interested in learning; **they are depressed and scared by world events. They rarely see or connect with friends.**"*

*"**Motivating when classes are pass/fail is next to impossible.** Teachers need to set expectations higher. Teachers need to provide instruction on new material in addition to website links."*

*"**Both parents continue to work full time & cannot help with learning. It is heartbreaking.**"*

*"My son **struggles with organization**, so getting a week's worth of work on a Monday is difficult for him to budget time accordingly. He was consistently late handing in assignments."*

*"It has been **extremely challenging for my child to do the work independently.** She really only thrived with actual face to face interactive learning."*

13

Summary of Open-Ended Family Comments: CHALLENGES FOR YOUR CHILD DURING REMOTE LEARNING (2,014 respondents)

| KEY THEMES | # of iterations | KEY THEMES | # of iterations |
|--|-----------------|---|-----------------|
| Social Isolation (missing their friends, teachers, classmates, clubs, teams; not feeling part of school community) | 364 | Issue with Schedule or Work Expectations/Completion | 138 |
| Staying Focused/Motivated (feeling distracted, fatigued, disinterested; struggling to engage/participate in learning activities) | 357 | Technology Issues (problems with devices, internet, learning platforms, apps) | 133 |
| Decreased Support (needing more help from their teachers on assignments, practicing skills, learning new material) | 259 | Limited Live Instruction (feeling they want or need more time with teachers and classmates for interactive learning) | 132 |
| Not Learning/Not Challenged (perceiving that content is at the wrong level, too easy, repetitive, or boring; lacking opportunities for growth) | 211 | Not Knowing Progress: Grades/Feedback Needed (lack of communication re: quality of work / value of efforts) | 79 |
| Not Able To Work Independently (child too young or lacking the skills to do what's expected with no adult support at home) | 175 | Limited Special Education/ Student Support Services | 56 |
| Time Management / Workload (perceiving they have too much schoolwork to do or they have too little schoolwork to fill the day) | 139 | Other (Screen Time, Executive Function skills, Mental Health, Access to Resources, College Preparedness, Self Care, etc.) | 216 |

14



2020 Topline Student Survey Results

- **Student efficacy:** How much students believe they can succeed in their learning
- **Student engagement:** How attentive and invested students feel about their learning
- **Student views on diversity and equity** in the Needham Public Schools
- Comments on what **worked well/challenges with remote learning & suggestions for next year**
- Comparison to 2018 Survey Results
(snapshot of remote vs in-school experience for students on 10 survey items for gr 3-5 and 11 survey items for gr 6-12)

15



Respondent STUDENTS from All Schools

| SCHOOL | # Student Respondents (grades 3-12) * | RESPONSE RATES |
|-----------------|--|----------------|
| Broadmeadow | 222 | 78% |
| Eliot | 174 | 84% |
| Mitchell | 172 | 65% |
| Newman | 163 | 55% |
| Sunita Williams | 195 | 74% |
| High Rock | 105 | 21% |
| Pollard | 272 | 31% |
| High School | 250 | 15% |
| TOTAL # | 1,800 * | 41% ** |

* Total includes 119 Elementary and 128 Secondary level students who did not identify their grade/school

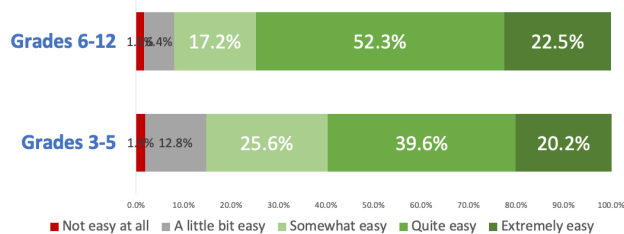
** 2018 District Survey had 2,982 student respondents which was a 69% Response Rate

16

Who are the 1,800 Student Respondents?

- Almost all students (98.5%) have access to Technology from home
- Majority of students find it easy to use technology at home
- 80 Students receive special education services
- 172 are English Language Learners
- 49 are Boston resident students
- Double the number of female versus male respondents in secondary level; gender for elementary level generally comparable to schools
- Mix by race generally comparable to schools

Easy to use technology at home

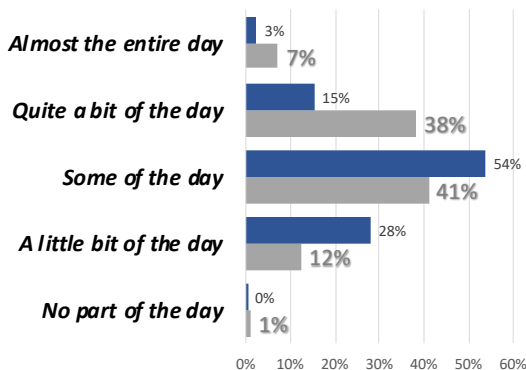


17

How much of the day do students perceive they spend learning remotely or completing schoolwork?

Grade 3-5 Students Grade 6-12 Students

Percent respondents by portion of the day:



Percent of Grade 6-12 Students by estimated hours per day:

* estimated hours not asked of Grade 3-5 students

7 to 12 hours per day = 11%

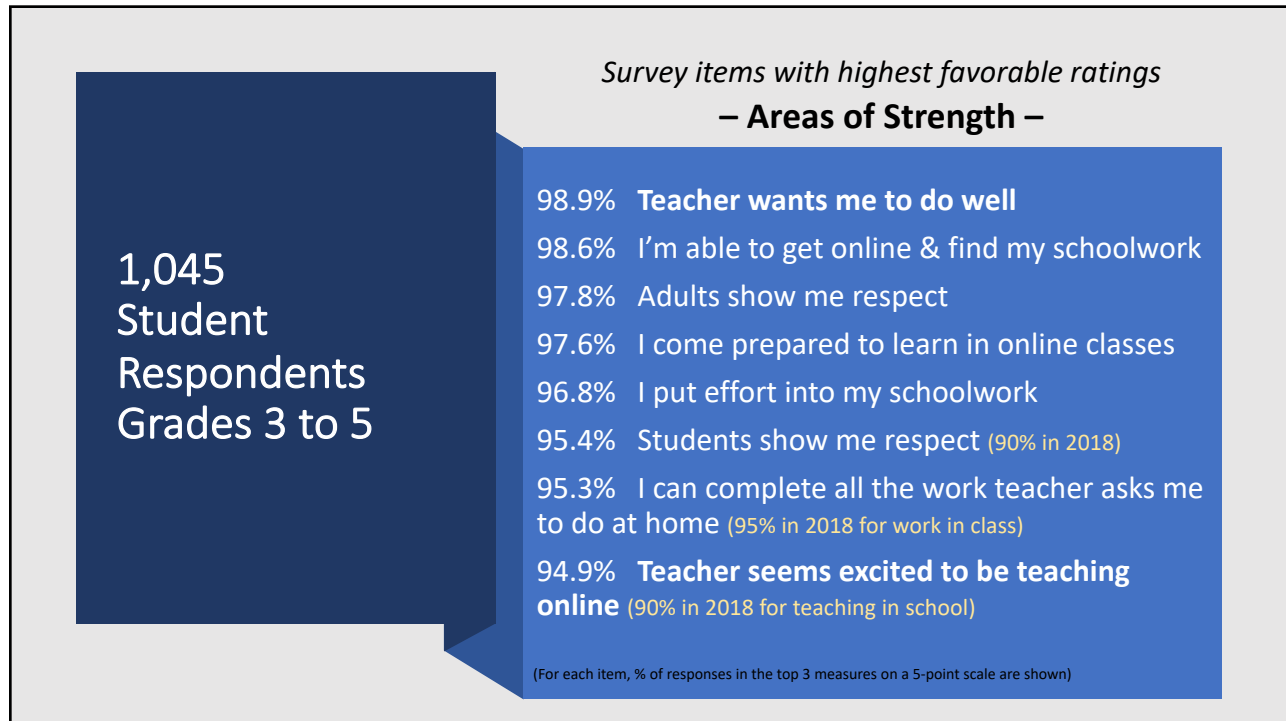
4 to 6 hours per day = 45%

More than 2 but less than 4 hours per day = 29%

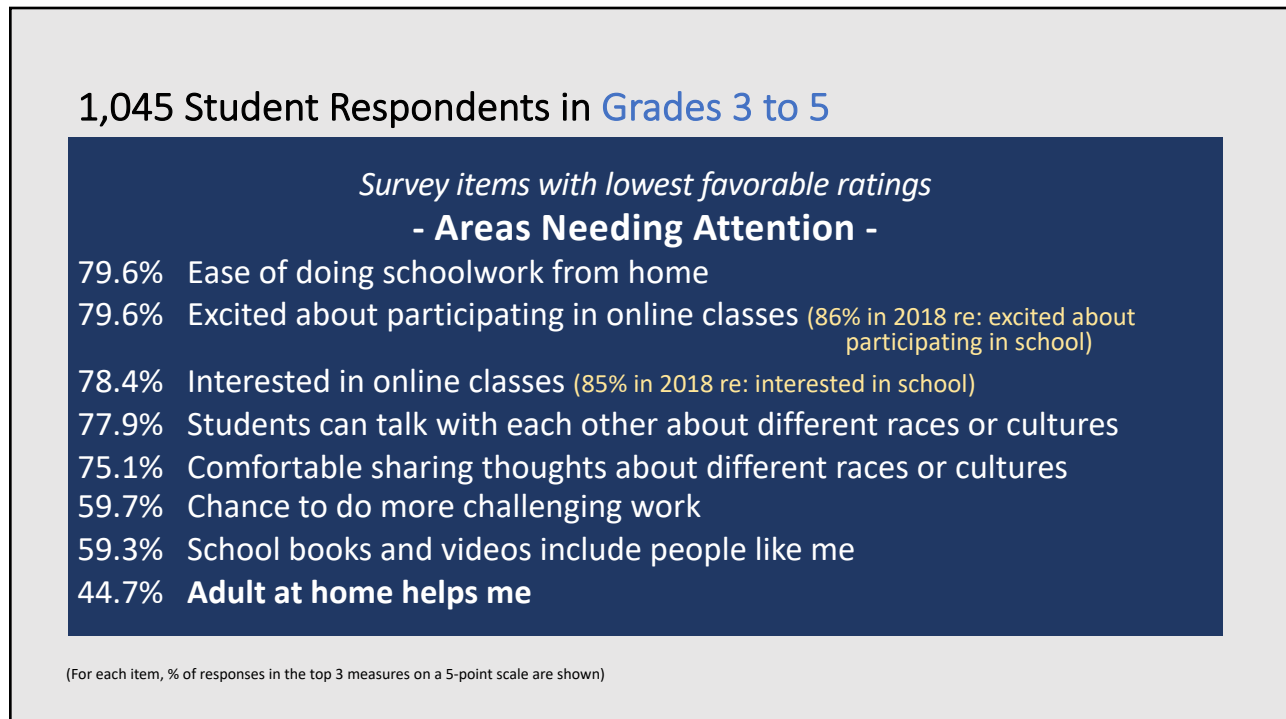
Between 1 and 2 hours per day = 14%

Less than an hour per day = 1%

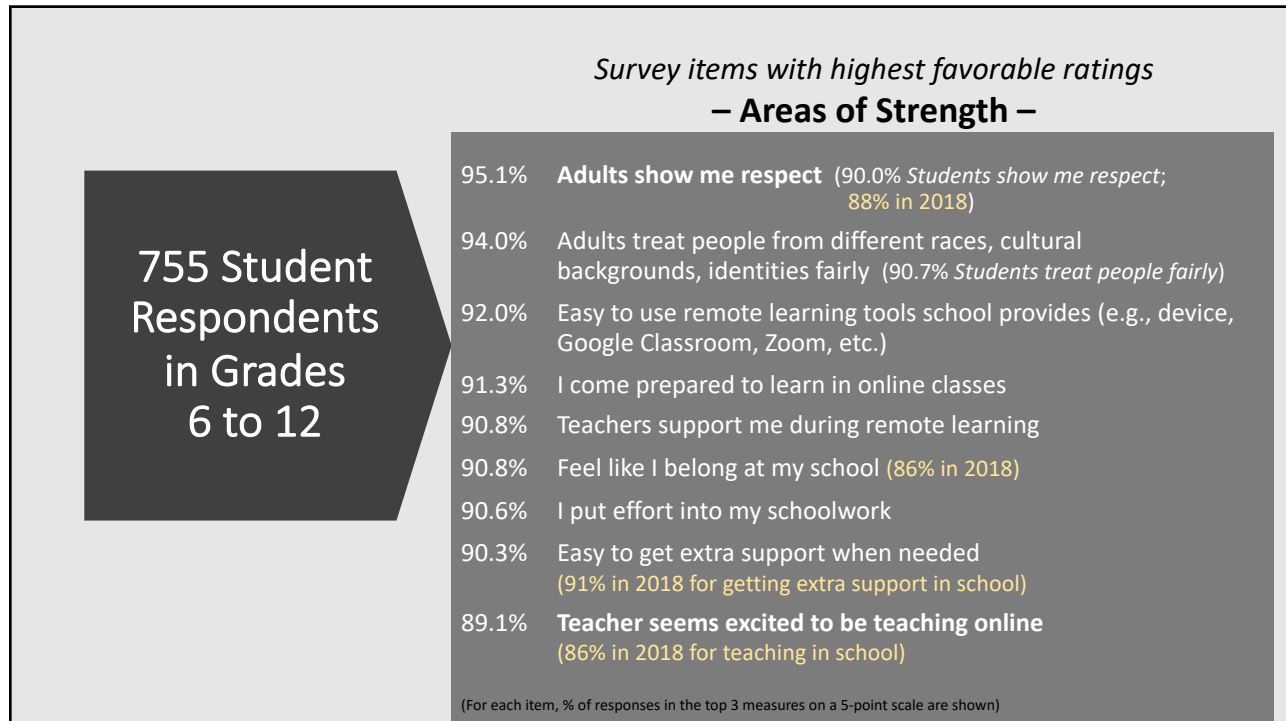
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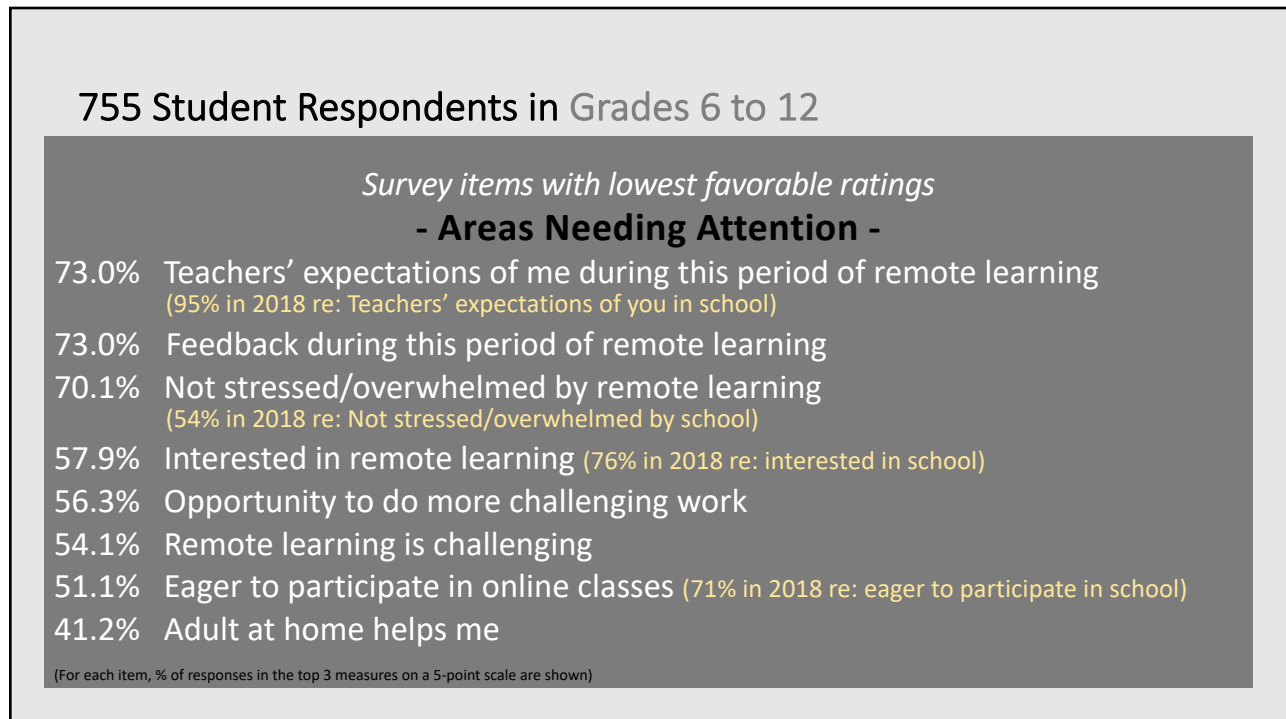
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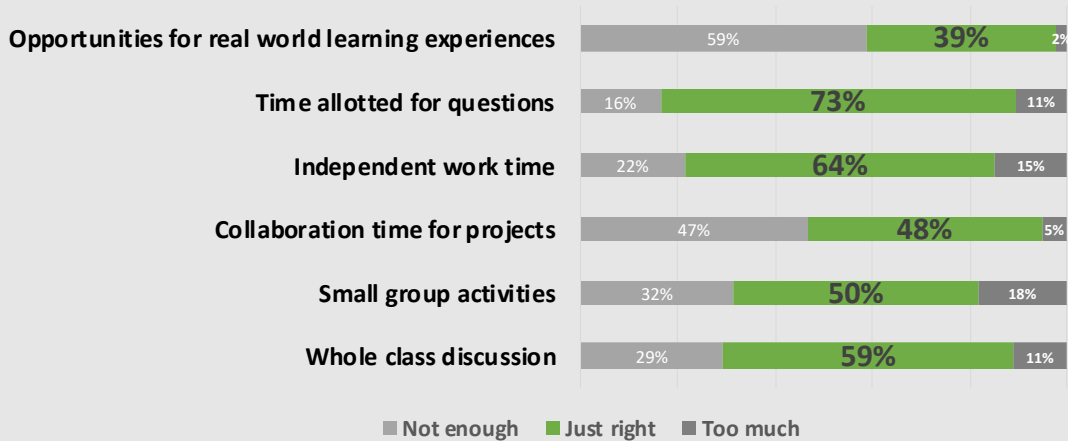
21



22

Learning Experience for Students in Grades 6-12:

In thinking about the majority of your online classes, how is the balance for:



23

Open-Ended STUDENT Comments:

representative quotes of most frequently cited themes

• LIKE MOST ABOUT LEARNING FROM HOME...

*"I like the ability to **sleep in and work at my own pace.**"*

*"I like that **I get to plan when I do assignments** for the week."*

*"I like that I can reach out to my friends or teachers if I need help, but I can also **work independently and do my own thing.**"*

• CHALLENGES WITH LEARNING FROM HOME...

*"I get lonely, **miss going to school**, talking to friends, & walking around to talk to my teachers."*

*"It's really **hard to stay focused and motivated** when it's just through a computer."*

*"Although the teachers have been doing a really good job, it's not the same at all. It's really **challenging and not very enjoyable to learn new material on your own.**"*

24

Summary of Open-Ended STUDENT Comments: LIKE MOST ABOUT REMOTE LEARNING

(940 respondents in Grade 3-5 and 654 respondents Grade 6-12)

| KEY THEMES Grade 3-5 | # of iterations | KEY THEMES Grade 6-12 | # of iterations |
|---|-----------------|--|-----------------|
| Flexible Schedule (students like pacing their own work, being able to finish fast/early, and sleeping later) | 349 | Flexible Schedule (students like getting all work at the beginning of the week, pacing their own work, and sleeping later) | 264 |
| Schoolwork / Curriculum (students enjoy work because they like a specific subject, it's fun, easy, different, and/or involves technology) | 215 | Independence (students enjoy freedoms like choosing work to complete, planning their day, following their own routines, giving themselves breaks, exploring other interests) | 133 |
| Space To Work (comfortable being able to relax at home without distractions while doing their schoolwork) | 124 | Space To Work (comfortable being able to relax at home while doing their schoolwork) | 49 |
| Independence (students enjoy freedoms like working on their own, giving themselves breaks and playtime, exploring other interests) | 113 | Technology (benefits of Zoom, Google Classroom, quick online access to resources and assignments) | 38 |
| Other (Family Time and Support, Teacher Support, Less Worry, Feeling Safe) | 94 | Other (Less Stress, No Grades, Easy or Less Work, Teacher Support, Working with Classmates/Friends etc.) | 114 |

25

Summary of Open-Ended STUDENT Comments: CHALLENGES WITH REMOTE LEARNING

(942 respondents in Grade 3-5 and 660 respondents Grade 6-12)

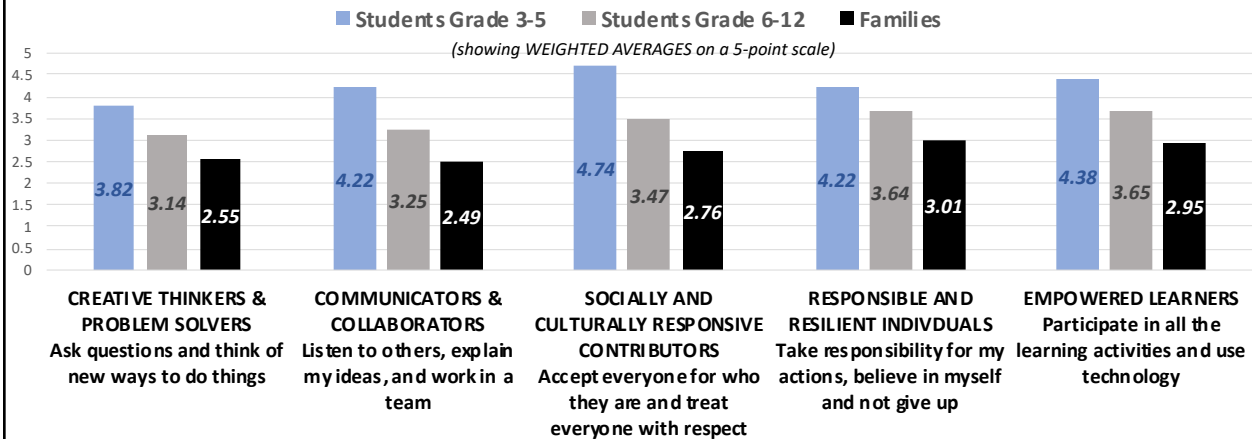
| KEY THEMES Grade 3-5 | # of iterations | KEY THEMES Grade 6-12 | # of iterations |
|--|-----------------|--|-----------------|
| Missing School (missing their teachers, classrooms, in-school routines, special school programs, recess) | 204 | Staying Focused/Motivated (feeling distracted, bored; struggling to engage/participate) | 157 |
| Missing Friends (not being able to see or play with friends or classmates) | 197 | Managing/Completing Work Independently | 116 |
| Needing Help with Learning or from the Teacher (not understanding directions on assignments; not able to problem solve; not getting questions answered live/real time) | 189 | Decreased Teacher Support (needing more help to show work-in-progress and problems; getting questions answered live/real time) | 110 |
| Technology (technical issues with devices or learning apps; too much screen time; disliking Zoom) | 105 | Not Learning / Not Challenged (perceiving that lesson is repetitive, not new, too easy) | 64 |
| Homework (finding work too easy; too little work; too much work; not liking certain subjects or differences from classroom work) | 97 | Technology Issues (technical issues with devices or learning apps; too much screen time; disliking Zoom) | 61 |
| Other (Boredom, Distractions, Family issues, Stress, Schedule/Routine) | 114 | Other (Social Isolation, Workload, Communication struggles with teachers/peers, Schedule inconveniences, Stress, etc.) | 138 |

26



Portrait of A Needham Graduate:
Preparing Pre-K to 12 students for their future

DURING PERIOD OF REMOTE LEARNING, TO WHAT EXTENT DID STUDENTS PRACTICE COMPETENCIES NEEDED FOR THEIR FUTURE?



27

In Summary

Although remote learning was challenging for most, families and students shared positive examples of effective approaches (e.g., how staff supported students, organized and provided educational materials; how students practiced being empowered learners and resilient individuals through this health crisis). The switch to remote learning also led to expanded use of technology-based learning management tools and flexibility to accommodate families' diverse schedules. As we move forward, we recognize that the district must address areas of remote learning that still need attention.

While planning for the 2020-2021 school year, we will seek opportunities to grow and we will prepare for both in-school and remote learning -- with a focus on health and safety, student engagement, student efficacy, as well as equity and inclusion in the Needham Public Schools.

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Open-Ended Family & Student Comments: KEY SUGGESTIONS FOR NEXT YEAR

(from 1709 Families, 406 Students grade 6-12, 940 Students grade 3-5)

Every suggestion has merit and will be considered whether it was mentioned once or many times by our stakeholders.

- REOPEN BUILDINGS – consider models for social distancing that fit a variety of family needs/preferences
- ADVANCE NOTICE – communicate fall plans as soon as possible so families can arrange childcare
- ASSESSMENTS – upon return to school, determine where each student is at academically & their health needs
- CHILDCARE FOR TEACHERS – staff need childcare in order to do their jobs and provide effective teaching
- COACHING FOR TEACHERS – observe/evaluate teachers & specialists on their remote learning practices
- COLLEGE PROCESS – support Juniors w/ COVID-related college requirements; continue with graduation parades
- COMMUNICATION – quick, clear, succinct; one point-of-entry to find information
- CONTINGENCY PLAN – prepare to pivot quickly between in-school and remote learning
- COVID WAIVER – families sign so district is not liable (waiver process like sports teams are using)
- CURRICULUM – focus on 4 core subjects if remote learning continues; re-establish scope & sequence; incorporate more challenging work; advance remote learning & in-school learning at same pace
- ENRICHMENTS – partner with companies for programming beyond curriculum (e.g., MasterClass)
- GRADING/EVALUATION – rubrics, grading, feedback, tutoring; not Pass/Fail; fix PowerSchool

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Open-Ended Family & Student Comments: KEY SUGGESTIONS FOR NEXT YEAR

(from 1709 Families, 406 Students grade 6-12, 940 Students grade 3-5)

- HEALTH & SAFETY – follow health protocols; balance health & academics; mask-free for students; disinfect and use FDA-approved air-cleaning devices in schools
- LATER START TIME – developmentally appropriate to start later and give students needed rest
- LEARNING BUDDIES – support younger students & Boston-resident students with buddies online & in school
- LIVE INTERACTION WITH TEACHERS – increase use of Zoom for an online version of classroom routines and lessons; live stream teaching from in-school & record teachers' lessons
- MEDICAL CONCERNS – families with medical issues should be able to continue with remote learning
- ONE-TO-ONE ONLINE MEETINGS – build relationships with teachers/counselors; opportunity for support and differentiated learning
- ONLINE LEARNING SCHOOLS – utilize well-established online schools (e.g., Khan Academy)
- ORGANIZATIONAL SKILLS/TOOLS – staff, students, families need timely communication, info access, schedules
- PARENT PARTNERSHIP – provide same info to parent/student, expectations of parent role, parent-teacher meetings, TAs for working parents, remote "pod learning" w/4 students per house & parents rotating supervision
- PARENT SUPPORT – parents can teach children to wear masks; fundraise/ask for budget increase to cover costs
- REMOTE LEARNING OPTION – families can opt out of returning to school for health / social-emotional reasons

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Open-Ended Family & Student Comments: KEY SUGGESTIONS FOR NEXT YEAR

(from 1709 Families, 406 Students grade 6-12, 940 Students grade 3-5)

- RESOURCES OFFLINE – library books, textbook, worksheets, science equipment, art supplies, manipulatives, etc.
- SCHEDULE – resume typical school day or ramp up amount of time for online teaching & learning
- SCHOOL COMMUNITY – opportunities to come together: library visits, science demo, sports, afterschool, etc.
- SCREEN TIME – minimize as much as possible; avoid Zoom fatigue; avoid third-party videos
- SOCIAL-EMOTIONAL SUPPORT – address trauma with re-entry plan for mental health, orientation, mentors, small groups, opportunities to socialize, outreach from Advisors, yoga, expressive arts, etc.
- SPECIAL EDUCATION – provide same amount of time to students as designated on their IEPs
- STUDENT AND STAFF DIVERSITY – teach about cultures, genders, white privilege, racial equity, social justice, American history from more than one angle; hire diverse workforce
- STUDENT PLACEMENT – keep students with last year's classmates; NHS class sizes larger w/remote learning
- TEACHER TRAINING/PD – best practices for remote learning; designate certain teachers as well-suited for RL
- TECHNOLOGY – evaluate/integrate platforms; parental control; more devices if needed; tech training for students
- TRANSPORTATION – limit bus loads to half (bringing 1 group home and then next group)
- VACCINE – keep students at home until it's safe or there is a vaccine

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NEXT STEPS

- School-specific reports of survey results
- Analysis by sub-groups (grade, race, gender, special education, ELL)
- Action plans in response to areas needing attention
- **Incorporate suggestions into decision-making for school reopening in the fall**



32

Planning for Reopening Our Schools

An Update to the Needham School Committee & Community



Needham School Committee
July 14, 2020

Agenda

- 1. Operations Task Force Context and Process to Date**
- 2. Overview of All Scenarios**
- 3. Current Plans Under Consideration**
- 4. Next Steps**

Agenda

1. Operations Task Force Context and Process to Date

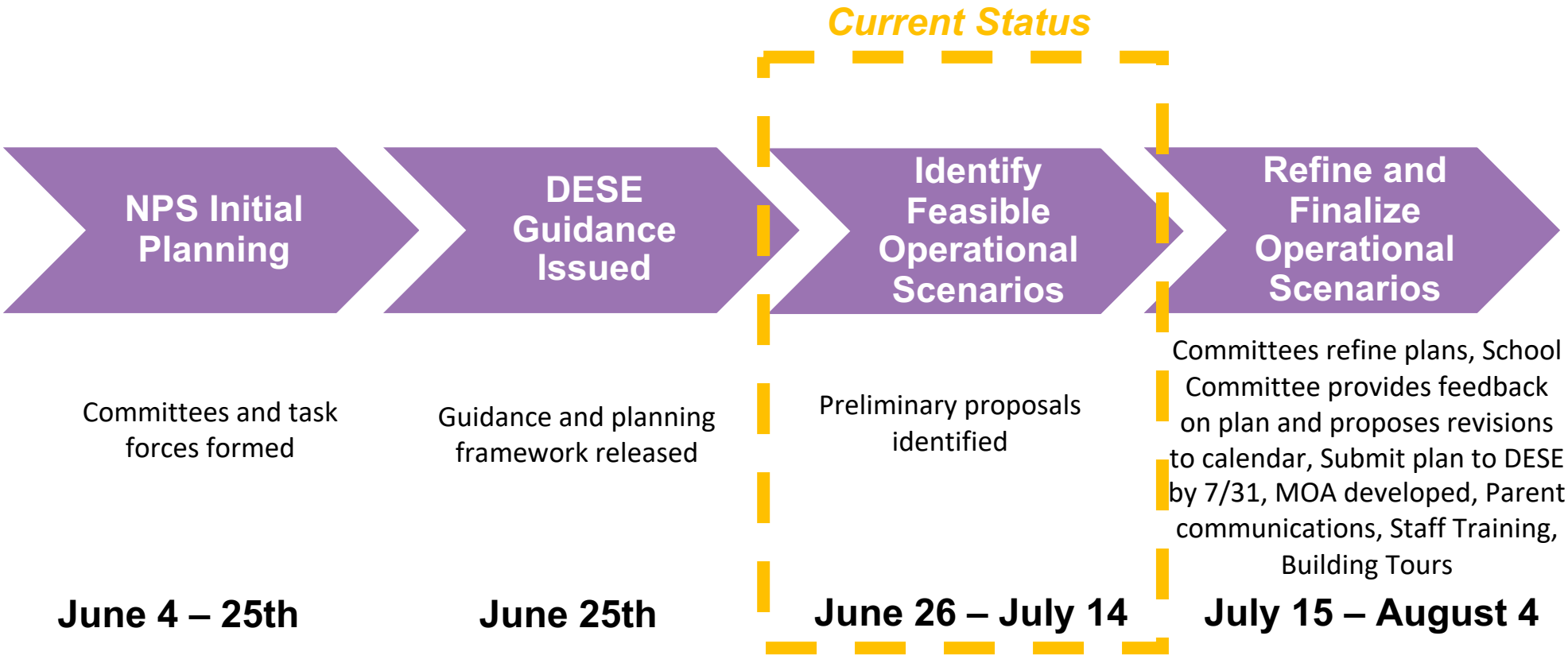
2. Overview of All Scenarios

3. Current Plans Under Consideration

4. Next Steps

NPS has engaged in a multi-month engagement process to identify possibilities, develop scenarios, and weight alternatives for re-opening.

Overview of Planning Process



School Begins September 2nd

The task forces initially considered three scenarios, which were informed by CDC guidelines from the spring.

Overview of Initial Scenarios

NO COMMUNITY SPREAD

- Prepare
- Teach and reinforce healthy hygiene
- Develop information sharing systems
- Intensify cleaning and disinfection
- Monitor for absenteeism
- Assess group gatherings and events
- Require sick students and staff to stay home
- Establish procedures for someone becoming sick

MINIMAL TO MODERATE COMMUNITY SPREAD

- Coordinate with local health officials
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building
- Consider ways to accommodate needs of children and families at high risk

SUBSTANTIAL COMMUNITY SPREAD

- Coordinate with local health officials
- Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building with extended school closures
- Consider ways to accommodate needs of children and families at high risk

The framework in DESE's initial guidance for the fall, released on June 25th, closely aligned with NPS's initial framework.

NPS Framework vs. DESE Framework

NPS Framework

NO COMMUNITY SPREAD

MINIMAL TO MODERATE
COMMUNITY SPREAD

SUBSTANTIAL
COMMUNITY SPREAD

Framework from DESE

Continuum of fall reopening models

Return without
restrictions

Students return in
person and
restrictions are lifted

① In-person learning
with new safety
requirements

All students return in person;
classrooms, schedules, protocols
modified to meet health
requirements

② Hybrid learning

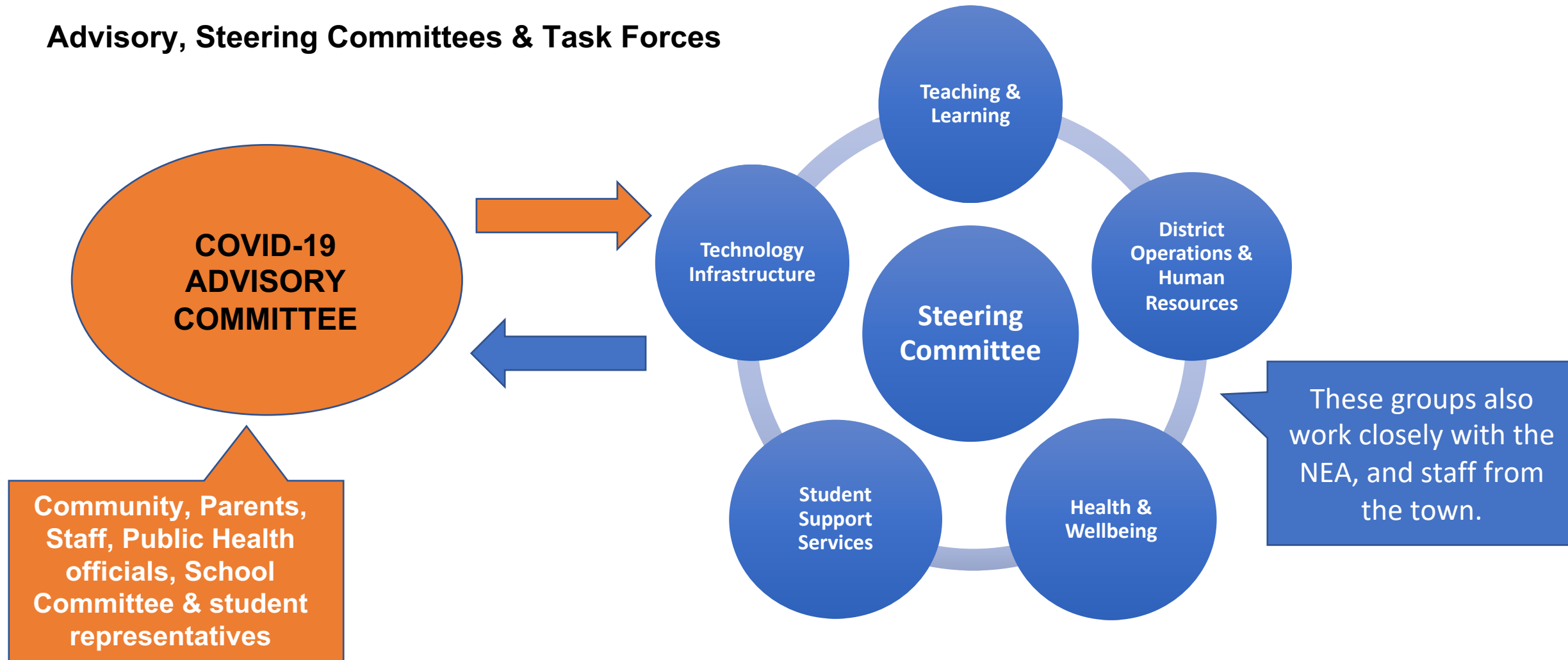
Students learn both in-
person and remotely

③ Remote learning

Learning takes place
remotely

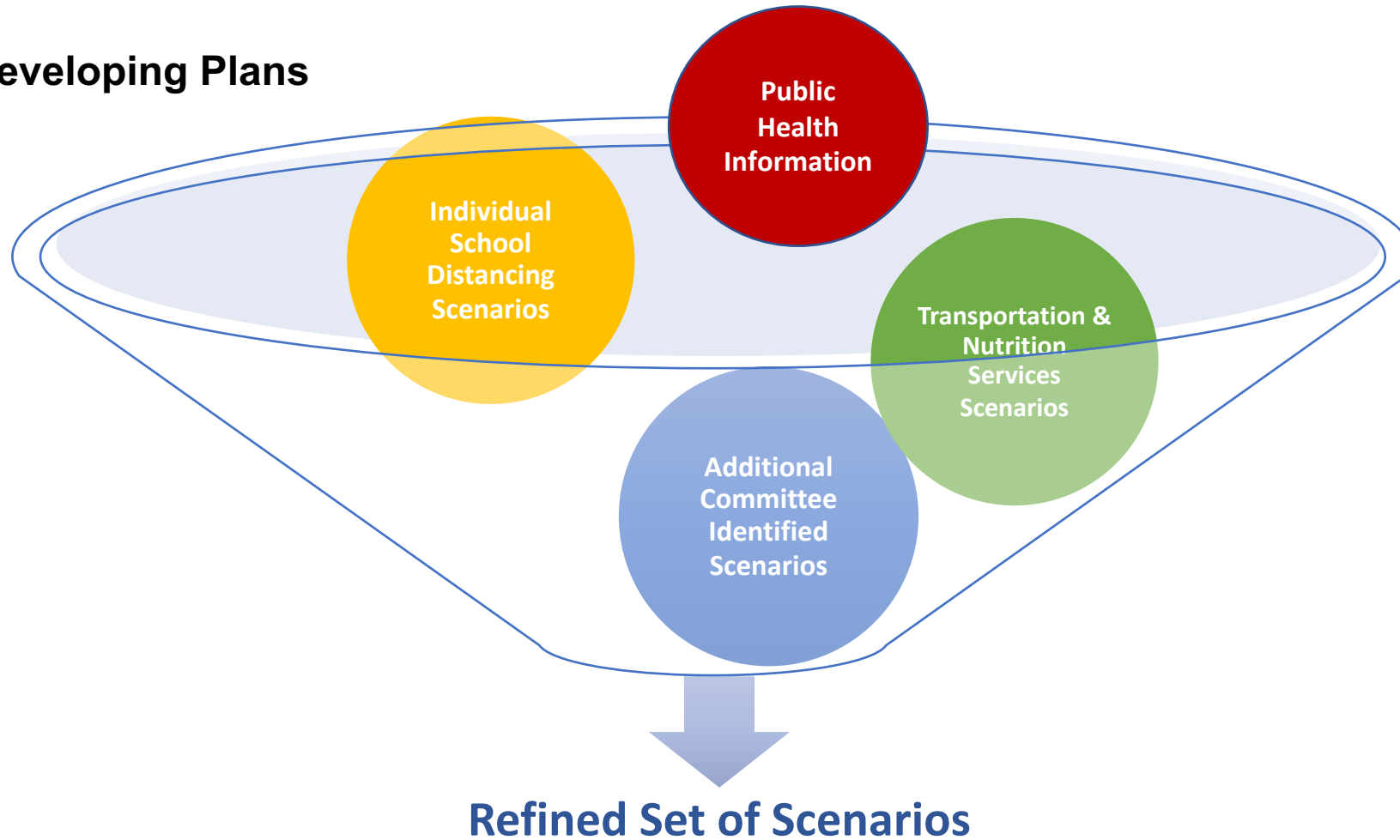
To create this plan, the Steering Committee formed five separate staff task forces to gather input from across the district and inform NPS's plan. COVID-19 Advisory Committee provides guidance, feedback, and input.

Advisory, Steering Committees & Task Forces



The Operations Task Force developed plans for many scenarios; each was reviewed for safety, staffing, and financial considerations, which led to a refined set of scenarios.

Process of Developing Plans



Agenda

1. Operations Task Force Context and Process to Date

2. Overview of All Scenarios

3. Current Plans Under Consideration

4. Next Steps

Over the past several weeks, the Steering Committee and Task Forces have reviewed and considered over nine different scenarios.

List of All Scenarios Considered

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

- Return without restrictions
- 3 foot social distancing with safety requirements
- 6 foot social distancing with safety requirements

HYBRID LEARNING

- Rotating A / B Schedule (Day and Week)
- AM Session / PM Session
- K-6 In Person, 7-12 Remote
- Staggered Start / End Times

REMOTE LEARNING

- All students remote
- Highest need students possibly on-site, all others remote

The committees also considered combinations of different scenarios.

After considering student health and safety, as well as operational and financial implications, the committees narrowed the list of feasible scenarios to three.

Narrowed List of Scenarios

Scenarios Eliminated

| Scenario | Rationale |
|----------------------------|--|
| Six Foot Distancing | Six feet of social distancing not currently possible in many, if not all, NPS buildings with full classes. |
| Staggered Start/End Times | The possible school start/end times identified were logistically infeasible, as 236 students were displaced from the buses, and financially infeasible, as the additional cost would exceed \$1.1 million. In addition, the teacher/student day would extend from 7:15 am to 5:10 pm or later. |
| AM / PM Sessions | Necessary cleaning measures would not be possible between sessions. Transportation is logistically and financially infeasible (up to possible \$1.1 million), as these sessions would require double the number of bus routes. Nutrition services would also be financially infeasible. |
| K-6 In Person, 7-12 Remote | Scenario would require placing K-6 students at NHS and Pollard, which would be logistically challenging. This would also make transportation logistically infeasible, and would make food services financially infeasible. |
| Alternating A Day / B Day | Scenario is very similar to A Week / B Week but less conducive to family working schedules. Thorough, necessary cleaning measures would be required every evening. |

Feasible Scenarios

Green: 3 foot social distancing with safety requirements

Yellow: Alternate A Week / B Week

Red: All Students Remote

Agenda

1. Operations Task Force Context and Process to Date

2. Overview of All Scenarios

3. Current Plans Under Consideration

4. Next Steps

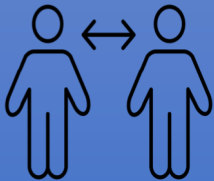
For each scenario, the Operations Task Force considered the following factors and their implications in detail.

Factors Considered Under Each Scenario



~onkik

**Number of
Students in
Building at
One Time**



~va Icons

**Social
Distancing
Accomplished**



~khalifi_design

**Scheduling &
Logistics**



~heretstudio

**Student
Instruction,
Special
Education,
Support
Services &
Learning Time**



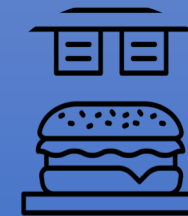
~ivanka

Staffing



~ARAYANI

Transportation



~made by Made

**Nutrition
Services**



~rae Jones

**Activities
Before &
After School**



The number of students in each building ranges from all students present to half students present to no one present.

Factor: Number of Students in Building at One Time

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

All students in buildings

Exceptions:

- Students who have been **exposed to COVID-19** and are under quarantine will learn remotely
- Students, such as those who are **immunocompromised**, may opt-in to remote learning
- Select buildings (such as Pollard) may need to shift **certain cohorts online** or to **alternate spaces** due to overcrowding and to **preserve distancing**

HYBRID LEARNING

Half students in building

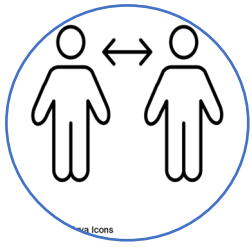
- Process for selecting groups not yet determined, but it is a priority to **keep siblings together**.

Exceptions:

- Those listed under green
- Cohorts of **at-risk learners** **remain on-site** for all days (possible)

REMOTE LEARNING

No students or staff in building



Plans accommodate at least 3 feet of social distance in buildings, though passing periods at NHS, transportation, & lunch may prove challenging.

Factor: Social Distancing Accomplished

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

3 feet or more

- Schools can accomplish **3 feet or more** of social distancing within classrooms.
- Elementary & middle classes remain with their class, while teachers travel between rooms. High school students travel between classes.
- NPS cannot guarantee **3 feet of distance on transportation for all students or during passing periods** in secondary schools, and potentially **6 feet of distance during lunch** in classrooms (without masks).

HYBRID LEARNING

3 feet or more, which may sometimes lead to 6 feet

- **No additional spaces** needed.
- **Fewer restrictions** on transitions, lunch, recess, due to lower numbers.

REMOTE LEARNING

100% social distancing



To meet these social distancing goals, each scenario will require reconfiguring schedules, including transition times, lunch and recess, and room assignments.

Factor: Scheduling & Logistics

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

Scheduling, space, transitions, and cleaning all have new variables.

- **Schedules:** schedules will need to be revamped to limit transitions, increase passing time, increase the number of lunches, and potentially stagger arrival/dismissal
- **Space:** many common area spaces will become classroom spaces (art, music, stage, performance center, library, gym, cafeteria), displacing those subjects/activities to carts or outdoors
- **Transitions:** masks required for grades 2+, mask breaks needed, one way routes, staggered passing times and restroom breaks
- **Cleaning:** Additional cleaning required between cohort occupation or overnight
- **Isolation Room:** space, with cleaning protocols after use, needed in each building for potential cases

HYBRID LEARNING

In addition to those under green, childcare concerns, meeting the needs of two separate cohorts, and technology.

- **Childcare:** needs of staff will increase frequency of employee absences
- **1:1 device access:** needed for all
- **Creative scheduling:** staff need to coordinate synchronous and asynchronous teaching all while ensuring collaboration time, potentially creating a joint “morning meeting”
- **Attendance:** tracking remote participation, on PowerSchool or elsewhere, will be critical to prevent absenteeism
- **Parent meetings:** challenging to have IEP or parent meetings during the day

REMOTE LEARNING

New technology and supply needs

- **1:1 device access:** needed for all students
- **Scheduled planning time:** needed for teacher teams to align work and divide tasks
- **Materials/supplies access:** challenging if supplies limited and logistics around distribution
- **Attendance:** tracking remote participation, on PowerSchool or elsewhere, will be critical to prevent absenteeism



All scenarios have some change to instruction, such as reduced instructional minutes and programmatic implications.

Factor: Student Instruction, Special Education, Support Services & Learning Time

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

In person instruction, though instructional time shortened to increase transition time

- **Shorter instructional time** for additional passing time, mask breaks, & hand washing
- **Some remote instruction** (1:1 device with Zoom) webcams in satellite rooms
- **Specials and electives may be limited**
- **Fewer intervention opportunities** for struggling learners if staff, e.g., coaches, cover classes
- **Programmatic changes** may be necessary at each school (especially leveled Math or World Language) if students are unable to rotate between classrooms; requires changes to Program of Study
- **Adjustments to special education service** to minimize group instruction outside of cohorts
- **Assessment & grading** may be reviewed and adjusted for remote learners

HYBRID LEARNING

Students receive 50% in-person instruction, 50% remote

- Dramatically **reduced time on learning and enrichment**
- Teachers **balancing synchronous and asynchronous instruction** for both groups
- **Fewer transitions** than in-person or A/B Day schedule
- Inherent **technological obstacles** to remote learning, though many addressed in the spring
- More vulnerable student populations may be **at further academic or social-emotional risk**

REMOTE LEARNING

Students receive 100% remote instruction

- **Significant reduction** in programming and time on learning.
- Implications for **students with disabilities**
- More vulnerable student populations may be **at further academic or social-emotional risk**
- **Parental support** necessary for remote learning, which may conflict with work if childcare unavailable.



Similarly, staff may need to take on different roles and responsibilities than in prior years to best accommodate student & staff need and safety.

Factor: Staffing

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

Staff may be redeployed to teach additional sections, supervise lunch/recess or satellite classes, and cover other responsibilities

- **Special area teachers and coaches** could be deployed to teach additional classroom sections. Note these may depend on licensure and/or DESE waiver (not yet issued)
- **Additional substitutes** necessary for potentially sick staff members; NPS may be **competing** with nearby districts for them, or may need to **think creatively about covering classes**
- **School year** may be shortened for staff health/safety training (awaiting DESE guidance)

HYBRID LEARNING

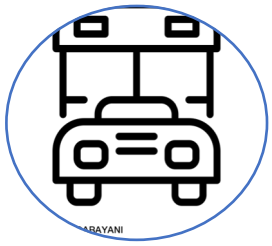
In addition to green, staff must balance needs of in-person and remote students, or alternatively, select staff may be offered the opportunity to work remotely and only support remote students.

- Staff would need to decide whether to **create in-person and online materials for all work, or teach the same thing twice** by staggering cohorts
- **Staff necessary** to support and monitor remote learning
- Some teachers may not be able to work in person **if their children's district has a different schedule.**

REMOTE LEARNING

Instruction continues online from spring.

- **Staff support students online** through both synchronous and asynchronous learning.



There is no transportation scenario that maintains 3 feet of distance for all riders at once and is financially and logistically feasible, but there are alternatives.

Factor: Transportation (1 of 2)

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

Distancing of 3 feet will be difficult on many routes, though 13" social distance should be achievable.

Needham Yellow Bus & METCO:

- Social distance approximately **13 inches**
- **2 riders per seat** on all 18 existing Needham buses and 4 existing METCO buses
- Estimated **357 Needham students displaced from yellow bus** with additional cost of \$81K
- Drivers will **not be able to enforce student mask wearing** while in motion; additional monitors may not be logistically or financially feasible

HYBRID LEARNING

Few adjustments necessary to current routes to accomplish 3 feet of distance

Needham Yellow Bus & METCO

- Social distance approximately **3 feet or more**
- **1 rider per seat** on all 18 existing Needham buses and 4 existing METCO
- **No students displaced**, and estimated savings of \$45K
- Needham fee-based riders **continue to pay \$415**, although will receive only 50% transportation
- **Routing may become complex**, depending on how cohorts are divided

REMOTE LEARNING

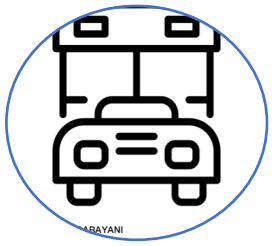
No transportation, though minimum payments necessary to partners.

Needham Yellow Bus:

- Assumed **57.2% minimum payment** to keep company in business, director salary covered (similar to SY 19/20 COVID-19 period)
- Operating deficit \$81K

METCO Transportation

- Assumed **50% minimum payment** to keep company in business (similar to SY 19/20 COVID-19 period)
- Currently **within budget**



Social distance on special education transportation will vary based on the vehicle, the student's school (if out of district), and whether a student is 100% in-person.

Factor: Transportation (2 of 2)

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

No financially or logistically feasible option that maintains 3 feet of distance for all students.

Special Education Vans:

- Social distance between **18" and 3 feet**, depending on vehicle
- **Up to 3 students** per van.
- Between **3-7 additional vans required**, although these may not be available, at additional cost of \$58-186K
- NPS may encourage parents to **transport their own children** (cost reimbursed for special education students)

HYBRID LEARNING

Ultimately determined by whether school runs a hybrid model and whether students are 100% in person.

Special Education Vans:

- Same as green

REMOTE LEARNING

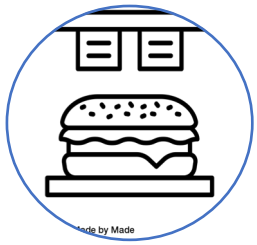
No transportation, though minimum payments necessary to partners.

Out of District Special Education Vans:

- Assumed **78% minimum payment** to keep company in business, director salary covered (similar to SY19/20 COVID-19 period)
- Currently **within budget**

In District Special Education Vans:

- **Cost of \$268K** (within budget)



Recent DESE guidelines require 6 foot distancing during meals; this may require classroom lunches and reduce demand for meals, which will lead to significant deficit.

Factor: Nutrition Services

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

Students may eat in cafeteria if 6 feet of distance is possible. If not, or if cafeteria is unavailable due to use for classes, lunch in classrooms may become necessary.

- **Ordering**, especially touch-free, may become a challenge for classroom feeding
- Additional support needed for **meal delivery, cleaning rooms, and preparing pre-packaged food** (if needed).
- Difficult **logistics at NHS** with open campus.
- CDC recommendation for students to bring own food has led to **expected decrease in participation** in NPS provided meals:
 - Elementary drops by 20%
 - Middle drops by 30%
 - High school drops by 50%
 - Adult/a la carte drops by 95%
- Estimated **deficit up to \$983K**

HYBRID LEARNING

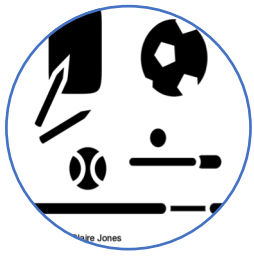
Same as green, with approximately half the participation in NPS meals

- Expected **decrease in participation** in NPS provided meals:
 - Elementary drops by 60%
 - Middle drops by 65%
 - High school drops by 75%
 - Adult/a la carte drops by 95%
- Estimated **deficit up to \$1.4M**

REMOTE LEARNING

No in-school service, with approximately 300 community service meals served per day (given continued USDA waiver)

- Staff needed to prepare community meals
- Estimated **deficit up to \$1.8M**



Before and after school activities may be impacted, with the possibility of reduced NEDP enrollment and online cocurricular activities.

Factor: Activities Before and After School

IN PERSON LEARNING WITH NEW SAFETY REQUIREMENTS

Programs or activities may be reduced, moved online, or paused to increase distancing or limit outside individuals in buildings

- **NEDP** may need to limit enrollment
- **NCE** programming has not yet been determined
- **Cocurricular activities** will be assessed for viability in an online environment.
- **Athletics** remain under conversation with MIAA
- All of the above will have varying **financial impacts**

HYBRID LEARNING

Same as green, with additional concerns around childcare

- Childcare may prove challenging **for staff and for families during remote weeks**
- NPS may need onsite child care or partnership to provide **full-day options** for at-risk families or staff, though **space and a bid may be required**

REMOTE LEARNING

All programming paused or moved online

- Activities online **wherever feasible**
- NEDP and athletics programming **not offered**
- **Childcare** may be problematic for working families, particularly those who cannot afford care

Though no scenario will feel exactly like school before COVID-19, the green and yellow scenarios can provide similar school experiences for students.

Overall: Advantages & Disadvantages

**IN PERSON LEARNING WITH
NEW SAFETY REQUIREMENTS**

HYBRID LEARNING

REMOTE LEARNING

Advantages

- | | | |
|---|--|---|
| <ul style="list-style-type: none">• Most like traditional school; in person instruction• Best for students' social development and for working families | <ul style="list-style-type: none">• Preserves key elements of typical school experience• Smaller cohorts of students decreases health risk• Possible flexibility for staff with children at home or health issues | <ul style="list-style-type: none">• Lowest likelihood of exposure to COVID-19• Consistent experience for everyone• Inevitably may end up 100% remote with potential outbreaks |
|---|--|---|

Challenges

- | | | |
|---|--|--|
| <ul style="list-style-type: none">• Introduces staff & students to possible COVID-19 exposure• Implications for specials & electives• Complex schedules & operations, including significant furniture removal• Some staff may be repurposed, with increased need for substitutes | <ul style="list-style-type: none">• Teachers have two groups to teach; Most difficult to implement• Reduced learning and instructional time, potentially increasing the achievement gap• Potential leave of absence from staff who cannot align NPS schedule with their own• Parents would need to provide childcare for off weeks | <ul style="list-style-type: none">• Significant reduction in programming, engagement, and time on learning, especially for younger students• Widening of achievement gap• Lack of student socialization and limited social development with peers.• Parents need to provide care or supervision |
|---|--|--|

Agenda

1. Operations Task Force Context and Process to Date
2. Overview of All Scenarios
3. Current Plans Under Consideration
4. Next Steps

District leaders are still refining scenarios and answering a number of lingering questions from staff and committee members.

Sample Lingering Questions

- Is it appropriate for certain teachers to teach **outside their license**?
- How will teachers **manage a hybrid scenario**?
- How will **remote assessment and reporting** happen?
- Can **teachers be assigned** to create a remote learning experience?
- Do we need a **staggered arrival/dismissal schedule**? How could we do this with bus arrival and dismissal?
- How can we ensure all staff have **required lunch breaks and collaboration time**?
- Can **cleaning** happen between passing time or at end of day, and who is responsible?
- How do we determine **cohorts for A/B weeks** - alphabetical groupings, family/siblings, or by instructional needs?
- Do we offer **specials** in blocks of weeks?



District leaders are focused on answering these questions in the coming weeks.

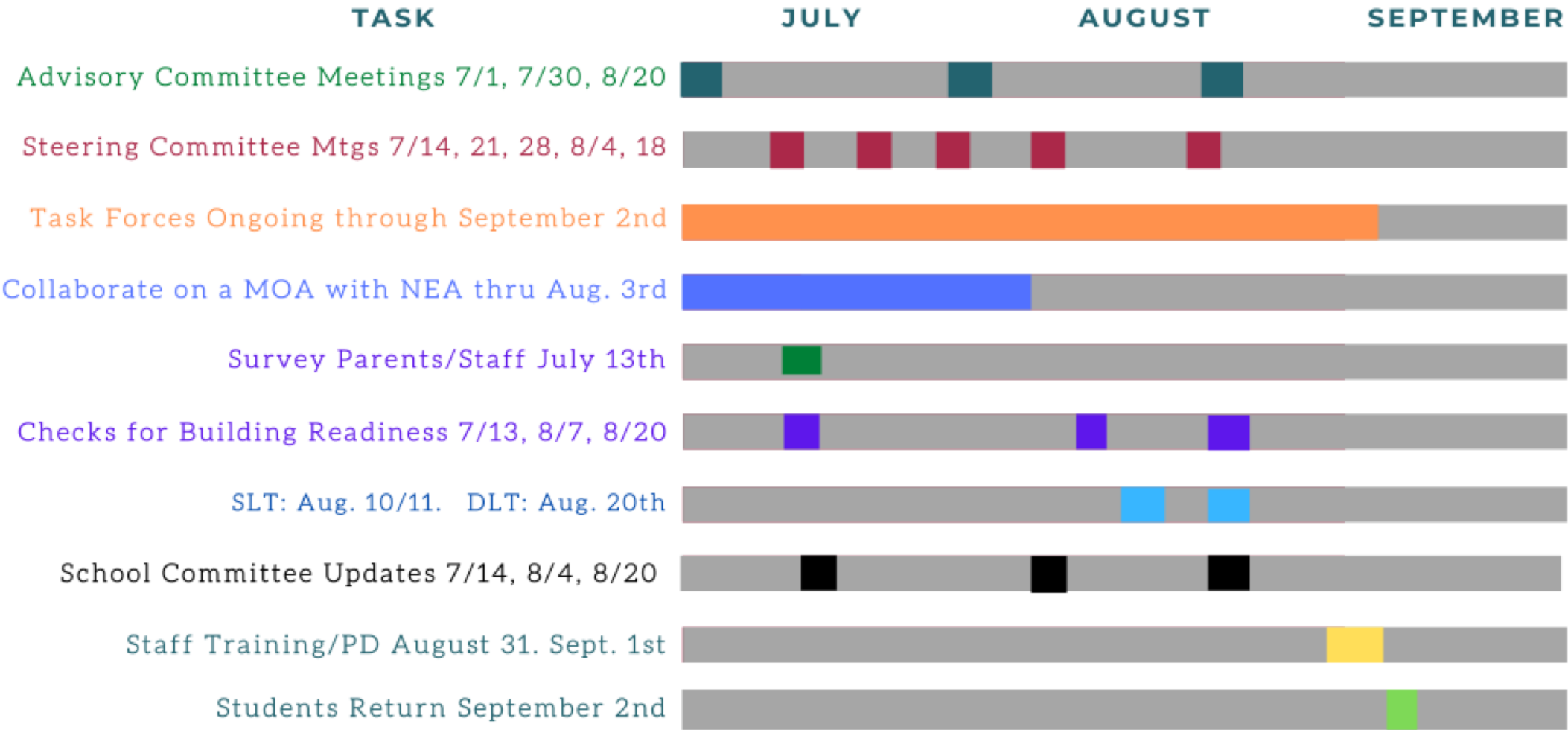
As a next step, the COVID-19 Advisory Committee, Steering Committee, & district leaders will incorporate feedback, continue to refine scenario plans, and move ahead – all while waiting further guidance from DESE.

Next Steps

- **Incorporate Feedback:** Task forces incorporate feedback and refine district plans for each scenario, receive additional specialized guidance from DESE, and submit preliminary plan to DESE by August 7th.
- **Develop:** Create cleaning protocols for each building, with a selected isolation room
- **Update:** Present evolving plans to Steering and Advisory Committees throughout summer, and seek support from School Committee on August 4th and August 20th
- **Collaborate:** Continue conversations & negotiations with NEA
- **Train:** Provide PD and training to staff, including safety, wellness, teaching and learning
- **Communicate:** Review survey data from staff and parents (released on July 14th); hold School Committee Open House on July 23rd for parents; conduct building tours for staff and students where possible
- **Execute:** Begin to execute individual school plans for each scenario, as appropriate

Stay tuned as July and August will be busy with surveys, meetings, and regular updates before the opening of school.

Next Steps: Tentative Timeline



Questions



Needham School Committee
July 14, 2020



Needham School Committee

July 14, 2020

Agenda Item: **Action**

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

Action Recommended:

Upon recommendation of the Superintendent, that the Needham School Committee approves School Committee Policy JECBC: Admission of METCO Students – Revision 3 as submitted.

SC 7-14-20

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.



Needham School Committee

July 14, 2020

Agenda Item: **Action**

Take Action on Superintendent's Contract

Action Recommended:

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



Needham School Committee

July 14, 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

July 14, 2020

Agenda Item: **Information Items**

- Emery Grover Feasibility Study Final Report June 2020
- FY20 Preliminary QIV School Operating Budget Report*
- FY20 Preliminary QIV School Operating Budget - Supplemental Projection Report
- FY21 Revolving Fund Budgets

* The full budget report by line item is available in the office of the Assistant Superintendent for Administration and Finance

EMERY GROVER FEASIBILITY STUDY

for the School Administration Department,
Town of Needham, MA

FINAL REPORT JUNE 25, 2020



PROJECT TEAM

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BH + A would like to acknowledge and thank the following people and town committees that have provided information and guidance in the preparation of this study.

Emery Grover Working Group

| | |
|------------------|---|
| John Bulian | Select Board |
| Kate Fitzpatrick | Town Manager |
| Dave Davison | Assistant Town Manager - Finance |
| Dan Gutekanst | Superintendent, Needham Public Schools - |
| Anne Gulati | Assistant Superintendent- Finance, Needham Public Schools |
| George Kent | Permanent Public Building Committee |
| Barry Coffman | Finance Committee |
| Elizabeth Grimes | Planning Board |
| Lee Newman | Planning Director |
| Gloria Greiss | Historic Commission |
| Matt Spengler | School Committee |
| Dave Roche | Building Commissioner |
| Steve Popper | Director, Building Design & Construction Department |
| Hank Haff | Senio. Project Manager, Building Design & Construction Department |
| Steve Gentile | Project Manager, Building Design & Construction Department |

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Natasha Espada, AIA
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Roy Schifilliti
Irwin Silverstein
Gene Voloshin
Anne Gulati, User Group Representative
Matt Spangler, User Group Representative

Needham School Committee

Andrea Longo Carter, Chair
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Heidi Black
Michael J. Greis
Susan B. Neckes
Aidan Michelow, Student Representative Member

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AppendixI-IX

The Emery Grover Building has been the focus of reuse studies for several decades, however, there is currently an ever-increasing challenge with the building meeting the needs of Needham's School Administration. This building was never designed for the needs of the School Administration as it originally was built for use as the Needham High School. Over time, usage has changed, and deterioration of the building components and deficiencies have risen to a concerning level, thus prompting this new study.

This 2020 study provides a comprehensive look at numerous options from preserving and expanding the 1897 structure to demolition and reconstruction on this downtown site. The Building is listed on the National Register of Historic Buildings and the State and Local Historic Commissions and offers an opportunity to preserve the oldest public building in Needham for an extended life of service to the community as the School Department headquarters.

The Permanent Public Building Committee (PPBC) was tasked with selecting and engaging an outside firm to study the Emery Grover along with overseeing the progress of the study to completion. Bargmann, Hendrie + Architype (BH+A) was selected along with a working group (WG). The WG comprised of a member and/or department head of the School Committee, the School Department, Planning Department, Building Maintenance Department, Building Design and Construction Department, as well as other important Town entities like the Town Historical Commission.

The Study followed a timeline and work effort plan to enable a significant amount of input, evaluation, and feedback from many stakeholders and resident/members of the Needham Community. Presentations were made to the Planning Board, School Committee, Community Preservation Committee and Select Board as well as the PPBC to solicit valuable feedback as the Options were evaluated and then refined.

The building's condition is tenuous to say the least. Aging infrastructure (roof, windows, stairs), out-of-date building systems (heating, air-conditioning, plumbing), and systems that need to be installed to meet contemporary codes (an elevator, egress stairs, fire sprinklers, insulation, accessible toilets, electrical, and technology upgrades), require a comprehensive refurbishment of the building, to make it function properly for current and future needs. Many of these repairs have been listed on the Needham Capital Improvement Plan (CIP) for over a decade but deferred as the future location for School Administration and the building's disposition was studied. These capital improvements cannot be deferred any longer without serious risk to the continuity of operations.

Bargmann, Hendrie + Architype (BH+A) completed this comprehensive feasibility report and it demonstrates the thorough review of numerous options and the rationale for recommending the preferred direction. We encourage all to read the report. The conclusion of the report is to preserve the historic building and expand it to meet the full program of space necessary to accommodate the School Department now and in the future.

Estimated costs (both hard and soft) to accomplish the adaptive reuse of the historic building are included in the report.

This is a sustainable solution that will preserve the historic envelope of the building as an important gateway into Needham's downtown. It proposes to reconstruct the interior of the building and place a new addition to the east side that will meet the department needs for many years to come. These improvements will also provide ADA accessibility to the historic building for the first time. The preservation and expansion of the historic building would be eligible for Community Preservation Act (CPA) funding for about half of the total project costs.

The PPBC wants to thank BH+A, the WG and all those who participated in this process. These WG members are listed in the appendix. This report is insightful but more importantly, a recommendation that the Town can carry forward. The Select Board and School Committee have discussed placing a non-binding referendum on the Fall Special Town Meeting Warrant to confirm the approach with Town meeting members and the public. If successful, the School Committee would be seeking a zoning by-law amendment on Floor Area Ratio (F.A.R.) and design funds in the 2021 Spring ATM and construction funds in 2022 Spring ATM in order to open the fully renovated building by Fall of 2025.

Stuart B. Chandler

Chair of the PPBC

INTRODUCTION

This feasibility study was commissioned by the Town of Needham, Permanent Public Building Committee to examine the needs of the School Administration Department currently housed within the existing Emery Grover Building. The study reviewed the program requirements of the Needham Public School Department Administration as initially provided by the town, with options for continuing operations at Emery Grover, as well as possible other sites within the town for new construction. Review of existing conditions toward repairs, restoration, new construction, or demolition of the historic building was assessed. The study reviewed the potential for interim lease options for temporary swing space at existing office space in town. Swing space options at Hillside Elementary School were reviewed for temporary department relocation during construction and examined Hillside Elementary School as a permanent relocation through renovation and upgrades.

Emery Grover was the first High School building in Needham, built in 1897. It was replaced by the Senior High School building in 1923, converting Emery Grover to a Junior High School, and in 1929, it was converted into an Elementary School. The tenuous condition of the building has been assessed and documented since 1916. The building was placed on the National Register in August of 1987 based on its architectural design. The School Administration serves the public school system in Needham and is organized by departments within the administration. Superintendent of Schools, Student Development Department, Community Education, Human Resources, Business/Finance Operations, Transportation/Food Service, Program Development all required specific functionality. These departments have individualized needs as well as inter-operational needs. The challenge was to organize the various departments in a relational plan that works laterally across each floor and vertically through the building.

This study represents a three-pronged planning approach:

1. Understanding the School Administration's spatial program requirements and investigating through test fit models how the program might be reallocated within the existing Emery Grover Building while bringing the building into code and accessibility compliance.
2. Developing a prototype new building for test fits on alternate town-owned properties, and evaluating the existing Emery Grover building and site to support the spatial program requirements.
3. Evaluation of temporary swing space to support the School Administration at Hillside Elementary School for use during renovations and/or new construction at Emery Grover.

In addition to planning, this study sought to determine the current value of the Emery Grover property and its potential reuse as a non-town-owned development if sold.

The feasibility design documents contained herein are preliminary, intended to articulate a working program, establish reasonable options for the School Administration, determine probable costs for each option, and lead to informed decisions by the Town of Needham on the best solutions consistent with the needs of the Town and the School Administration. The program and design options require further development and/or refinement in the next phase of design. This development occurs through three subsequent stages: Schematic Design, Design Development, and Construction Documents, prior to bidding and construction.

SECTION 1

EXECUTIVE SUMMARY

Emery Grover is 123 years old and has suffered several documented deficiencies since its opening. It was never intended to serve as an office building, having been designed as a three-classroom school for the growing youth population of the late 1890's. Various adaptations of the building over the years have damaged or removed much of the original architectural detail. Noted deficiencies across the life of the building that continue to be of concern range from early wiring, sagging stairs, a structurally condemned attic, to most recently, in 2002, the near collapse of the east portico. Adding to the building's deficiencies, it has remained inaccessible and non-compliant to ADA and MAAB standards, non-compliant to current life safety codes, and non-compliant to current energy, plumbing, electrical, and mechanical codes. Addressing these serious deficiencies was a primary component to studying potential reuse of Emery Grover Building. Consequently, this study was undertaken to evaluate the School Administration requirements relative to the existing building as well as the potential for relocation to other sites.

Program

Department spatial requirements received from School Administration were reviewed, adjusted, and amended to create an accurate needs list with square footage values per space. For the purpose of this study, the School Administration department determined that, at a minimum, a program area of 18,200 net square feet was needed to accommodate present and near future functions, not including vertical circulation and building mechanical, and electrical requirements. This represented the "minimal program." Optional but highly desired functions included adding a large, 1,200 square foot conference room for meetings and conferences, and bringing in-house the complete Information Technology department at 3,500 square feet, creating a total building program area of approximately 24,000 net square feet. This represented the "full program." These areas increased

to 27,400 (reduced program) and 30,000 net square feet (full program) with necessary circulation, back-of-house mechanical, electrical, water room, elevator, stairs, and front-of-house lobby and cuing spaces for people.

Emery Grover Test Fits

The Emery Grover building was test fit with four approaches to determine how the current School Administration needs might be met within the existing building. These test fits were:

- a. the existing building structure remained with new exterior ramp up and exterior elevator
- b. the existing building internal structure was removed and rebuilt, with a new exterior elevator in a new entry
- c. the existing building interior structure remained, existing masonry shafts were opened up for additional floor space, a new exterior elevator located at the rear of the building
- d. a 30' addition would be built on the rear of the building. The results of these test fits were applied to the development of preliminary six options as described in Section 8

Swing Space

Hillside Elementary was reviewed for use as a temporary swing space while Emery Grover is under construction. Alternative swing space by leasing 25,000 square feet locally was also considered.

Alternate Site Studies

Four town-owned sites were explored using a prototype two-story building with added IT and large conference room, testing each site for parking for 100 cars to determine whether new construction on one of these sites met all the criteria for housing School Administration out of Emery Grover.

The Stephen Palmer site on Pickering Street was studied for a new building, as well as a similar plan at the opposite end of the property at Greene's Field on Great Plain Avenue.

The Hillside site was studied for demolition and construction of a new building.

Property Best Use Study: Sale and Private Development

An assessment of biggest-best use value of Emery Grover as a private development property looked at three scenarios:

- a. redevelopment within the existing building
- b. redevelopment of the existing building with a substantial addition
- c. redevelopment of the property after demolition of the existing structure.

Preliminary Six Options for School Administration

These test fit studies, alternative site evaluations included review of parking requirements, zoning requirements, and potential permitting issues, and were summarized in six options for the Permanent Public Building Committee's consideration on March 23, 2020.

1. Option One: Tear down Emery Grover and construct a new building
2. Option Two: Brace and restore the Highland Avenue façade with flanking porticos, demolish the remainder of the building, and construct a new building
3. Option Three: Construct a 30-foot addition onto the rear of Emery Grover and work within the existing and new construction

4. Option Four: Tear down Stephen Palmer School building and construct a new building with parking at the corner of Pickering and May Streets
5. Option Five: Construct a new building with parking on Green's Field at the corner of Pickering and Great Plane
6. Option Six: Tear down Hillside Elementary School, construct new building and parking

Construction Cost Estimates

Working with the Permanent Public Building Committee and the designated Working Group, six options were determined as viable to move forward with cost estimating. BH+A's cost consultant Daedalus (now CHA) prepared a feasibility-level cost estimate for each option. The timeline for construction for each option has been developed by the Town and provided to BH+A to assist in the baseline and escalation costs.

Construction costs included option-specific requirements, and were supplemented with soft costs, including design fees, owner's project manager costs, relocation costs, FF&E, and technology costs. The range of total construction costs across the six options was between approximately \$20,005,000 for Option Three and \$28,080,000 for Option Six. These costs were updated April 28, 2020 and are summarized in this report based on final options selected by the Permanent Public Building Committee.

All final options include both full IT program and the 1,200 square foot Conference Room. The final total construction cost range as calculated on page 116 of this report is between \$26,155,929 for Option One, \$25,885,157,000 for Option Two, and \$27,095,258 for Option Three. Community Preservation

Funds analysis in Section 16 determined a maximum eligible amount that could be applied towards construction costs.

Findings

Test fits applying the building program to Emery Grover determined that even with a reduced program, the existing building was insufficiently sized to accommodate the needs of the School Administration. Looking at Emery Grover as a potential for private development concluded the cost to develop outweighed a developer resale value. The six preliminary options separated into two groups of three, with Options One, Two, and Three restricted in size by the existing Emery Grover site parameters to a minimum program, while Options Four, Five, and Six were larger buildings providing the full program. Options One, Two, and Three required various zoning by-law changes, and do not meet key functionality aspects of the program. Options Four, Five, and Six had a higher cost due to the larger full program. Option Six included site environmental remediation costs at the Hillside site.

Results of the March 23, 2020 Permanent Public Building Committee narrowed the six options to two, eliminating all off-site options and directing the design team to options at the Emery Grover site. The final options were renamed sequentially as they superseded the preliminary options. These Final Options are:

1. Option One – Tear Down / New Construction
2. Option Two – Renovation and Addition (Formerly Preliminary Option Three)
3. Option Three - as a modification to Option Two was introduced after the presentation as Option Three – Renovation and Addition Rotated.

All three final options included the full facility program.

EXECUTIVE SUMMARY

Option One provided the most on and off-site parking with 86 spaces, constructs a new building closer to Highland Avenue, provided convenient public access and was the intermediate cost of options.

Option Two was the lowest cost, provided for restoration of the existing building exterior, provided the second most parking with on- and off-site at 72.

Option Three was the highest cost option and provided additional natural light on north, east, and south walls while maintaining daylighting on the existing building east wall but had the fewest parking spaces on- and off-site at 66.

Options Two and Three utilized much of the existing building primarily for conference, meeting rooms, mail, custodial, mechanical, as well as IT.

All three final options require a zoning by-law change for FAR greater than allowed and require zoning waivers for number

of parking spaces on-site and remote parking distance greater than specified. Options Two and Three require additional waivers including side yard setback, building height, and non-conforming driveway opening on Highland Avenue.

CPF Funding

Both Options Two and Three would be eligible for Community Preservation Fund (CPF) funding as a Historical Preservation Project. As noted in Chapter 16 of this report, the project would be eligible for over 50% of the hard and soft project costs totaling around \$12 million.

Next Steps

This feasibility study includes preliminary design documents intended to articulate a working program, establish reasonable long term options for the School Administration, determine probable costs for each option, and lead to informed decisions by the Town of Needham on the best solutions consistent with the needs of the Town and the School Administration. The

program and design options require further development and/or refinement in the next phase of design. This development occurs through three subsequent stages: Schematic Design, Design Development, and Construction Documents, prior to bidding and construction.

| Study Phase | TIMELINE FOR EMERY GROVER SCHOOL ADMINISTRATION STUDY | | | | | | | | | | | | | | | | |
|-------------------------------|---|-----|------|------|--------|-----------|---------|----------|---------------|--------------|----------|-------|-------|-----|-----------|--|--|
| | April 2019 | May | June | July | August | September | October | November | December 2019 | January 2020 | February | March | April | May | June 2020 | | |
| Program | | | | | | | | | | | | | | | | | |
| EG Test Fit Study | | | | | | | | | | | | | | | | | |
| Alternate Site Study | | | | | | | | | | | | | | | | | |
| Alternate Use Study | | | | | | | | | | | | | | | | | |
| Swing Space Study | | | | | | | | | | | | | | | | | |
| Preliminary Six Options | | | | | | | | | | | | | | | | | |
| Cost Estimates Prelim Options | | | | | | | | | | | | | | | | | |
| Final Three Options | | | | | | | | | | | | | | | | | |
| Cost Estimates Final Options | | | | | | | | | | | | | | | | | |
| CPF Analysis | | | | | | | | | | | | | | | | | |
| Report Submission | | | | | | | | | | | | | | | | | |

SECTION 2

BACKGROUND AND METHODOLOGY

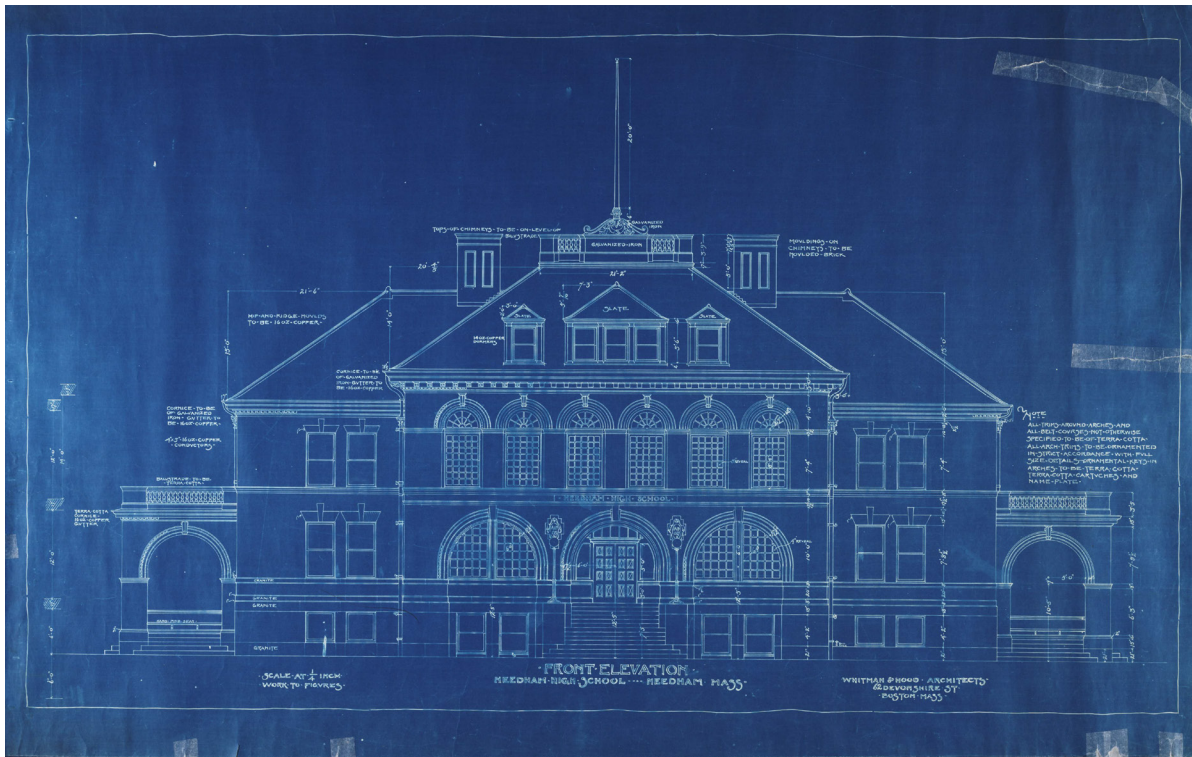
BACKGROUND AND METHODOLOGY

Background

Background

Original architectural drawings of Emery Grover from 1897 were located at the Massachusetts State Archives, where they were digitally scanned and used to confirm some details. The Needham History Center and Museum provided a summary historical narrative identifying building condition issues dating back to 1916, including structural deficiencies.

In 1935, the Emery Grover top floor, referred to as the attic, was condemned “after several years of roof leaks, electrical failures, and limited stair access. It was also deemed “unstable” according to notes provided by the Needham History Center.



The School Administration has been housed in Emery Grover since 1944, noting poor functionality as an office building in 1947.

Emery Grover School Building was accepted by the U.S. Department of the Interior for listing in the National Register of Historic Places on August 20, 1987. That report is included in the Appendix.

Building Deficiencies Overview

The Americans with Disabilities Act (ADA) became Federal Civil Rights law in 1990. Emery Grover Building remains non-compliant for accessibility as a public building. The main floor is 7 feet 8 inches above grade, with no accessible ramp or elevator access. The lower level, referred to as a basement, is accessed from outside through 5-foot high doors. Interior connecting stairs were reported sagging and are currently supported by tie-rods from the attic floor. The north portico floor collapsed and was repaired with concrete in 1987, and the south portico was condemned around 2001. The Town approved funding to repair and brace the south portico, “adding at least five years onto the life of the historic structure.” (Needham Times, November 21, 2002)

Conservation of the building was considered in two of the six options outlined in this report. Previous physical assessments combined with updated observations produced a specification for historic restoration included in the cost estimates.

The following steps were undertaken during this feasibility study.

1. **Space Program:** Undertook tours of Emery Grover Building. Met with representatives of the Town of Needham School Administration Department to assist in the development of the program of space needs. The program initiated by the School Administration was refined, adding building requirements, circulation, etc., producing stacking “diagrams” indicating vertical department interrelationships.
2. **Working Group:** Met with the Working Group (WG) established by the Permanent Public Building Committee (PPBC) to discuss program and spatial needs. The WG included members of School Administration, Finance Committee, Select Board, Building Department, Historical Commission, Parks and Recreation, Planning Department, Building Design and Construction Department, and the PPBC. Presented updates to both the Working Group and PPBC to solicit input for the overall direction and progress of the study.
3. **Program Test Fits:** Four approaches for reusing Emery Grover were diagrammed and assessed. Hillside Elementary was reviewed as a possible building for permanent relocation. Three town properties were also studied as potential new construction sites based on a two-story prototype with parking lots. The Stephen Palmer school site was reviewed as a new construction site with parking, with an option to flip the new building to the Green’s Field end. The Hillside Elementary site was tested for demolition and new construction. Emery Grover was discussed as a historic register-listed building, with strategies for restoration, including façade-only restoration.
4. **Conformance with Regulations:** Analyzed the various scenarios for compliance with zoning requirements including use, parking, open space, floor area ration (FAR), and future expansion. Analyzed each option for compliance with Americans With Disabilities Act (ADA), CMR 521 Massachusetts Architectural Access Board, and CMR 780 Ninth Edition of the MA State Building Code: Chapter 10 Means of Egress.
5. **Swing Space:** Hillside Elementary was reviewed as a possible swing space for the department, with program diagrams created to determine fit. Additionally, a review is discussed of the Town’s research into leasing 25,000 square feet locally.
6. **Pre-Schematic Design:** Prepared conceptual drawings and/or diagrams of the six options selected by the Working Group showing general interior plan layouts, proposed department relationships, building heights, and available on-site parking.
7. **Cost:** Prepared a feasibility level cost estimate for the six options proposed. The estimate includes hard construction costs as well as soft costs such as design and engineering fees, testing, legal, inspection services, technical, and FF&E. Discussion of potential Community Preservation Funding for eligible options was discussed without including offsetting costs analysis.
8. **Comparative Matrix:** Assembled a matrix with side-by-side options comparing program fit, zoning compliance, design features, and special conditions.
9. **Present Data:** Met with the PPBC and the Working Group to review test fits, site studies, design options, and cost estimates to seek consensus on the direction forward toward providing the Needham School Administration with a modern, functional facility for now and for the future.

BACKGROUND AND METHODOLOGY

Questions for Working Group Discussion on 9/19/19

BH+A was tasked with studying the Emery Grover Building for the School Administration use. As noted in the attached Description of the RFQ scope, this study involves many parts. The first step was to update the program of spaces needed to properly accommodate the School Department and allow for some future growth. Next the design team reviewed several options for the existing building including: A) renovation B) renovation/addition, C) demolition and new construction and D) sale of the property and new construction on another town owned site (identifying the value of the sale proceeds that could be reinvested in the new building). The designer was also asked to assess the use of the Hillside School building for temporary accommodation and reconstruction and/or reuse as a long-term facility. Three other sites were also investigated. The BH+A work to date was distributed to the Working Group in preparation for this first meeting.

Questions for Working Group Discussion on 9/19/19

1. The inadequacy of the space to house the School Administration at the Emery Grover Building has been documented during each of the prior Facility Master Plans dating back many years, as have the physical problems with the building. Other capital projects have always supplanted renovations to Emery Grover. Should this project be the next priority project for the Town? Or, instead, should the town only proceed with the Emery Grover short-term capital projects of a) roof replacement, b) window replacement and c) urgent repairs while other Town capital projects take precedence?
2. The ADA was passed into law in 1990. In 2020, 30 years later, the School Administration facility has remained inaccessible to those with physical disabilities. At what point in time should the Town make public school administrative spaces fully accessible?
3. Could the Working Group come to a consensus on the following issues?:
 - a. that there was a need for new school administration space based on cramped conditions
 - b. that there was a need for new space based on the current building condition
 - c. that ADA/MAAB deficiencies needed to be addressed
4. We have heard it mentioned that the \$10M to \$15M cost for a new school administration building may not be fundable in the near future. This made the option to renovate the Emery Grover building using Community Preservation Act funds attractive to some. On the other hand, other residents were adamant that renovating the building was not a good use of Town funds due to the added costs of renovation. How do we get beyond this dilemma?
5. The value of the land appeared to be greater than \$1M and less than \$3M depending on the use scenario (office or residential). Assuming the number was in the middle of this range, it did not appear that the value was significant relative to the cost of the project. The value of selling the building would be to get a developer to restore the building if the renovation of the building for continued school department use was not a desirable option for many in the Town.
6. Was the option to sell the building with a provision that allowed for its demolition viable? With the building being a National Historic Structure and its demolition not being supported by the Historic Commission, did this option create a divisive situation? Would this option pass Town Meeting?
7. What was the timeline for the option to relocate the School Administration to the Hillside School site? What were the viable interim uses of this site? Could the School Administration continue in their current condition for the time that it took to make Hillside School or other sites in town available? Were short-term renovations required to maintain the School Administration in Emery Grover until Hillside is available? (was this 5 to 10 years?)
8. Should the full School IT Department be relocated from the basement of Broadmeadow School to be housed with the rest of the School Administration or should it remain where it was currently located?
9. Who was the primary advocate for this project? Could the Working Group come to consensus on a preferred path forward?
10. What type of outreach plan should be developed by the School Committee and Working Group to their respective committees and/or constituencies?

SECTION 3

PROGRAM AND CONCEPTUAL DESIGN

PROGRAM AND CONCEPTUAL DESIGN

School Administration Program

The initial Program of required departments, functions, spaces, and adjacencies was provided by the School Administration Department and subsequently modified and amended. Space square footages provided were included in a working spreadsheet to calculate department subtotals, program totals for both minimum and “full” programs based on “unit” count, net square footage per unit, and total net square footage. Totals of both minimum and full programs were subsequently reformatted into stacking diagram spreadsheets to further define adjacencies.

Permanent employee counts were calculated based on assumed occupancy by desk, tables, and workstations. This count was compared to actual population of 66 people provided by the Administration. The count of 66 permanent employees is as follows:

- 44 permanent employees
- an additional 14 bus/van drivers have a ‘home base’ at Emery Grover
- eight kitchen managers conduct daily business in the Food Services Department

for a total daily complement of 66 people. This excludes visitors and users of the conference spaces.

PROGRAM AND CONCEPTUAL DESIGN

Required Departments, Functions, Spaces, and Adjacencies

| Superintendent of Schools | | | | | 3/23/2020 | |
|--|-------|-----------|-----|---|-----------|---------------|
| Room Name | Units | NSF/Units | NSF | Comments | SubTotals | Added Program |
| Superintendent's Office | 1 | 250 | 250 | Includes table/chairs for 4-6 ppl | | |
| Assistant to the Superintendent | 1 | 120 | 120 | Confidential - Not adjacent to front door - | | CONFIDENTIAL |
| Conference Room | 1 | 300 | 300 | Capacity of 10-12 ppl | | |
| Production Room | 1 | 100 | 100 | Includes worktable, fax, etc. | | |
| Waiting Room | 1 | 75 | 75 | Waiting for 4-6 ppl | | |
| Wash Room | 1 | 50 | 50 | | | |
| Coat Closet | 1 | 10 | 10 | | | |
| Secretary/Bookkeeper Space | 1 | 100 | 100 | Expansion Space | | |
| Subtotal NSF: | | | | 1,005 | 1,005 | 100 |
| Student Development Department | | | | | | |
| Student Dev. Director's Office Assistant Superintendent for Student Support Services | 1 | 140 | 140 | Confidential - Includes table/chairs for 4 ppl (Existing Position) - | | |
| Student Dev. Assistant | 1 | 100 | 100 | Confidential | | |
| Waiting Room | 1 | 75 | 75 | Waiting for 4-6 ppl | | |
| Autism Specialist | | 409 | 0 | | | |
| SpEd Director's Office | 2 | 140 | 280 | Confidential | | |
| SpEd Secretary | 1 | 100 | 100 | Existing Positions | | |
| Business Center | 1 | 100 | 100 | Includes large copier, printer, & worktable. | | |
| Equipment Storage | 1 | 20 | 20 | Hearing equipment | | |
| Coat Closet | 1 | 10 | 10 | | | |
| SpEd Out of District Coordinator | 1 | 100 | 100 | Confidential - Replaces Autism Specialist - | | |
| Assistant SpEd Director | 1 | 100 | 100 | Expansion Space | | |
| SpEd Bookkeeper | 1 | 75 | 75 | Confidential - SpEd Secretary was split b/t Bookkeeper and Expansion Secretary. | | |
| SpEd Expansion Secretary | 1 | 75 | 75 | Expansion Space | | |
| Subtotal NSF: | | | | 1,175 | 1,175 | 100 |
| Community Ed | | | | | | |
| Community Ed Director | 1 | 140 | 140 | Single entry: Near HR | | |
| Community Ed Accounting | 1 | 100 | 100 | Confidential - Includes table/chairs for 4 ppl - | | |
| Marketing/Registrar | 1 | 140 | 140 | Confidential | | |
| M/R Office Admin | 1 | 100 | 100 | | | |
| M/R Graphic Design | 1 | 100 | 100 | | | |
| Registrar Public Counter | 1 | 125 | 125 | Includes counter, workspace, queue | | |
| Registrar Waiting | 1 | 100 | 100 | Waiting for 8-10 ppl | | |
| Elem/Summer Coord. Office | 1 | 100 | 100 | | | |
| Secondary/Adult Coord. Office | | 409 | 0 | | | |
| Coat Closet | 1 | 10 | 10 | | | |
| Middle School Coordinator | 1 | 100 | 100 | Existing Positions | | |
| Adult Ed Coordinator | 1 | 100 | 100 | Existing Positions | | |
| Early Childcare Coordinator | 1 | 100 | 100 | New in FY20 | | |
| Subtotal NSF: | | | | 1,215 | 1,215 | 100 |
| Finance Operations Department | | | | | | |
| Human Resources | | | | Locate on Ground Floor- Suite Style | | |
| HR Director's Office Assistant Superintendent for Human Resources | 1 | 140 | 140 | Confidential - Include table/chairs for 4 ppl - | | |
| HR Generalist Office Assistant to the Director of HR | 1 | 100 | 100 | Confidential | | |
| HR Staff Offices | 2 | 75 | 150 | Confidential - Shared offices for active personnel files - | | |
| Payroll Coordinators | 2 | 75 | 150 | Confidential - Shared offices Collaborative between HR & Business - | | |
| Interview Offices | 2 | 40 | 80 | Confidential - Includes 2 ppl - | | |
| Office/ Workspace | 1 | 100 | 100 | Temp Workers | | |
| Waiting Room | 1 | 75 | 75 | Waiting for 4-6 ppl | | |
| Student Registration Kiosk | 2 | 25 | 50 | Open w/in Waiting Room | | |
| Production Room | 1 | 100 | 100 | Includes worktable, fax, etc. | | |

Open Suite (add confidential meeting space)

PROGRAM AND CONCEPTUAL DESIGN

Required Departments, Functions, Spaces, and Adjacencies

| | | | | | | | |
|---|---|-------|--------------|--|--------------|--|---|
| Active File Storage | 1 | 100 | 100 | 12-13 file cabinets | | | |
| Dead File Storage* | - | - | - | *Shared Building Program | | | |
| Office Supply Closet | 1 | 20 | 20 | | | | |
| Coat Closet | 1 | 10 | 10 | | | | |
| Human Resources Assistant Director | 1 | 140 | 140 | Confidential - Existing Positions - | 140 | | 1 |
| Secretary | 1 | 100 | 100 | Expansion Space/ Seasonal help space | 100 | | 1 |
| Subtotal NSF: | | | 1,315 | | 1,315 | | |
| Business/Finance Operations | | | | Suite Style, Ground Floor not required | | | |
| Finance Director's Office Assistant Superintendent for Finance and Operations | 1 | 140 | 140 | Confidential - Includes table/chairs for 4 ppl, in Suite - | | | 1 |
| Assistant Finance Director | 1 | 100 | 100 | Confidential | | | 1 |
| Finance Secretary School Business and Operations Coordinator | 1 | 100 | 100 | Confidential | | | 1 |
| Lead Accountant | 1 | 100 | 100 | Confidential | | | 1 |
| Accounting Clerks | 3 | 66.67 | 200 | Confidential - Shared - | 50 | | 3 |
| Waiting Room | 1 | 75 | 75 | Waiting for 4-6 ppl | | | 1 |
| Accounting Storage/Safe | 1 | 20 | 20 | Shared w/in Accounting | | | 1 |
| Office/Workspace | 1 | 100 | 100 | Auditors and Temp Workers | | | 1 |
| Production Room | 1 | 100 | 100 | Includes worktable, fax, etc. | | | 1 |
| Active File Storage | 1 | 300 | 300 | 30-40 file cabinets | | | |
| Office Supply Closet | 1 | 20 | 20 | | | | |
| Coat Closet | 1 | 10 | 10 | | | | |
| Payment Kiosk | 1 | 25 | 25 | Open w/in Waiting Room? | | | |
| Accounting Clerk (Total of 3 API/AR Clerks) | | | 400 | Existing Positions- | 0 | | |
| Transportation Bookkeeper | 1 | 100 | 100 | Confidential | 100 | | 1 |
| Subtotal NSF: | | | 1,390 | | 1,390 | | |
| Transportation/Food Services | | | | Locate on Ground Floor | | | |
| Transportation Director's Office | 1 | 140 | 140 | Confidential - Includes table/chairs for 4 ppl | | | 4 |
| Transportation Bookkeeper- | | | 400 | Confidential- | | | |
| Transportation Office- | | | 400 | Drivers, Charter Coordinators, Visiting Food Service- | | | |
| | | | | Waiting for 4-6 ppl; Drivers from 9-2pm. | | | |
| Trans/Food Service Waiting Room | 1 | 75 | 75 | Includes Customer Service Counter | | | 4 |
| Food Service Director's Office | 1 | 140 | 140 | Confidential - Includes table/chair for 4 ppl | | | 1 |
| Food Service Bookkeeper | 1 | 100 | 100 | Confidential | | | 1 |
| Secretary-Counting /Receiving | 1 | 75 | 75 | Confidential - Loud Machines, Dedicated/Lockable/Secure | | | 1 |
| Nutrition Outreach Coordinator | 1 | 75 | 75 | Share space w/ intern | | | 1 |
| Food Service Storage | - | - | - | *Shared Building Program | | | |
| Food Service Supplies Closet | 1 | 20 | 20 | Large closet with shelving | | | |
| | | | | Includes bulk paper storage. | | | |
| Mail Room/Production Center | 1 | 300 | 300 | Located on Ground Floor, near Loading Dock | | | 1 |
| Coat Closet | 1 | 10 | 10 | | | | |
| Transportation Secretary | 1 | 100 | 100 | Confidential - Existing Position | 100 | | 1 |
| Bus Drivers/Van Drivers/ Transportation Dispatcher | 1 | 140 | 140 | | 140 | | 1 |
| Visiting Food Service Workers | 1 | 100 | 100 | | 100 | | 1 |
| Food Service Intern | 1 | 75 | 75 | Expansion Space | 75 | | 1 |
| Subtotal NSF: | | | 1,350 | | 1,350 | | |
| Program Development Department | | | | | | | |
| Program Dev. Director's Office Assistant Superintendent for Student Learning | 1 | 140 | 140 | Confidential - Includes table/chairs for 4 ppl + shelving | 40 | | 1 |
| Program Dev. Assistant | 1 | 100 | 100 | Confidential | | | 1 |
| Curriculum Leaders' Offices | 2 | 100 | 200 | | | | 2 |
| | | | | 20 bookcases, approx. | | | |
| Curriculum Library | 1 | 150 | 150 | Exterior Access | | | 1 |
| File/General Storage | 1 | 150 | 150 | | | | |
| Materials Library/Storage | 1 | 150 | 150 | Shelving for classroom materials | | | |
| | | | | Dedicated production space | | | |
| Business/ Production Center | 1 | 120 | 120 | Direct Exterior Access | | | |
| Coat Closet | 1 | 10 | 10 | | | | |

PROGRAM AND CONCEPTUAL DESIGN

Required Departments, Functions, Spaces, and Adjacencies

| | | | | | | | | |
|--|----|------|-------|--|---------------|---|---|--------------|
| Visiting Curriculum Director | 1 | 100 | 100 | Expansion Space | | 100 | 1 | |
| Subtotal NSF: | | | | | 1,120 | | | |
| DayCare Center | | | | | | | | |
| Based on GSA Design Guidelines: 8.4sq.m + 2.2-5sq.m: Using 12sq.m = 130sq.ft/child | 1 | | 0 | 15 children interior space requirements only | | | | |
| Subtotal NSF: | | | | | 0 | | | 0 |
| Shared Building Services | | | | | | | | |
| Help Desk/Reception | 1 | 100 | 100 | At building entry, directs to all departments | | | 1 | |
| Large Conference Room | 1 | 1200 | 1,200 | 100 ppl/ 50 ppl Projection/Sound/Technology, Subdivisible | | | | 85 |
| Medium Conference Rooms | 2 | 300 | 600 | 10-12 ppl, flexible | | | | |
| Additional Offices | | 400 | 0 | For Future Growth | | | | |
| Kitchenette | 1 | 80 | 80 | Access to Large Conference Room | | | | |
| Business Centers | 2 | 120 | 240 | 1 per floor-copier, counter, worktable | | | | |
| Restrooms, Male | 2 | 175 | 350 | 1 per floor | | | | |
| Restrooms, Female | 2 | 175 | 350 | 1 per floor | | | | |
| Break Room | 1 | 400 | 400 | Seating | | | | |
| Janitorial Closet | 2 | 75 | 150 | 1 per floor | | | | |
| Maintenance Office | 1 | 120 | 120 | | | | 1 | |
| | | | | 22 file cabs - Finance Dept. | 50 ft | | | |
| | | | | cabs- Student Development | 5 file | | | |
| Compact Storage | 1 | 400 | 400 | cabs (20 file drawers) - Food Services | | | | |
| Building Storage | 1 | 400 | 400 | | | | | |
| Receiving Room | 1 | 200 | 200 | Adjacent to Loading Dock, Near Storage | | | 1 | |
| Loading Dock | - | - | - | Near building storage/Receiving Room | | | | |
| Expanding Parking | - | - | - | Total Visitor/Staff Spots Required? | | | | |
| District Registrar | 1 | 120 | 120 | Confidential - Waiting area for Customer- Existing Position | 120 | | 1 | |
| District Production/ Mail Center | 1 | 300 | 300 | Confidential - Large area for production copiers/mail slots, & one office | 300 | ??? | 1 | |
| Business Center (One per floor) | 3 | 100 | 300 | If there are three floors, there should be three spaces. | 200 | | | |
| Subtotal NSF: | | | | | 4,990 | | | 4,990 |
| Innovation Technology | | | | | | | | |
| IT Tech Staff | 2 | 120 | 240 | Confidential | | | 2 | |
| Server Room | 1 | 200 | 200 | | | | | |
| Database Specialist | 1 | 120 | 120 | Confidential | 120 | | 1 | |
| Info Systems Operational Manager | 1 | 120 | 120 | Confidential - New Position in FY20 | 120 | | 1 | |
| Subtotal NSF: | | | | | 440 | | | 440 |
| Optional Program | | | | | | | | |
| Technology Director's Office | 1 | 140 | 140 | Confidential - Includes table/chairs for 4 ppl | | | | |
| Director's Bookkeeper | 1 | 100 | 100 | Confidential | | | | |
| Waiting Room | 1 | 75 | 75 | Waiting for 4-6 ppl | | | | |
| Configuration Lab | 1 | 800 | 800 | Network Infrastructure; Access to Exterior | | | | |
| Staff Offices | 5 | 120 | 600 | Dedicated Office Space | | | | |
| Add'l Staff | 10 | 75 | 750 | Confidential - ETC Staff, Shared/General Office Space **Changed staff from 15 to 10' | | | | |
| Head End Room | 1 | 100 | 100 | | | | | |
| Head End Distribution | 1 | 160 | 160 | | | | | |
| IT Closets | 2 | 100 | 200 | | | | | |
| Mechanical Room | 1 | 100 | 100 | Dedicated to Technology | | | | |
| | | | | High security, controlled environment | | | | |
| | | | | Access to Loading Dock | | | | |
| | 1 | 400 | 400 | Controlled environment- temp & moisture | | | | |
| Optional NSF: | | | | | 3,425 | | | 3,425 |
| Optional Program | | | | | | | | |
| Subtotal without IT Department | | | | | 14,000 | NSF Base Program NO IT | | |
| Subtotal with IT Department | | | | | 17,425 | NSF Including Optional IT | | |
| | | | | | | DOES NOT INCLUDE ELEVATOR, STAIR, MECHANICAL, ELECTRICAL REQUIREMENTS; ALL AREAS ARE NET SQ.FT. | | |
| Circulation Factor @ 30% | | | | | 1.30 | 18,200 Total Base Program NO IT | | |
| Circulation Factor @ 30% | | | | | 1.30 | 22,653 Total Including IT | | |
| | | | | | | DOES NOT INCLUDE ELEVATOR, STAIR, MECHANICAL, ELECTRICAL REQUIREMENTS; ALL AREAS ARE NET SQ.FT. | | |

| | |
|--------------|-----------------|
| TOTAL PEOPLE | TOTAL EMPLOYEES |
| 130 | 66 |

2,480 Added Program Area

PROGRAM AND CONCEPTUAL DESIGN

Program Stacking Diagrams

PROGRAM AND CONCEPTUAL DESIGN: PRELIMINARY - OPTION ONE, TWO AND THREE

Implementation of the program needs into Emery Grover were illustrated in the Program Stacking Diagram, based on discussions with the school administration. For Options One, Two and Three, the requirements were similar due to the project footprint and area limitations imposed as a result.

Basement

Receiving, District Mail, Production, and Maintenance offices were located here, accessed by the elevator from grade level. All deliveries and distribution entered the main lobby, taking the elevator down to the receiving area for sorting. The building main mechanical room, electrical, elevator machine room, sprinkler room, were located here. Compact storage, typically a high-density system, as well as shared services including printing, copying, restrooms, etc. were located here.

Level One

The Community Education department, Human Resources department, and Transportation resided on Level One for community access. The public Help Desk and the District Registrar counter provide assistance and direction to visitors and were located within the main Lobby of the facility. Department shared services including printing, copy, meeting spaces, restrooms were also located at this level.

Level Two

The Superintendent's office was positioned on Level Two for a more controlled access. Business Finance and Student Development departments were on this level, as were shared business center functions, conference room, staff breakroom with kitchenette, restrooms, etc. A large department storage room was also located at this level.

Level Three

Program Development offices were on Level Three, with conference facilities, a business center, storage, restrooms, and the in-house Information Technology offices, supporting the building IT needs.

This building program accommodated the School Administration minimum needs in a building footprint that placed some offices and meeting room functions on the interior without windows and natural light. The net-to-gross square footage was not ideal as additional circulation was required to provide access and egress from interior areas of the building. The program requirements for a full program, including a large conference center, staff and town employee daycare services, and the school department data center were unable to be incorporated into these options as limited by the Emery Grover building and site.

PROGRAM AND CONCEPTUAL DESIGN

Program Stacking Diagrams
Emery Grover: Options 1, 2, and 3

| LEGEND |
|--------------------------|
| MUST BE ON 1ST FLOOR |
| VERTICAL |
| not in program but req'd |
| Program revision |

| BASEMENT | | LEVEL ONE | | LEVEL TWO | | LEVEL THREE | |
|--------------------------|-------|------------------------------|-------|---------------------|-------|---------------------|---------------|
| receiving | 200 | | | business finance | 1,390 | | |
| district mail/production | 300 | | | student development | 1,175 | | |
| restrooms | 150 | community ed | 1,215 | building storage | 400 | medium conference | 300 |
| | | meeting | 300 | superintendent | 1,005 | business center | 100 |
| shared services | 333 | shared services | 333 | restrooms | 350 | IT database | 440 |
| | | hr on ground floor | 1,315 | medium conference | 300 | | |
| maintenance office | 120 | restrooms | 350 | business center | 100 | | |
| compact storage | 400 | help desk | 100 | | | program development | 1,120 |
| Main Mechanical | 300 | | | kitchenette | 80 | restrooms | 350 |
| elevator machine rm | 50 | District Registrar | 120 | break room | 400 | | |
| elevator | 50 | elevator | 50 | elevator | 50 | elevator | 50 |
| stairs x2 | 360 | stairs x2 | 360 | stairs x2 | 360 | stairs x2 | 360 |
| | | transportation on ground flr | 0 | | | | |
| Main Electrical | 200 | | | | | | |
| subtotal | 2,463 | subtotal | 4,143 | | 5,610 | | 2,720 |
| Does not include Lobby | | | | | | | |
| subtotal | 2,463 | subtotal | 4,143 | | 5,610 | | 2,720 |
| 30% | 739 | circulation | 1,243 | circulation | 1,683 | circulation | 816 |
| BASEMENT | | LEVEL ONE | | LEVEL TWO | | LEVEL THREE | |
| totals per floor | 3,202 | 5,386 | | 7,293 | | 3,536 | 19,417 |

PROGRAM AND CONCEPTUAL DESIGN

Program Stacking Diagrams

PROGRAM AND CONCEPTUAL DESIGN: PRELIMINARY - OPTION FOUR AND FIVE

Options Four and Five present the opportunity for a new and modern School Administration facility. The program requirements as illustrated in the Stephen Palmer Site Program Stacking Diagram included the full program: the large conference center, daycare, and school department information technology center.

Basement

Receiving, district mail, production, and maintenance offices were located here, accessed by the elevator from grade level. All deliveries and distribution entered the main lobby, taking the elevator down to the receiving area for sorting. The building main mechanical room, electrical, elevator machine room, sprinkler room, were located here. The need for compact storage, typically a high-density system was located here, as well as share services including printing, copying, meeting, restrooms, etc.

Level One

Providing a daycare facility for school staff and town employees supports staff retention and was located on Level One, directly accessible from parking. The Community Education department, Human Resources department, and Transportation resided on Level One for community access. The public Help Desk and the District Registrar counter provided assistance and direction to visitors and were located within the main Lobby of the facility. Department shared services including printing, copy, meeting spaces, restrooms were also located at this level.

Level Two

A large conference center for department-sponsored seminars, meetings, and presentations was located off the Level Two elevator lobby. The Superintendent's office, Business Finance, and Student Development departments are on this level, as were shared business center functions, conference room, staff breakroom with kitchenette, restrooms, etc.

Level Three

Program Development offices were on Level Three, with conference room, shared business center, storage, restrooms, and the in-house Information Technology offices, supporting the building IT needs. The school department data center is relocated from Broadmeadow School basement.

PROGRAM AND CONCEPTUAL DESIGN

Program Stacking Diagrams
Stephen Palmer: Options 4 and 5

| LEGEND |
|--------------------------|
| MUST BE ON 1ST FLOOR |
| VERTICAL |
| not in program but req'd |
| Program revision |

| BASEMENT | | LEVEL ONE | | LEVEL TWO | | LEVEL THREE | |
|--------------------------|-------|------------------------------|-------|---------------------|-------|---------------------|---------------|
| receiving | 200 | | | business finance | 1,390 | IT Department | 3,425 |
| district mail/production | 300 | | | student development | 1,175 | | |
| restrooms | 150 | community ed | 1,215 | building storage | 400 | medium conference | 300 |
| | | meeting | 300 | superintendent | 1,005 | business center | 100 |
| shared services | 333 | shared services | 333 | restrooms | 350 | IT database | 440 |
| | | hr on ground floor | 1,315 | medium conference | 300 | | |
| maintenance office | 120 | restrooms | 350 | business center | 100 | | |
| compact storage | 400 | help desk | 100 | large conference | 1200 | program development | 1,120 |
| Main Mechanical | 300 | DayCare | 2,000 | kitchenette | 80 | restrooms | 350 |
| elevator machine rm | 50 | | | break room | 400 | | |
| elevator | 50 | elevator | 50 | elevator | 50 | elevator | 50 |
| stairs x2 | 360 | stairs x2 | 360 | stairs x2 | 360 | stairs x2 | 360 |
| | | transportation on ground flr | 1,350 | | | | |
| Main Electrical | 200 | District Registrar | 120 | | | | |
| subtotal | 2,463 | subtotal | 7,493 | | 6,810 | | 6,145 |
| Does not include Lobby | | | | | | | |
| subtotal | 2,463 | subtotal | 7,493 | | 6,810 | | 6,145 |
| 30% | 739 | circulation | 2,248 | circulation | 2,043 | circulation | 1,844 |
| BASEMENT | | LEVEL ONE | | LEVEL TWO | | LEVEL THREE | |
| totals per floor | 3,201 | 9,740 | | 8,853 | | 7,989 | TOTAL |
| | | | | | | | 29,783 |

PROGRAM AND CONCEPTUAL DESIGN

Program Stacking Diagrams

PROGRAM AND CONCEPTUAL DESIGN: PRELIMINARY - OPTION SIX

Option Six differed from all other options as it was proposed as a two-story building without a basement. The program requirements as outlined in the Hillside Site Program Stacking Diagram included the full program, including the large conference center, daycare, and school department data center. Specific layouts for each level have not been produced, as it was advised by the Working Group to leave Option Six as a site diagram only, designating sufficient per floor area on the site.

PROGRAM AND CONCEPTUAL DESIGN

Program Stacking Diagrams

Hillside Site: Option 6

| LEGEND |
|--------------------------|
| MUST BE ON 1ST FLOOR |
| VERTICAL |
| not in program but req'd |
| Program revision |

LEVEL ONE

| | |
|------------------------------|-------|
| DayCare | 2,000 |
| community ed | 1,215 |
| meeting | 300 |
| shared services | 333 |
| hr on ground floor | 1,315 |
| restrooms | 350 |
| help desk | 100 |
| District Registrar | 120 |
| elevator | 50 |
| stairs x2 | 360 |
| transportation on ground flr | 4,990 |
| receiving | 200 |
| district mail/production | 300 |
| restrooms | 150 |
| large conference | 1200 |
| shared services | 333 |
| maintenance office | 120 |
| compact storage | 400 |
| Main Mechanical | 300 |
| elevator machine rm | 50 |
| elevator | 50 |
| stairs x2 | 360 |
| Main Electrical | 200 |

LEVEL TWO

| | |
|---------------------|-------|
| business finance | 1,390 |
| student development | 1,175 |
| building storage | 400 |
| superintendent | 1,005 |
| restrooms | 350 |
| medium conference | 300 |
| business center | 100 |
| kitchenette | 80 |
| break room | 400 |
| elevator | 50 |
| stairs x2 | 360 |
| IT Department | 3,425 |
| medium conference | 300 |
| business center | 100 |
| IT database | 440 |
| program development | 1,120 |
| restrooms | 350 |
| elevator | 50 |
| stairs x2 | 360 |

Does not include Lobby

| | | | | | |
|------------------|-------------|--------|-------------|--------|---------------|
| subtotal | subtotal | 14,796 | subtotal | 11,755 | |
| 30% | circulation | 4,439 | circulation | 3,527 | |
| | LEVEL ONE | | LEVEL TWO | | |
| totals per floor | 14,796 | | 15,282 | | TOTAL |
| | | | | | 30,078 |

PROGRAM AND CONCEPTUAL DESIGN: FINAL – OPTION ONE

Option One remained as described in the preliminary description above.

PROGRAM AND CONCEPTUAL DESIGN: FINAL – OPTION TWO

“Option Three” above is renamed Option Two as the original Option Two was eliminated on March 23, 2020 by the Permanent Public Building Committee.

Basement

Receiving, district mail, production, and maintenance offices were located here, accessed by the elevator from grade level. All deliveries and distribution entered the main lobby, taking the elevator down to the receiving area for sorting. The building main mechanical room, electrical, elevator machine room, sprinkler room, were located here. Compact storage, typically a high-density system, as well as shared services including printing, copying, meeting, restrooms, etc. were located here.

Grade Level

The new addition provided direct grade level access from the parking lot to solve the ADA accessibility issue. The Human Resources department, and Transportation resided on Level One for community access. The public Help Desk provided for assistance and direction to visitors and was located within the Main Lobby of the facility. Restrooms were located at this level.

First Level

The Information Technology Department hub was relocated from Broadmeadow to the existing first floor of Emery Grover. This was half a level up from the new entrance.

Second Level

This level aligned both existing and new second floors to create the Conference Center. The Registrar Public Counter, Community Education, and Student Development departments were located at this level.

Third Level

Both the center attic level and addition’s third floors aligned to house Superintendent of Schools, Business Finance Operations, and Program Development.

This building program accommodated the School Administration needs in a building footprint that places some offices and meeting room functions on the interior without windows and natural light.

PROGRAM AND CONCEPTUAL DESIGN: FINAL – OPTION THREE ROTATED

This option looked at taking the concepts laid out in Option Two and rotating the addition 90 degrees to afford more natural light into the new addition where the majority of offices were located. The levels were the same as Option Two, with the same distribution of administration departments.

Additionally, a variant on Option Three Rotated with Garage Under Addition was included in response to the on-site parking challenges of all schemes.

SECTION 4

TEST FITS

PROGRAM TEST FITS

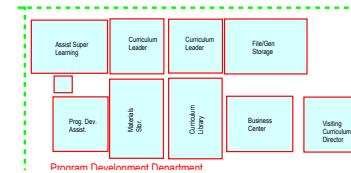
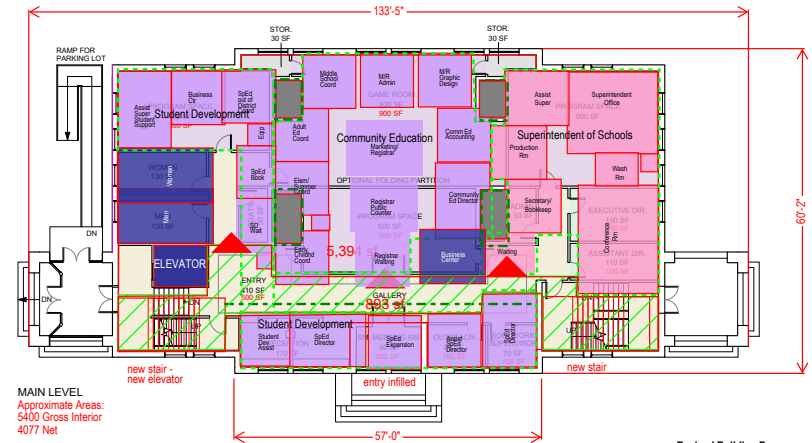
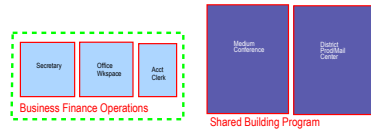
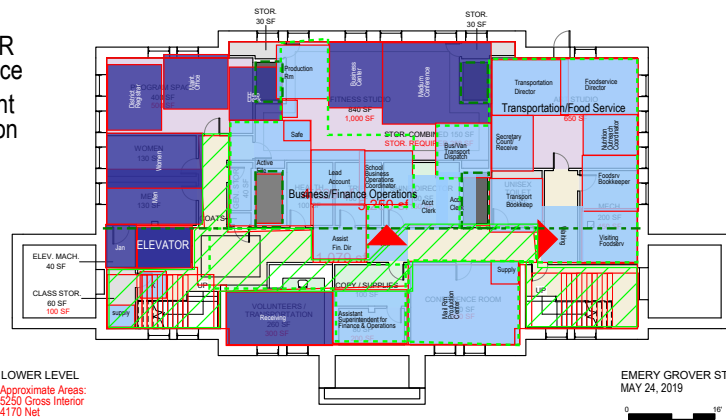
Building Program Test Fits at **EMERY GROVER**: June 24, 2019

| Test Fit | Fit Program | Results | PPBC Decision | Diagrams |
|----------|---|--|--|----------|
| 1 | Existing interior building structure as currently understood was maintained, including bearing walls and four (4) vertical masonry shafts. Public access is by ramp up to the left Portico. Public entrance into building was through the left Portico doors to a new elevator lobby. The elevator provided access to the main level, as well as lower and upper levels. Existing two stairs were removed and replaced with code-compliant egress stairs. | Program Development Department would not fit. Business/Finance Department program was reduced (or another department in its place). Shared building program function would not fit. New elevator extends through existing roof to access attic. | REJECTED: Did not meet program spatial and functional requirements. | Page 23 |
| 2 | All existing interior building structure was removed and replaced, including bearing walls, masonry shafts, and floors. The existing exterior walls were maintained. Public entrance was through a new entry vestibule constructed outside the left Portico at grade. Public access was through the elevator up to the main level as well as lower and upper levels. New egress stairs were provided | Program Development Department would not fit. Business/Finance Department program was reduced (or another department in its place). Shared building program function would not fit. New elevator extended through existing roof to access attic. Complex construction. | REJECTED: Did not meet program spatial and functional requirements. | Page 24 |
| 3 | Existing interior building structure as currently understood was maintained. Existing masonry shafts were opened up on one side to add floor space. Existing stairs were infilled. | Program areas fit with some reductions of square footage. Storage and meeting spaces were reduced. New elevator extended above existing roof with removal of rear dormers for Attic access. No room for future expansion. | REJECTED: Did not meet program spatial and functional requirements. | Page 25 |
| 4 | Public access was through a new entry vestibule constructed outside the building located at the rear. Public entrance was through the elevator up to the main level as well as lower and upper levels. New egress stairs were provided adjacent to the new elevator for a vertical circulation addition to the rear of the building. | All program areas fit with some area reductions. Storage and meeting spaces were reduced. New elevator extends above existing roof with removal of rear dormers for attic access. No room for future expansion. | REQUIRES DETAILED STUDY | Page 26 |

PROGRAM TEST FITS

Emery Grover #1

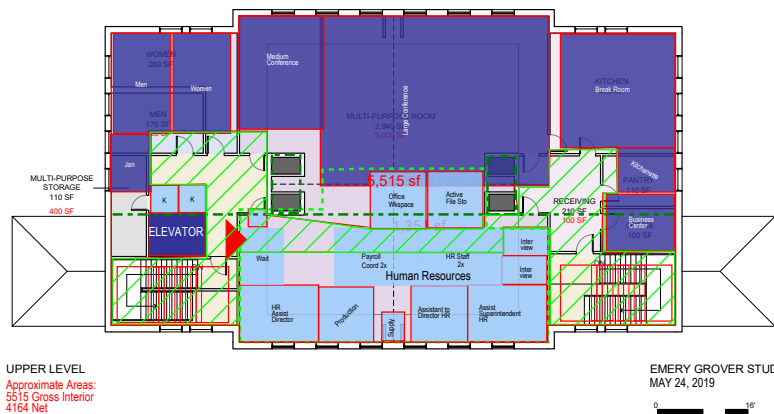
- Superintendent of Schools
- Program Development
- Shared Program
- Business/Finance/HR
Transport/Foodservice
- Student Development
Community Education
- Database/IT
- Circulation Zones



Revised Building Program
All Departments Sub Total: 14,000 SQ. FT.
Circulation @ 1.3 (30%) 4,200 SQ. FT.
TOTAL NET PROGRAM: 18,200 SQ. FT.
This Test Fit: 13,208 SQ. FT.
Delta: -4,992 SQ. FT.

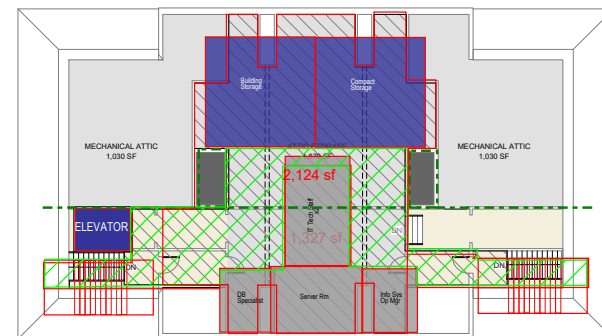
- Emery Grover Program Fit - Test No. 1**
- Exterior Ramp
 - New Stair (existing locations)
 - New Elevator
 - Keep interior bearing walls (as much as possible)
 - Keep interior shafts

EMERY GROVER STUDY
MAY 31, 2019



ATTIC LEVEL
Approximate Areas:
2124 Gross Interior
797 Net

EMERY GROVER STUDY
MAY 24, 2019

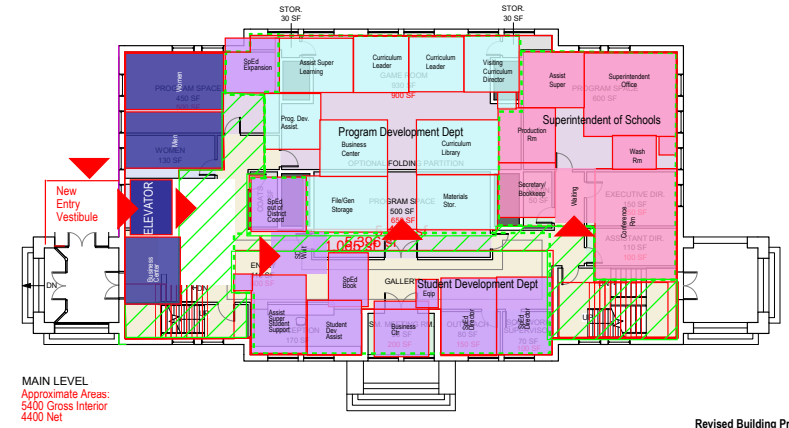
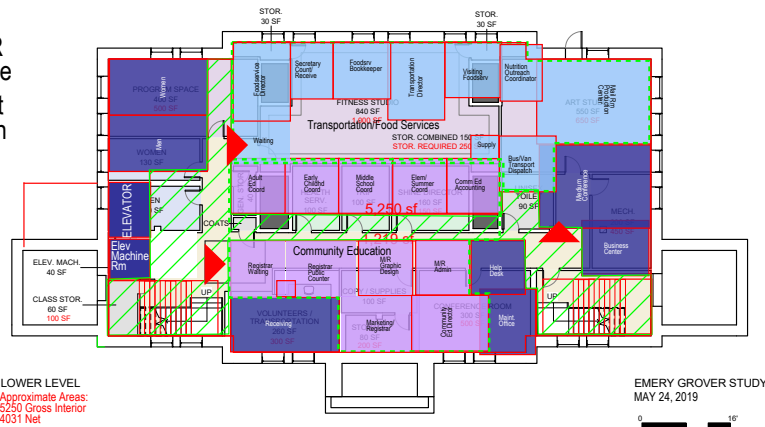


EMERY GROVER STUDY
MAY 24, 2019

PROGRAM TEST FITS

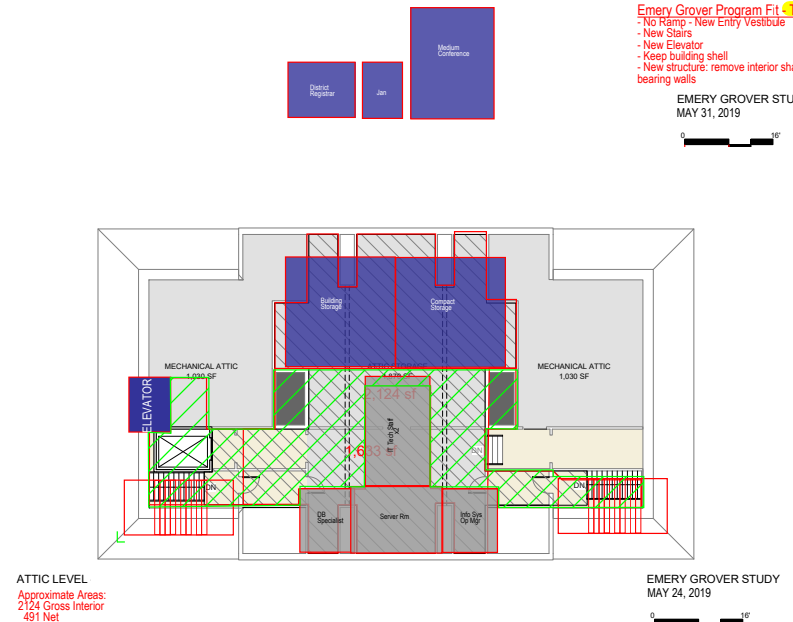
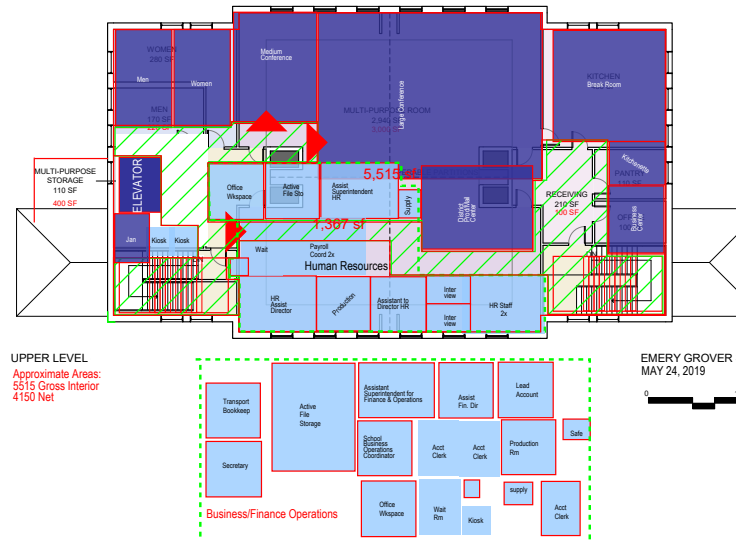
Emery Grover #2

- Superintendent of Schools
- Program Development
- Shared Program
- Business/Finance/HR
Transport/Foodservice
- Student Development
Community Education
- Database/IT
- Circulation Zones



Revised Building Program
All Departments Sub Total: 14,000 SQ.FT.
Circulation @ 1.3 (30%) 4,200 SQ.FT.
TOTAL NET PROGRAM: 18,200 SQ.FT.
This Test Fit: 13,072 SQ.FT.
Delta: -5,128 SQ.FT.

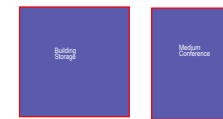
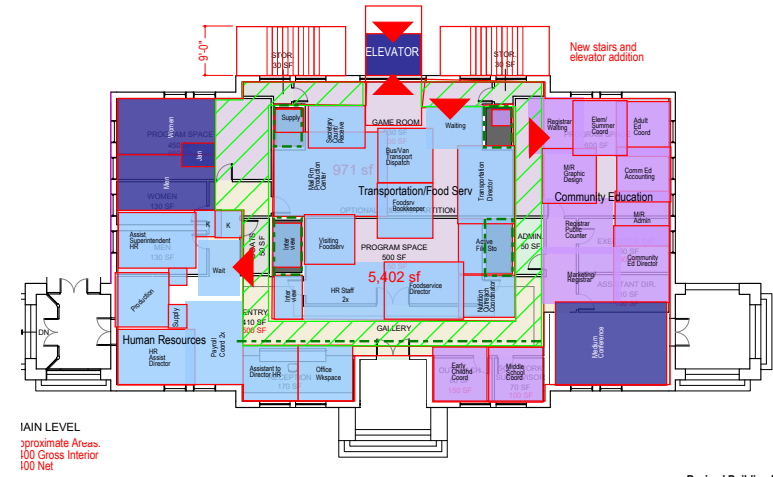
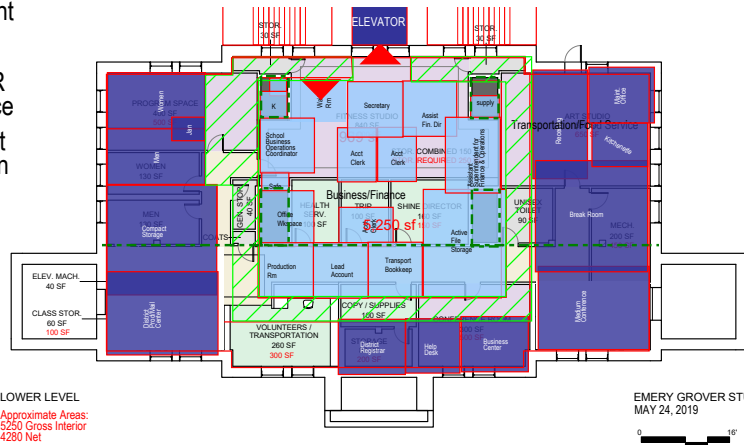
Emery Grover Program Fit #2 Test No. 2
- No Ramp - New Entry Vestibule
- New Stairs
- New Elevator
- Keep building shell
- New structure: remove interior shafts and bearing walls



PROGRAM TEST FITS

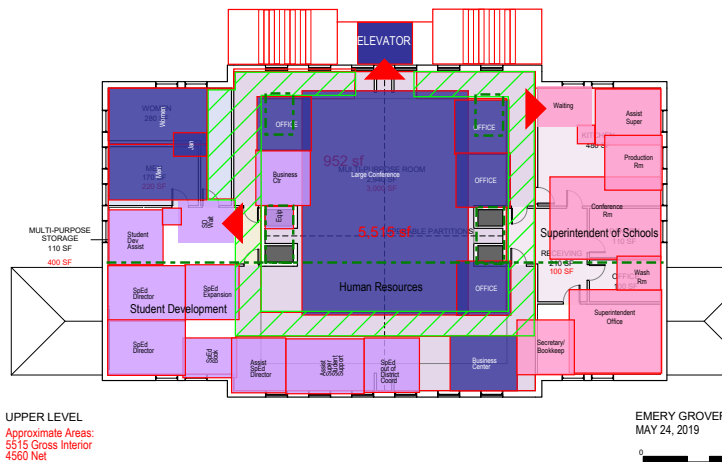
Emery Grover #3

- Superintendent of Schools
- Program Development
- Shared Program
- Business/Finance/HR
Transport/Foodservice
- Student Development
Community Education
- Database/IT
- Circulation Zones

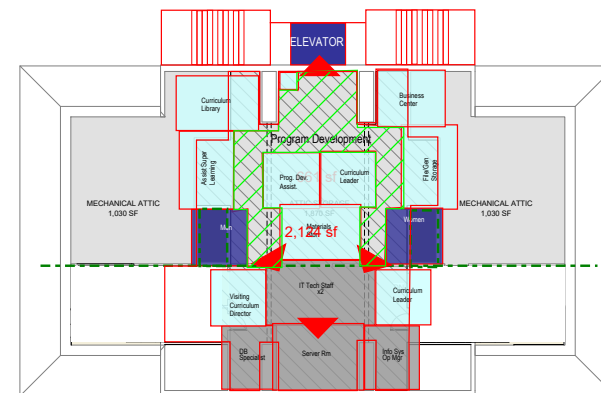


Revised Building Program
All Departments Sub Total: 14,000 SQ.FT.
Circulation @ 1.3 (30%) 4,200 SQ.FT.
TOTAL NET PROGRAM: 18,200 SQ.FT.
This Test Fit: 15,658 SQ.FT.
Delta: -2,542 SQ.FT.

Emery Grover Program Fit - Test No. 3
- NO Ramp
- New Stairs Addition
- New Elevator and Entry Addition
- Keep interior bearing walls (as much as possible)
- Keep interior shafts



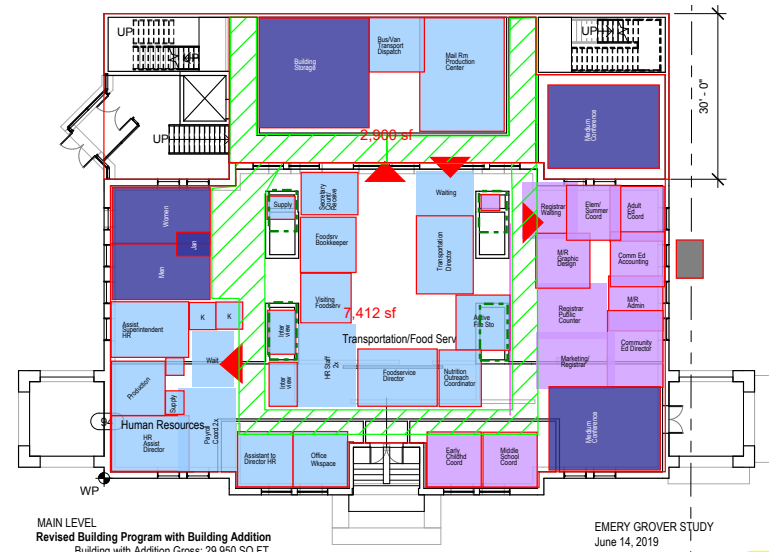
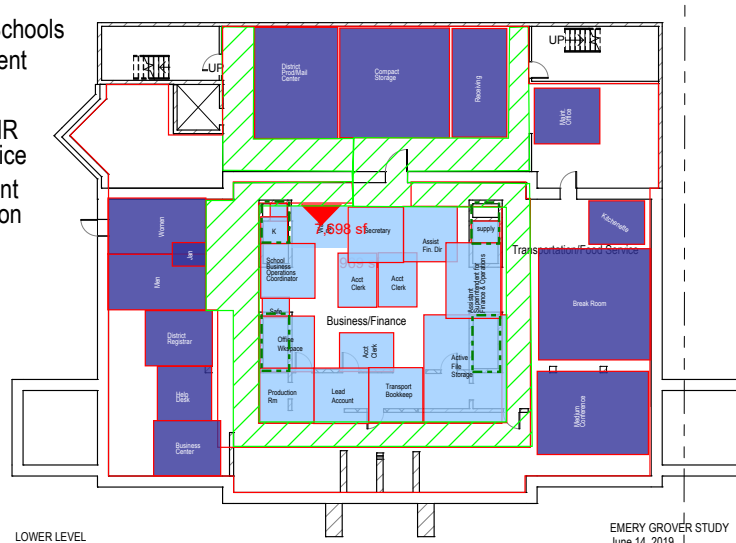
ATTIC LEVEL
Approximate Areas:
2,124 Gross Interior
1,463 Net



PROGRAM TEST FITS

Emery Grover #4

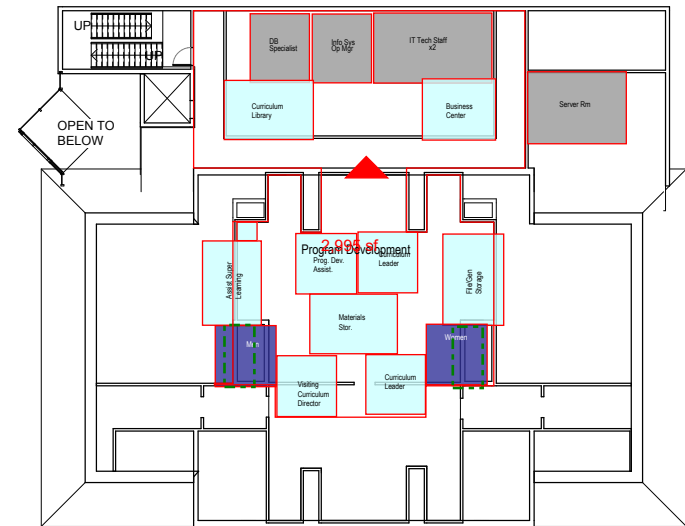
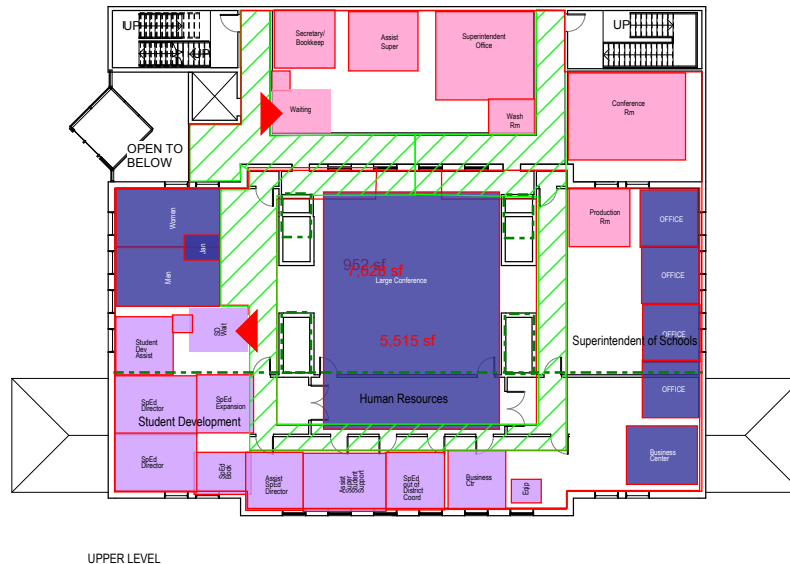
- Superintendent of Schools
- Program Development
- Shared Program
- Business/Finance/HR
Transport/Foodservice
- Student Development
Community Education
- Database/IT
- Circulation Zones



Building with Addition Net: 25,700 SQ.FT.
TOTAL NET PROGRAM: 18,200 SQ.FT.
(Expansion Room) Delta: +7,500 SQ.FT.

Emery Grover Program Fit - Test No. 4

- New 4 Level Elevator / Entry Addition (104' X 30')
- Keep interior bearing walls (as much as possible)
- Keep interior shafts

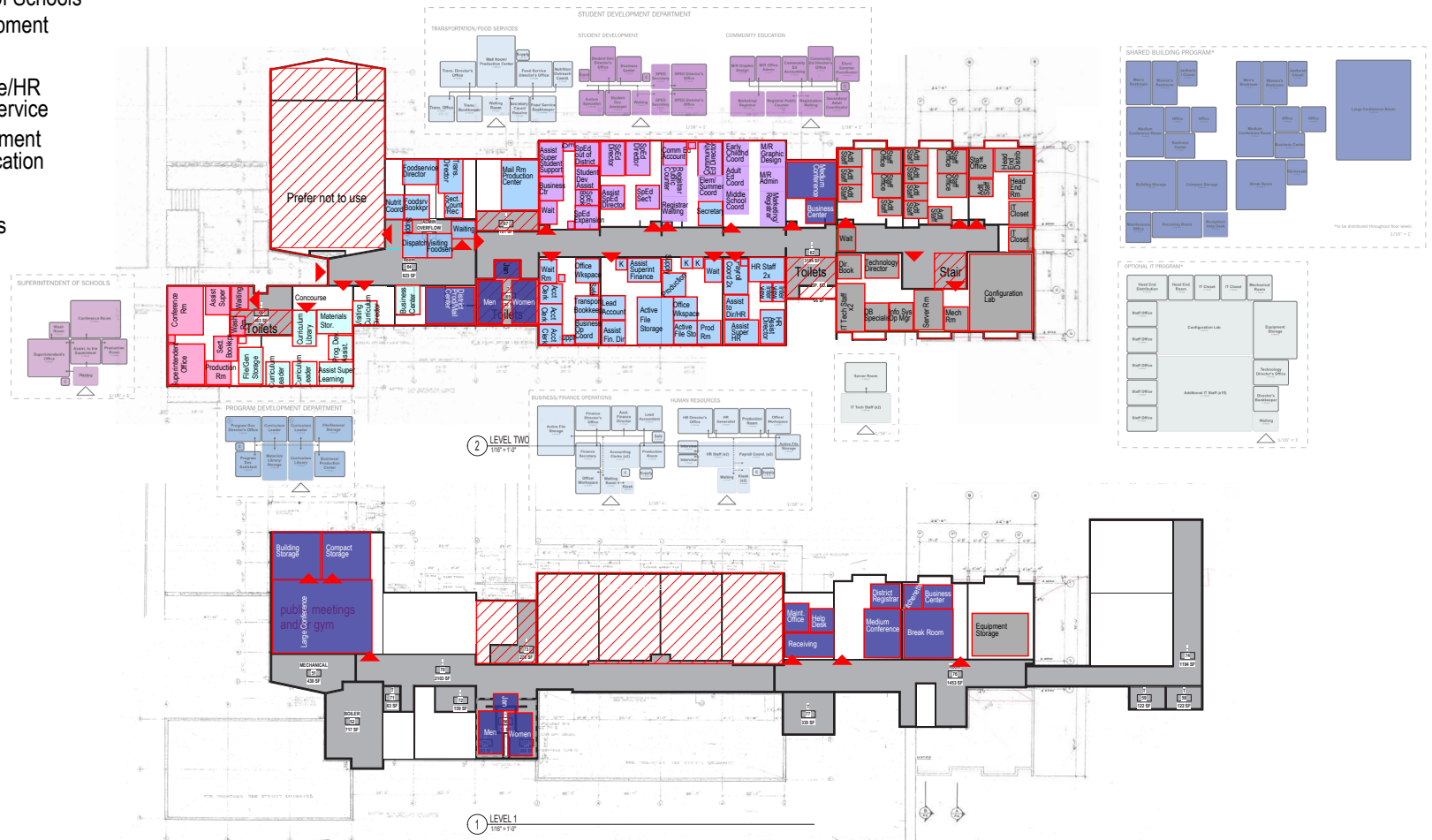


| Test Fit | Fit Program | Results | PPBC Decision | Diagrams |
|----------|---|---|---|----------|
| 1 | Includes IT <ul style="list-style-type: none"> Accommodated complete program by utilizing both levels. Dis not require use of modular classrooms. | <ul style="list-style-type: none"> Temporary “swing space” solution might have been allowable without significant building upgrades, including sprinklers, elevator, building systems upgrades, etc. as a change in use from school to business. A discussion with authorities having jurisdiction would determine this. A detailed code review was required. Building Commissioner has not been contacted. As a permanent solution, Hillside would require construction of an elevator, updated egress stairs, new roof top AC units, seismic upgrades, building sprinkler system, windows, etc. | <p>Required a detailed discussion with authorities having jurisdiction over this project.</p> <p>FURTHER STUDY REQUIRED.</p> | Page 28 |
| 2 | Without IT <ul style="list-style-type: none"> Accommodated complete program on Main Level with the Large Conference Room in the Gymnasium. Building storage at lower level. Did not require use of modular classrooms. | <ul style="list-style-type: none"> Same building upgrade issues as identified in Test Fit Number One. Existing building walls were structural and not easily altered. Ongoing under-slab depressurization system must be maintained. | <p>Required a detailed discussion with authorities having jurisdiction over this project.</p> <p>FURTHER STUDY REQUIRED.</p> | Page 29 |

PROGRAM TEST FITS

Building Program Hillside #1 (Includes IT Relocation)

- Superintendent of Schools
- Program Development
- Shared Program
- Business/Finance/HR
Transport/Foodservice
- Student Development
Community Education
- Database/IT
- Circulation Zones



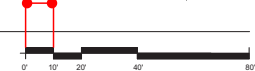
NOTE: PLANS ARE BASED ON A COMPILED OF DRAWINGS BY THE ARCHITECTS COLLABORATIVE. POST-CONSTRUCTION ALTERATIONS MAY HAVE BEEN MADE. VERIFY EXISTING CONDITIONS IN FIELD PRIOR TO START OF NEW WORK. SQUARE FOOT AREAS INDICATED ARE ESTIMATED, BASED ON ORIGINAL DRAWINGS.



HILLSIDE ELEMENTARY SCHOOL - TEST FIT

28 Glen Gary Road, Needham MA

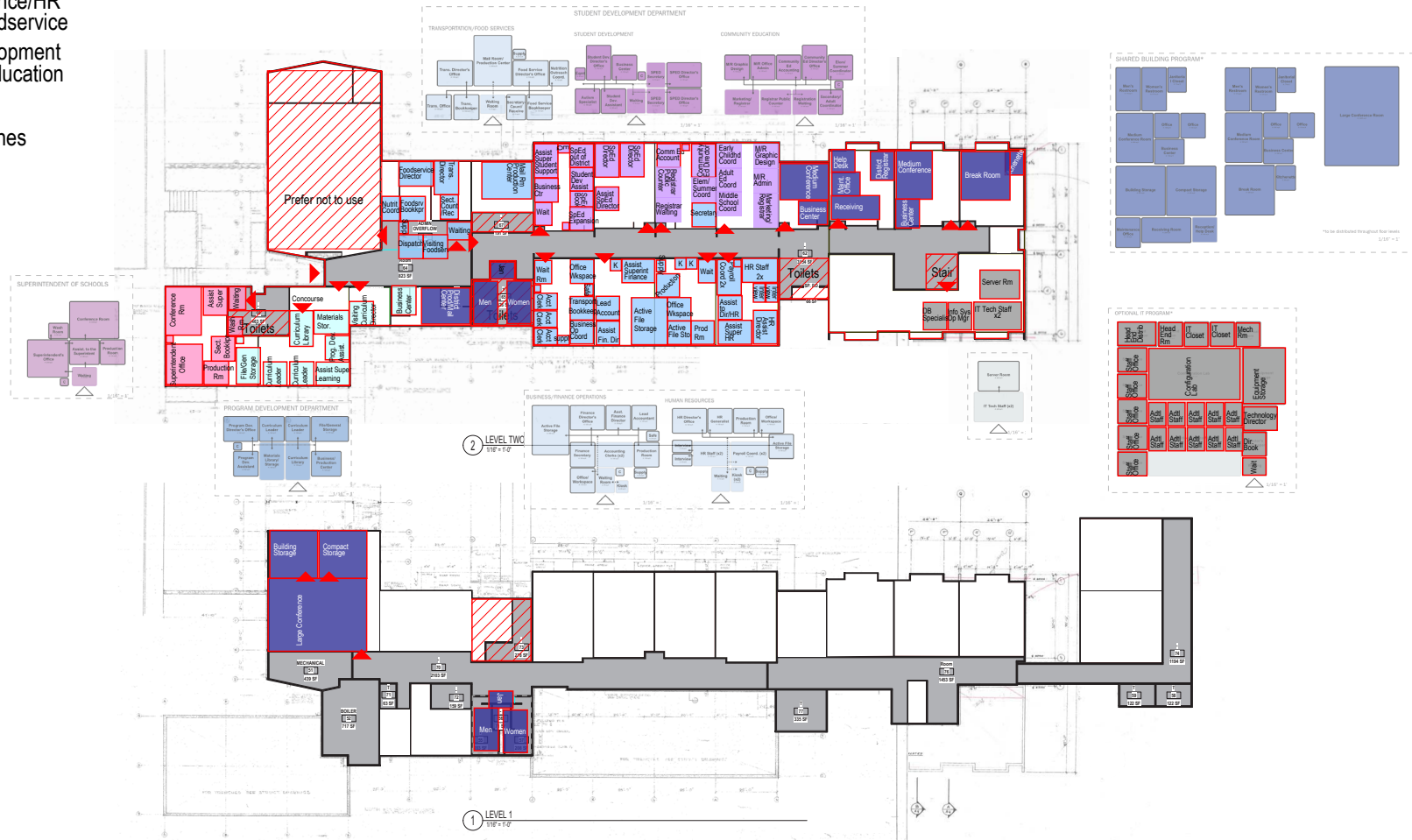
10'-0" Drawing Scale Check



PROGRAM TEST FITS

Building Program Hillside #2 (No IT Relocation)

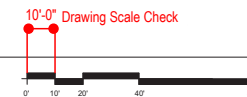
- Superintendent of Schools
- Program Development
- Shared Program
- Business/Finance/HR
Transport/Foodservice
- Student Development
Community Education
- Database/IT
- Circulation Zones



NOTE: PLANS ARE BASED ON A COMPILATION OF DRAWINGS BY THE ARCHITECTS COLLABORATIVE. POST-CONSTRUCTION ALTERATIONS MAY HAVE BEEN MADE. VERIFY EXISTING CONDITIONS IN FIELD PRIOR TO START OF NEW WORK. SQUARE FOOT AREAS INDICATED ARE ESTIMATED, BASED ON ORIGINAL DRAWINGS.



HILLSIDE ELEMENTARY SCHOOL - TEST FIT
28 Glen Gary Road, Needham MA



SECTION 5

SWING SPACE

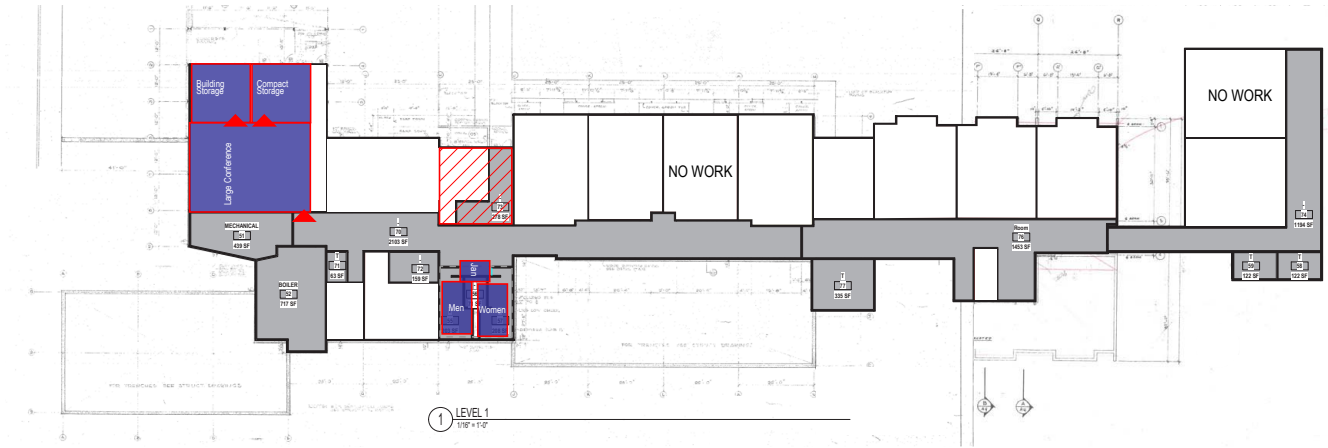
Hillside Elementary School as Swing Space

Concurrently with this study, the Permanent Public Building Committee engaged the firm Dore + Whittier to perform the Needham School Masterplan. The Hillside Elementary School use was changed from Educational to Business (a less restrictive use in the building code) for Needham Police and Fire temporary use. Changing the use back to Educational would require the facility to fully comply with current building codes for a new school building. This requirement for multiple building upgrades precluded, as identified in the Dore + Whittier report, the viability for reuse of Hillside as a school without significant cost. This may provide an opportunity to continue the business use as swing space for the School Administration.

The Masterplan document determined the “full and fair cash value” of Hillside at \$8,322,100 according to the latest assessor’s record. Full Architectural Access Board (AAB) compliance would be triggered at 30% of this value, or \$2,496,630. The cost estimates within this report suggested a modification to Hillside for swing space will cost approximately \$1,500,000.



2 LEVEL TWO
108' x 114'

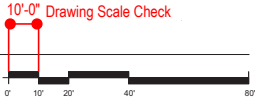


1 LEVEL ONE
108' x 114'

NOTE: PLANS ARE BASED ON A COMPILATION OF DRAWINGS BY THE ARCHITECTS COLLABORATIVE. POST-CONSTRUCTION ALTERATIONS MAY HAVE BEEN MADE. VERIFY EXISTING CONDITIONS IN FIELD PRIOR TO START OF NEW WORK. SQUARE FOOT AREAS INDICATED ARE ESTIMATED, BASED ON ORIGINAL DRAWINGS.



TEMPORARY SWING SPACE DIAGRAM
HILLSIDE ELEMENTARY SCHOOL
28 Glen Gary Road, Needham MA



SWING SPACE

Other Options Investigated

The town investigated the possibility of renting 25,000 square feet of swing space at a non-town-owned property.

REJECTED:

- Difficult to find contiguous space at this size locally in Needham.
- Tenant fit-up cost for offices and departments for a short term lease would be unrecoverable upon move-out.
- Cost range for lease space was dependent on type and quality: A, B, etc.



SECTION 6

ALTERNATIVE SITE TEST FITS

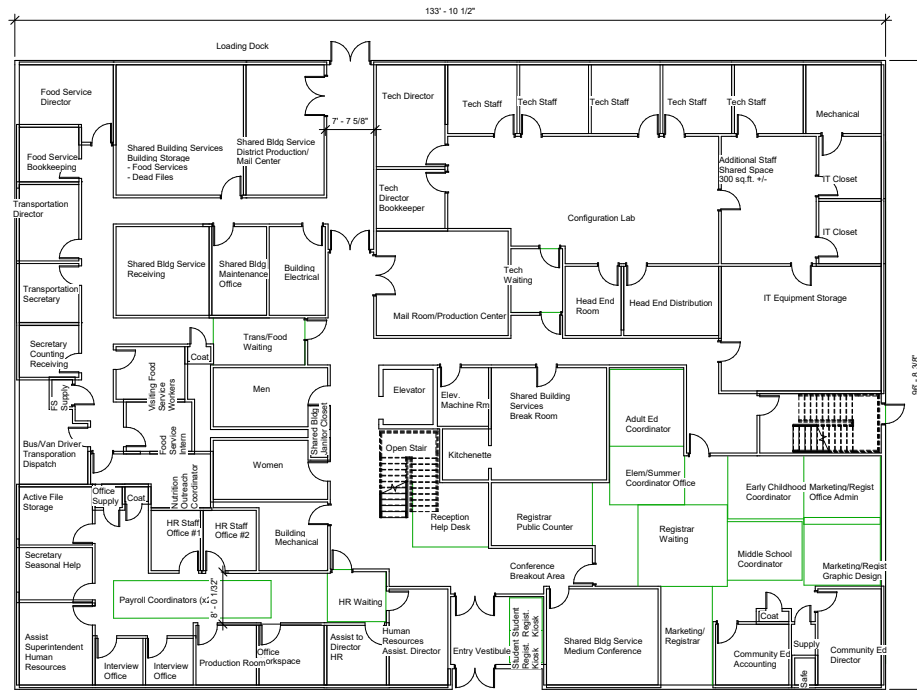
Working with the updated building program, revised May 31, 2019, a two-story prototype building footprint was created to examine how the School Administration might fit on alternate building sites, with construction of a new facility. Two versions of the footprint, one with Optional IT and one without, were developed. For the purposes of testing alternate building sites, the larger footprint was used.

The following site diagrams demonstrated the results of fitting a new building on each site, with 100 parking spaces each, based on building program and zoning requirements.

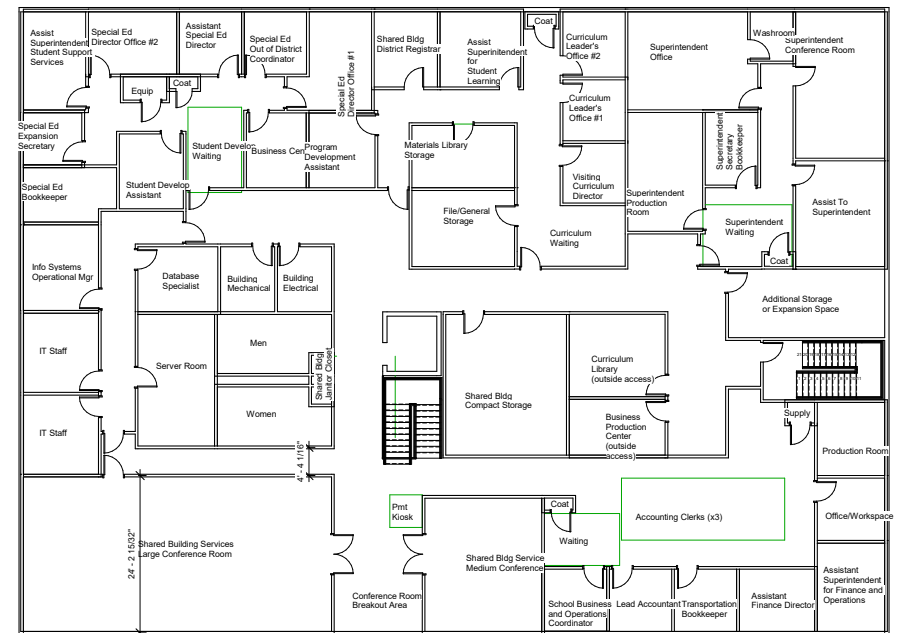
- 0 Greendale (gravel pit)
- 0 Harris Avenue
- Dwight Road
- Hillside Elementary

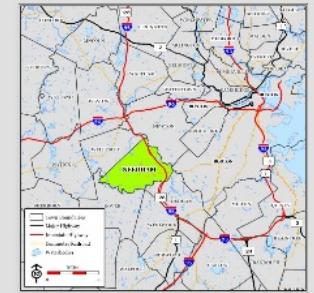
Two prototype building options were produced for alternative site test fits. Option One was the base program, and Option Two included optional full IT and the large conference center. As this optional program became preferred, only Option Two test fits were included in this study.

Prototype Building Option 2 - FIRST FLOOR

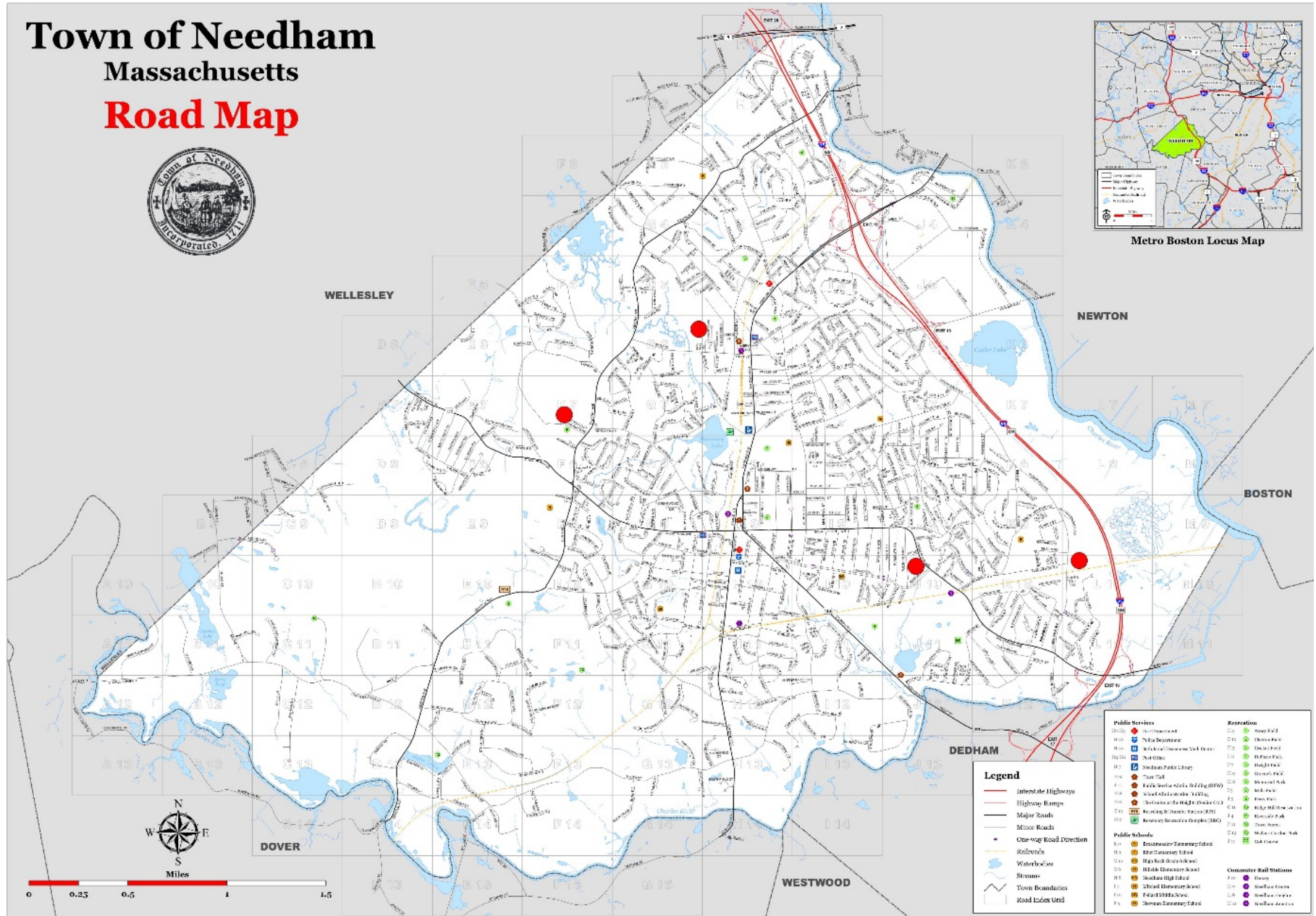


Prototype Building Option 2 - SECOND FLOOR



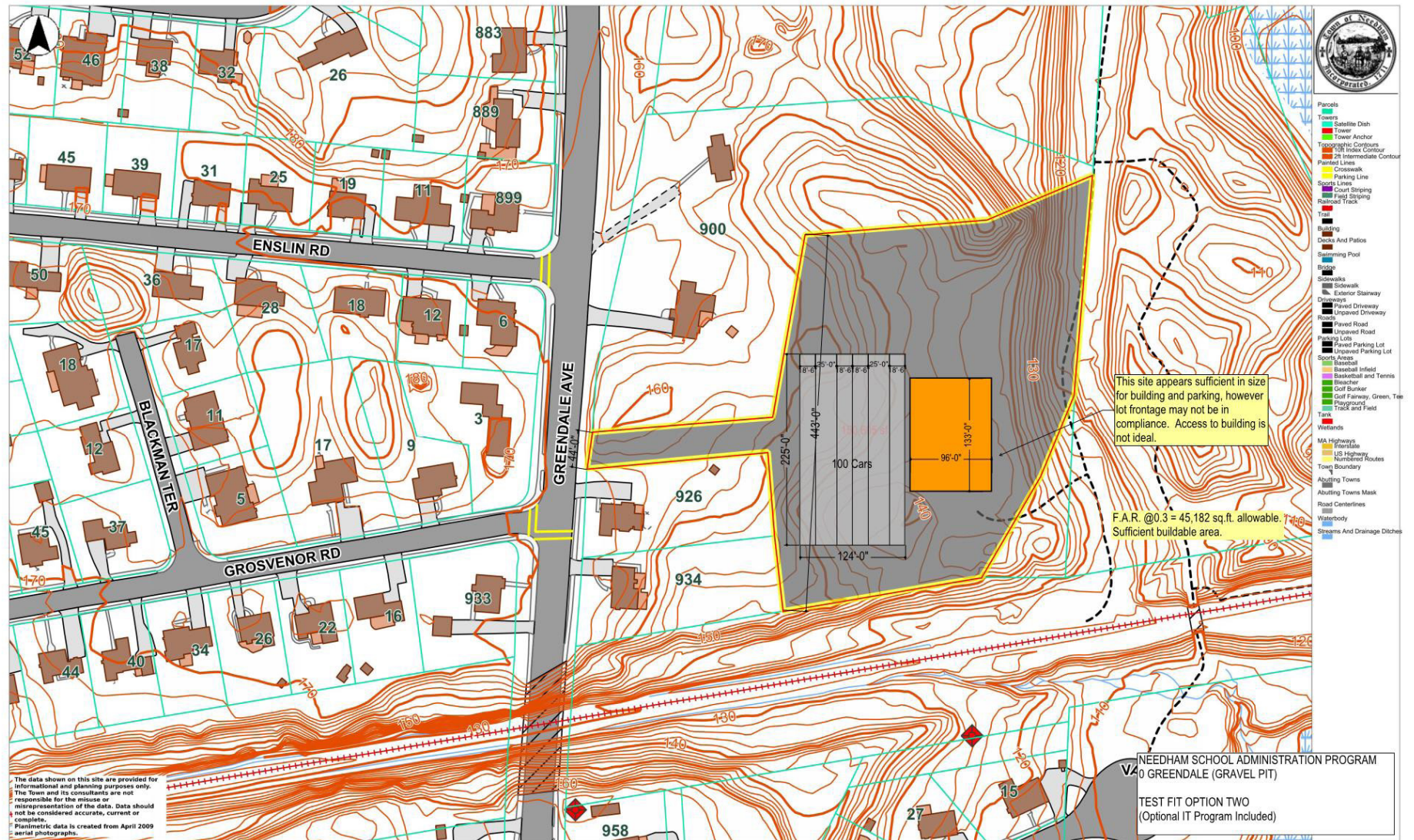


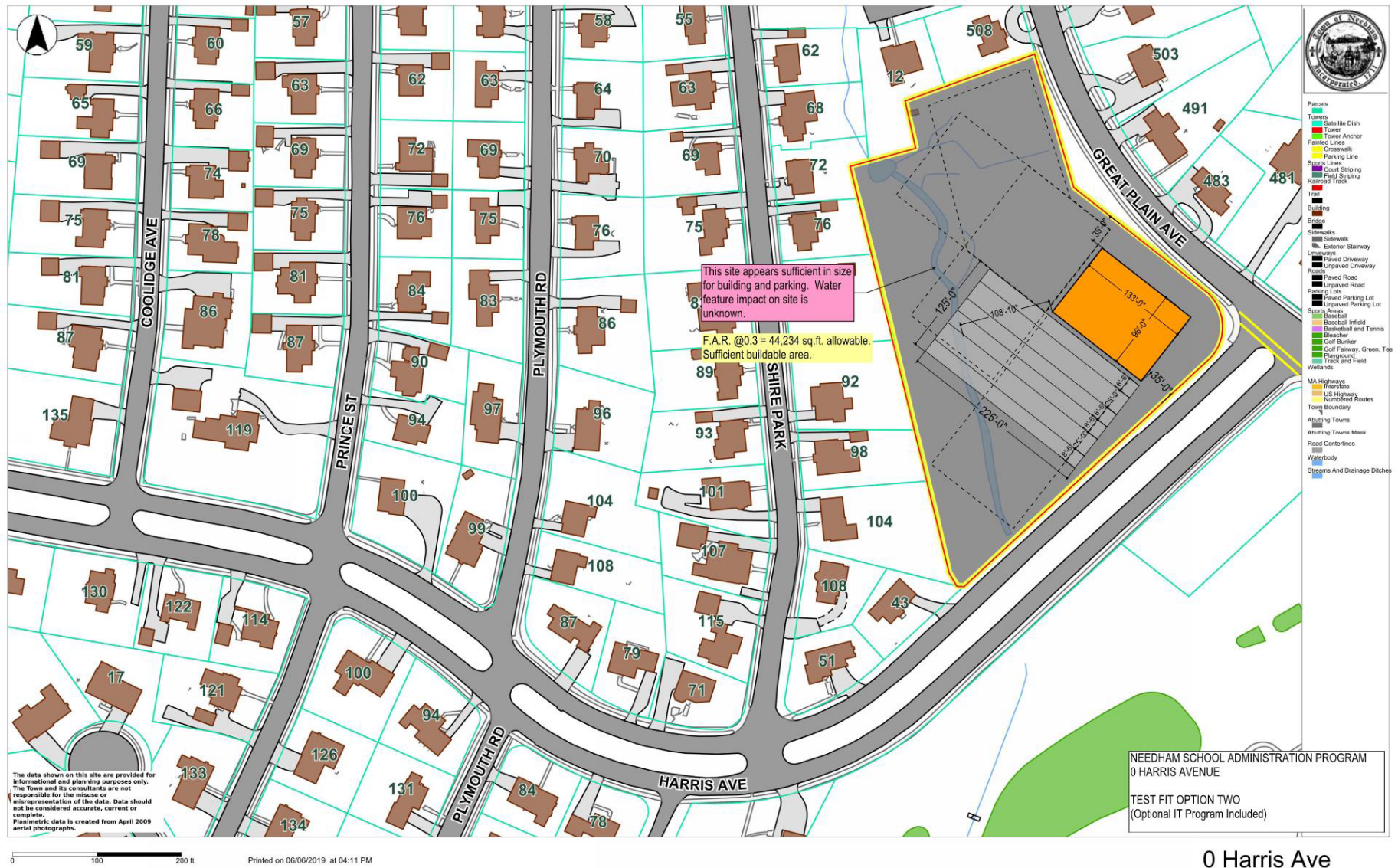
Metro Boston Locus Map



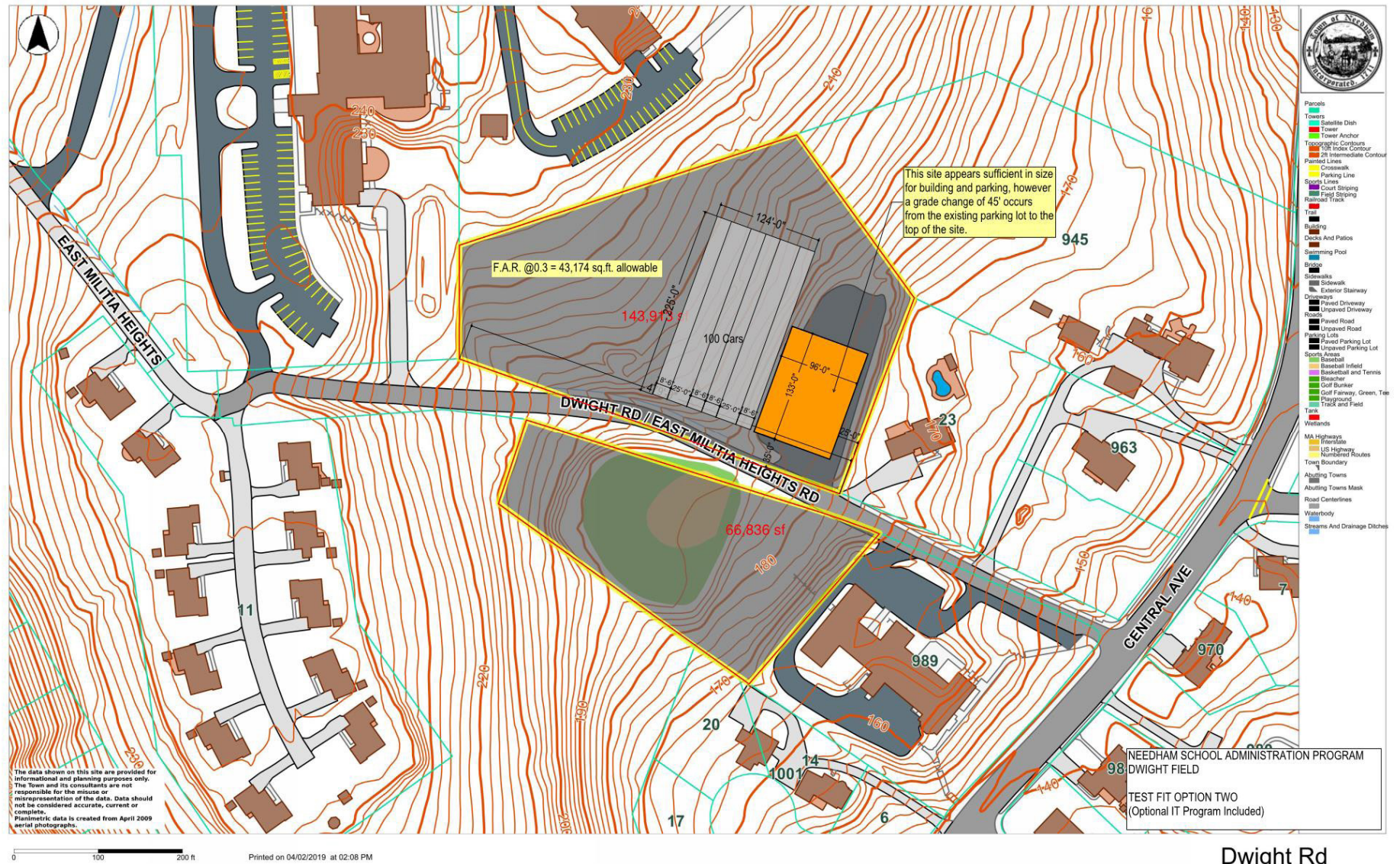
| Test Fit | Fit Program | Results | PPBC Decision |
|--|--|---------|---|
| O Greendale | <ul style="list-style-type: none"> Property size was sufficient for building and parking Site did not comply with Zoning lot frontage requirement Currently frontage is approximately 44 feet Access to building was not ideal Existing property demolition may be required Existing property purchase may be required to provide adequate frontage | | REJECTED: <ul style="list-style-type: none"> Lack of frontage Purchase and demolition of adjacent property may be required to meet 150-foot frontage Proximity to Route 128 |
| O Harris Ave | <ul style="list-style-type: none"> Property size may be sufficient for building and parking On-site stream affects building setback | | REJECTED: <ul style="list-style-type: none"> Proximity to wetlands. Parking under building may be required Fit with existing neighborhood |
| Dwight Rd Building located at existing parking lot | <ul style="list-style-type: none"> Property size sufficient for building and parking Grade change of 45 feet occurs from the existing parking lot to the top of the site Building design needed to accommodate grade – potentially more expensive | | REJECTED: <ul style="list-style-type: none"> Steep access drive Significant grade change Terraced parking |
| Dwight Rd Building located cut into hillside | <ul style="list-style-type: none"> Property size sufficient for building and parking Grade change of 45 feet occurs from the existing parking lot to the top of the site Significant excavation required in this configuration to provide access to rear loading dock Building design could be elevated to include IT and Conference Center underneath | | REJECTED: <ul style="list-style-type: none"> Significant site work. Terraced parking above and below building |
| Hillside Elementary | <ul style="list-style-type: none"> Property size sufficient for building and parking Substantial room for future building expansion Potential for accelerating remediation of contaminated soils prior to construction Demolition of existing school required | | REQUIRED FURTHER STUDY |

ALTERNATIVE SITE TEST FITS

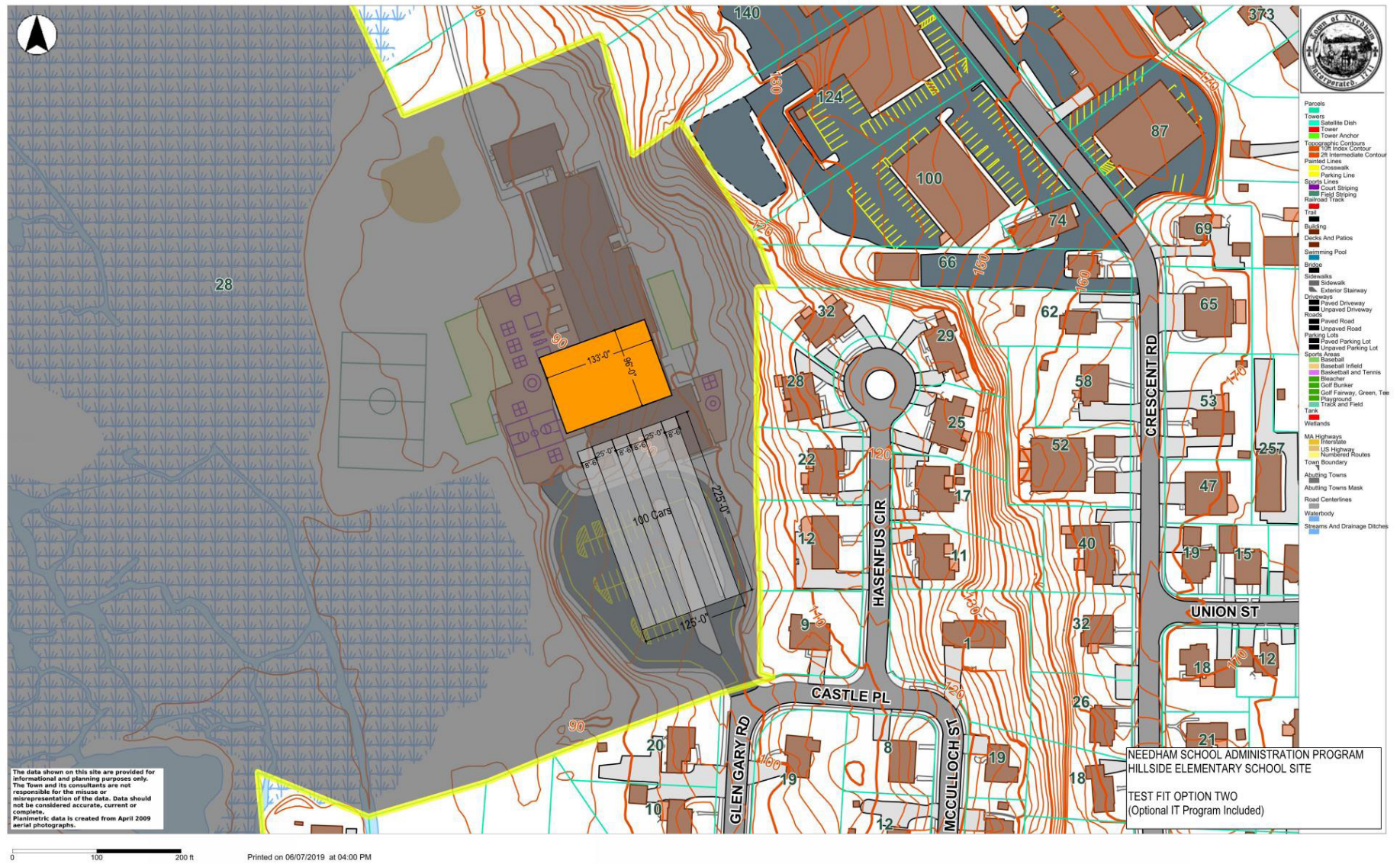




ALTERNATIVE SITE TEST FITS



ALTERNATIVE SITE TEST FITS



Zoning Map: All three sites zoned SRA
(Single Residence A) per the Needham Zoning Map:

- 0 Greendale Ave (Gravel Pit)
- 0 Harris Ave (Harris and Great Plain Ave)
- Dwight Road (across street from Ball Field)

Zoning By-law, May 2018

3.2 Schedule Of Use Regulations:

| | |
|---------------------|--------------------------|
| USE | SR-A: Single Residence A |
| Municipal Structure | Permitted |

4.2.4 Public/Semi-Public/Institutional use in SR-A

- SR-A FAR less than or equal to 0.3
- 150-foot minimum frontage
- Front/Side/Rear Setbacks: 35'/25'/25'
- Maximum lot coverage 15%
- 2 ½ stories – 35-foot maximum height (see 4.2.8 below)
- **Section 1.3 Definitions:** Height: the vertical distance of the highest point of a structure or the roof of a building above the average grade of the ground adjoining the building or surrounding the structure.

4.2.8 Height Limit Exception

- 3 stories – 45 feet allowed for municipal

5.1.2 Parking

- If “offices”: 300 square feet per parking space (measured to center line of glass)

5.1.3

- (f) Space dimension 9' x 18.5'
- (e) Compact car max 50% of total spaces required; 8' x 16' (not used in this study)
- (j) Parking setback: 10'/4'/4'
- Parking minimum 5' off building line
- (i) 24' to 25' drive aisle

CALCULATIONS

| Proposed New Building Sites (SR-A) | Test Fit Option*** | Gross Building Area 2 Story (sq.ft.) | Approximate Site Area (Scaled from GIS maps) | x F.A.R (0.3) | Frontage Minimum 150' Y/N | Maximum Site Coverage 15% Max (Building) | Total Parking Spaces Per 5.2.1 Required | Approximate Parking Lot Coverage** Sq.ft. | Area Req'd with 100 Spaces |
|------------------------------------|--------------------|--------------------------------------|--|---------------|---------------------------|--|---|---|----------------------------|
| 0 Greendale Avenue (Gravel Pit) | 1 | 21,069 | 150,605 | 45,182 | Y* 443' +/- | 7.0% | 71 | 24,850 | 35,000 |
| | 2 | 25,615 | | | Y* | 8.5% | 86 | 30,100 | " |
| 0 Harris Avenue | 1 | 21,069 | 147,379 | 44,234 | Y 200' + | 7.2% | 71 | 24,850 | " |
| | 2 | 25,615 | | | Y | 8.7% | 86 | 30,100 | " |
| Dwight Road (North) | 1 | 21,069 | 143,913 | 43,174 | Y 479' +/- | 7.3% | 71 | 24,850 | " |
| | 2 | 25,615 | | | Y | 8.9% | 86 | 30,100 | " |
| Hillside Elementary Zone GR | 2 | 25,615 | 1,071,576 | 321,472 | Min 80' Y | 25% | 86 | 31,100 | " |

* Actual street frontage on Greendale Avenue approximately 44 feet

** Area included spaces required and drive aisles. Assumed average of 350 square feet per parking space (90-degree parking space with drive aisles). Site constraints would affect actual layout and parking lot area

*** Option One did not integrate Optional IT; Option Two did integrate Optional IT

SECTION 7
PROPERTY BEST USE STUDY

PROPERTY BEST USE STUDY

Summary of Various Development Options

VALUE OF LAND FOR VARIOUS DEVELOPMENT OPTIONS

The chart represents development scenarios that a residential developer would study to analyze the investments and value the land and/or building

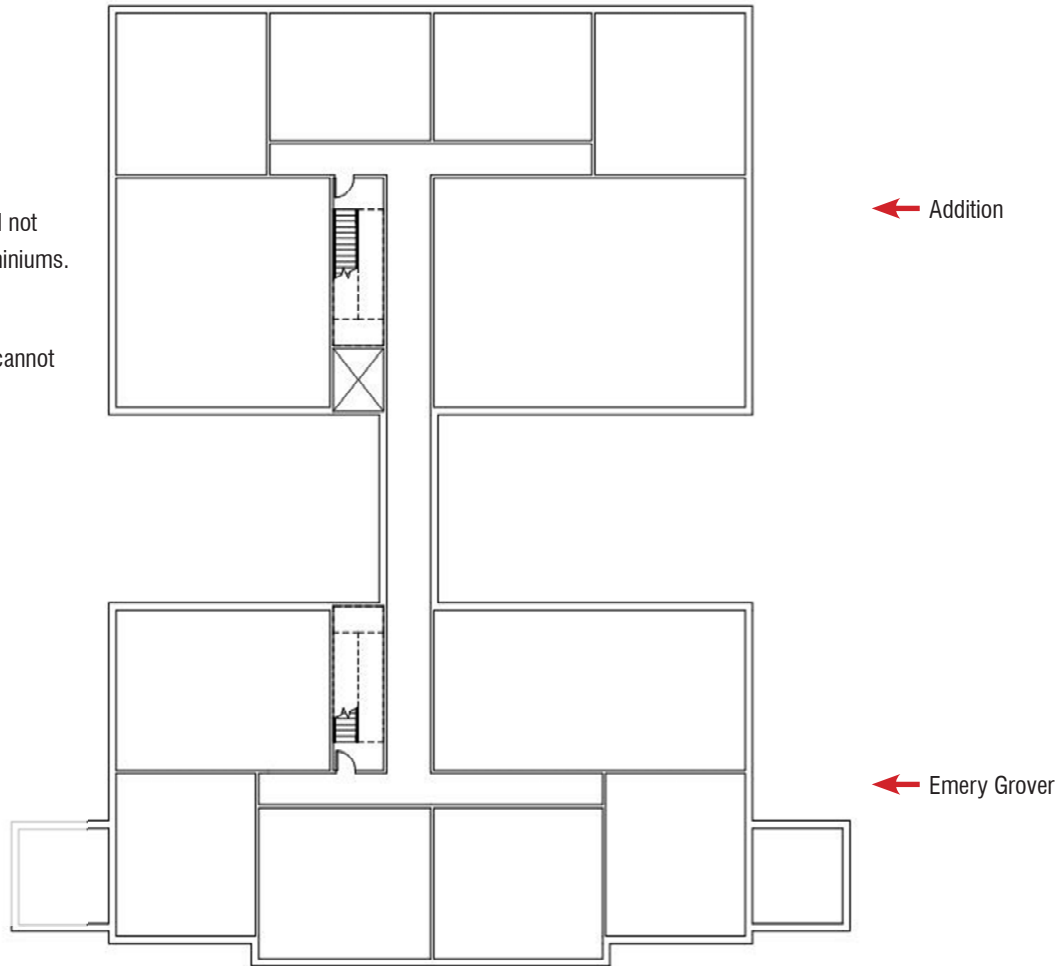
| | Develop Building within Existing Volume | Develop Building with Addition | New Building after Demolition of EG |
|---|--|-----------------------------------|--|
| No. of Units | 18 | 37 | 18 |
| Average Unit Area | 800 sf | 900 sf | 1,200 sf |
| Condominium Sales | | | |
| Derived Land Value | (\$2,250,000) | (\$2,700,000) | \$1,861,000 |
| Apartments for Rent Retained as Investment | | | |
| Breakeven Land Value | (\$475,000) | (\$1,810,000) | \$3,000,000 |
| Apartments for Rent sold to Investor | | | |
| Breakeven Land Value | \$261,000 | (\$87,000) | \$3,615,000 |

An architectural analysis where more units are developed within the existing building volume might be the most profitable scenario, but will require FAR relief

Opportunity for restoration of existing exterior.

REJECTED:

- Cost to develop outweighs potential developer resale value.
- Cost per square foot high.
- Tax credits only available for structures used in business and not depreciable, i.e. apartment for rent scenario, but not condominiums.
- Negative resale value.
- Financially not viable. Rental and condo values in Needham cannot support higher costs of historic building.
- Major addition precluded use of Historic Tax Credit.
- Developers not interested.



Redevelopment of the Emery Grover Building

1330 Highland Avenue, Needham MA

INTRODUCTION

The goal of this report is to establish the price that a private third party, most likely a residential developer, would pay for this property. In order to determine that value we have analyzed development scenarios that include three scopes of redevelopment, each with two different uses.

The scopes of development are:

1. Redevelopment within the volume of the existing building,
2. Redevelopment of the existing building with a substantial addition, and
3. Redevelopment of the property after demolition of the existing structure

The programs evaluated for each scope are:

1. Condominiums for sale, and
2. Apartments for rent.

TABLES AND ATTACHMENTS

TABLE 1 – Financial Analysis of Condominium Development Alternatives

TABLE 2- Financial Analysis of Rental Apartment Development Alternatives

Table 3- Deriving Land Value

Attachment 1- Needham Condominium Sales Activity for Last 12 Months (>\$400 psf, and all)

Attachment 2- Sales Information for the Modera, And Charles River Landing and The Kendrick

Redevelopment of the Emery Grover Building

1330 Highland Avenue, Needham MA

METHODOLOGY

The basic methodology is to establish value upon completion for each scenario, using current market sales and rental values as benchmarks. The development cost, including construction expense and soft costs as well as the cost of sales and the developer's profit then reduce the value upon completion to derive a value for the property. Tables 1 and 2, analyze in detail the development expense for each development option. Table 3 illustrates the derived land value based on these analyses, and the projected sales or rental revenues.

Values upon completion are based on a survey of the current rental and condominium sales markets in Needham. Development costs are based on construction cost and professional fee information provided by the architects and other expenses based on our experience.

MARKET SURVEY

Condominium Market:

Recently completed development projects have seen a quick pace of sales. Most these projects have been designed as townhouses, many in Planned Unit Developments. The current market values for newly constructed condominiums are in the range of \$400 to \$450 per square foot. There have been a few very recent sales near the Emery Grover Building that have been in range of \$550 PSF

Condominiums in the Emery Grover location should be attractive because of the site's proximity to Needham Center and shopping, and to Commuter Rail Stations (6-minute walk). These units will be smaller than the recently developed townhomes, will sell for a lower overall price and will be attractive to both younger and older Buyers.

Rental Market

Several large rental projects have been completed recently. Modena, located on Greendale, and fronting directly on 128, Charles River Landing on 2nd Street and the Kendrick, also located on 2nd Street, are among the most recently developed rental projects in Needham.

As these properties provide the type of modern conveniences and lifestyle that are similar to the proposed project at Emery-Grover, they have been used as a basis for rental values. Although none of these projects is directly comparable: each is located outside of the Needham Center, none are walking distance to a commuter rail station, and all are substantially larger than the project envisioned here, they do provide the best information for the market value of newly constructed rental units in Needham. Current published rental rates in these three properties range from \$2.90 to \$3.50 per square foot, per month; it is unclear to what extent initial inducements to new tenants affect these rates.

While not as large as any of these properties, the proposed development in the original building, or in the expanded version, will likely be a larger building than the more typical rental buildings in

Redevelopment of the Emery Grover Building

1330 Highland Avenue, Needham MA

Needham, and able to offer some, but not all of the resident amenities that are attractive to both Tenants and Buyers.

Consequently, we have used the apparent average of today's rental values in the financial model. As this project will not be open for leasing in less than three years, it is reasonable to assume a 2% to 3% annual inflation rate until project completion.

AFFORDABLE HOUSING IN NEEDHAM

In towns and cities that do not meet the Commonwealth standard of 10% affordable housing, developments proposed under Chapter 40B may override various provisions of the local Zoning Code, most generally that restricting development density. The affordable housing stock in Needham is approximately 12.5% of the total stock; consequently, a 40B project that seeks to override dimensional provisions of the Zoning Code is not possible. Regardless of the applicability of Chapter 40B, projects which provide affordable housing are eligible for certain state tax credits, but for purposes of this evaluation Affordable Housing was not considered, as it generally produces less revenue than market housing, and the state tax credits are not certain for all applicants.

HISTORIC TAX CREDIT

The Emery- Grover Building is listed on both the National Register of Historic Buildings, and the Commonwealth of Massachusetts List of Historic Structures (MACRIS). As such, redevelopment of the property is subject to rehabilitation standards of both the National Park Service and the Commonwealth of Massachusetts

Under certain circumstances, redevelopment of a historic building is eligible for Federal Historic Tax Credits (HTC) and Massachusetts Rehabilitation Credits. The credits are only available for structures that will be used in business, and are depreciable. Consequently, these tax credits are only available for the "apartment for rent" scenarios, and not for condominium development.

The Federal tax Credit is 20% of Qualified Rehabilitation Expenses (QRE), and can be incorporated into the financial analysis. The State tax Credit of 10% is not certain, and is therefore not included in this model. Based on prior experience, we assume that the Federal Tax Credit will only be available for the program that renovates the existing building, and not the expanded project.

ENVIRONMENTAL CONDITIONS

This analysis assumes that under any scenario the existing building will require remediation to eliminate Hazardous Materials, which generally consist of asbestos insulation, lead painted windows and other lead painted interior woodwork. An allowance for this remediation is included in all development scenarios. The fees for Environmental Consultants are included in the overall Design Fee, as the remediation is included in total construction cost, and these fees are based on a percentage of construction cost.

Redevelopment of the Emery Grover Building

1330 Highland Avenue, Needham MA

ZONING REGULATIONS

Use District A-1 Apartment All residential uses allowed

Overlay District the property is not located within a Zoning Overlay District

| | | | |
|-----------------------------------|--|--|--|
| 4.3.1 Table of Regulations | | | |
| Use District A-1 | | | |
| | Required/Allowed | Renovation of Existing Building | Existing building with Addition |
| Minimum Lot Size | 20,000 SF | 40,155 SF, complies | 40,155 SF, complies |
| DU per Acre | 18 | 18, complies | 37, required relief |
| FAR | 0.5 | 21,644 SF: non - conforming structure, no relief required. | 32,850, requires relief |
| Minimum Setbacks | | | |
| Front | 25 | >25, complies | >20, complies |
| Side | 20 | >20, complies | >20, complies |
| Rear | 20 | >20, complies | >20, complies |
| Maximum Height | 3 stories, 40 FT, no more than 3 floors used for human occupancy | 4 floors used for occupancy: non-conforming structure, no relief required. | 4 floors used for occupancy, requires relief |
| 5.1.2 Required Off Street Parking | 1.5 spaces per unit | 27 required, may be reduced by Special Permit | 56 required, 40 provided, may be reduced by Special Permit |

Permitting Issues

1. Redevelopment within the volume of the existing building

The existing building has a gross floor area is above the maximum allowable FAR and occupies 4 floors, but otherwise complies with the use and dimensional regulations. Consequently, it is a Non-conforming Building defined in the Needham Zoning By Law.

As a Non Conforming Building, the use may be changed to a conforming use, and the existing building may continue to be used to the same extent as it is now. See extract from Needham Zoning Code below:

Redevelopment of the Emery Grover Building

1330 Highland Avenue, Needham MA

1.4 Non-Conformance

1.4.1 Intent The intent of this section is to define the application of this By-Law to otherwise lawful buildings, structures and uses which do not conform to its provisions; to prevent the expansion or change thereof except in conformity with the provisions of this section; and to provide for the discontinuance of said uses or for their eventual conversion to a conforming status

1.4.2 Continuation Any building or structure, or use of a building, structure or land which lawfully existed at the time of the adoption of this By-Law, or any amendment thereof, may be continued to the same extent except as otherwise provided herein.

1.4.3 Change A non-conforming use shall not be changed other than to conforming use except as hereinafter set forth, and once so changed, shall not be permitted to revert to a non-conforming use.

2. Redevelopment of the existing building with a substantial addition

The expanded development anticipates compliance with the dimensional regulations of Table 4.3.1 with the exception of FAR, which it exceeds. Consequently, the expanded redevelopment program that retains the Emery Grover Building would require relief from the Zoning Regulations. A strong argument would be made to grant such relief, since it would enable the adaptive reuse of a building on the Historical Register.

3. Redevelopment of the property after demolition of the existing structure

This analysis is provided only for the purpose of completeness; it is not likely that a Town plan that orchestrates the demolition of a Historic Structure that it owns for sale to a developer would be implemented.

The development scheme proposed is based on an “as of right” design that is in full compliance with the requirement of Table 4.3.1.

Since the development would not have to absorb and reuse the existing building, there is a greater choice of design options. This analysis is based on “townhouse” type development which has several advantages over multi-level double loaded corridor designs. The largest financial advantage is that the “townhouse” design does not include any common areas for stairs, corridors, elevators and the like; consequently the rentable/saleable square footage does not reflect a discount from the gross floor area- there is more saleable or rentable area within the building volume.

DEVELOPMENT SCENARIOS

The purpose of this analysis is to determine the value of the property. Consequently, the financial models are designed to hold the other inputs level, so that the property value can be derived. The models assume that the purchase of the property takes place after all permits are issued, and from that point approximately 2 years will be required for construction and completion of sales, or full rental

1. CONDOMINIUMS FOR SALE

While different investors and different developers will vary on expectations for financial return, the important issue in this study is to identify one realistic set of financial requirements so that these can

Redevelopment of the Emery Grover Building

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be applied consistently to all scenarios. In this case, we expect that a developer of condominiums will have as a goal a net profit of 20% on total gross sales.

2. APARTMENTS FOR RENT

There are two tracks for developers of rental housing.

1. Develop and hold as an investment property.

In the case of a property held for investment we use a Capitalization rate of 7% to establish value, and derive Land Value.

2. Develop and sell upon completion to 3rd party investors.

In this case, we project that an Investor that purchases a stabilized property would do so based on a CAP RATE of approximately 5%, and that the Developer would expect a profit on sales value of around 20%.

Redevelopment of the Emery Grover Building
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CONCLUSION

Table 3 presents a detailed spreadsheet calculating the derived Land Value for each of the three development scenarios and for each of the three exit strategies. The value of the Land/Building derived in Table 3 is:

| | Derived Building Value |
|--|------------------------|
| 1. Condominium sales | |
| a. Redevelop existing building within existing volume | (\$2,250,000) |
| b. Redevelop exiting building with substantial addition | (\$2,700,000) |
| c. Develop new building after demolition of Emery Grover | \$1,861,000 |
| 2. Apartments for Rent retained as Investment | |
| a. Redevelop existing building within existing volume | (\$475,000) |
| b. Redevelop exiting building with substantial addition | (\$1,810,000) |
| c. Develop new building after demolition of Emery Grover | \$3,000,000 |
| 3. Apartments for Rent sold to Investor | |
| a. Redevelop existing building within existing volume | \$261,000 |
| b. Redevelop exiting building with substantial addition | (\$87,000) |
| c. Develop new building after demolition of Emery Grover | \$3,615,000 |

None of the development strategies that involve renovation of the existing structure indicate that there is a significant positive land value. This is because the cost of construction in the Historic structure is significantly higher than normal construction, and the basic layout of the existing building is highly inefficient, resulting in a substantially lower saleable or rentable area. Additionally, neither the rental nor condominium values in Needham can support the higher construction costs associated with this type of Historic Building. In other nearby towns, such as, Brookline, Cambridge, sales prices for new projects are in the range of \$800 to \$1000 PSF and would therefore establish a reasonable land value for redevelopment.

In all cases, only the scenarios that involve demolition of the existing building indicate a significant positive land value. In the case of a townhouse condominium project with average sales of \$550 PSF, the value of the cleared land would be on the order of \$1,800,000. In the case of Rental apartments, the value could be on the order of \$3,000,000 (based on the assumptions of this study).

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Table 1 - Financial Analysis of Condominium Development Alternatives

| | Develop Building within Existing Volume | Develop existing Building with Addition | New Structure after demolition of existing structure |
|---|---|---|--|
| PROJECT SCOPE | | | |
| Gross Area of Construction-renovation | 21,644 SF | 21,644 SF | 0 |
| Gross Area of Construction- Addition | 0 SF | 21,186 SF | 0 |
| Gross Area of Construction New Building | 0 | 0 | 21,644 SF |
| Total Gross Area | 21,644 SF | 42,830 SF | 21,644 SF |
| Net Saleable Area- Renovation | 14,350 SF | 14,350 SF | 0 SF |
| Net Saleable Area- Addition | 0 SF | 18,500 SF | 0 SF |
| Net Saleable Area- new Building | 0 SF | 0 SF | 21,644 SF |
| Total Net Saleable Area | 14,350 SF | 32,850 SF | 21,644 SF |
| Number of Units | 18 Units | 37 Units | 18 Units |
| Average Unit Area | 797 SF | 888 SF | 1,202 SF |
| Structured parking area | 0 SF | 7,062 SF | 0 SF |
| Duration of Construction and Sales | 24 months | 24 months | 24 months |
| PROJECT SALES AND REVENUES | | | |
| Sale of Condominiums | \$ 550 PSF | | |
| Cost of Sales | 7,892,500 | 18,067,500 | 11,904,200 |
| Broker's Commissions | (394,625) | (903,375) | (595,210) |
| Recording Fees | (36,306) | (83,111) | (84,759) |
| Net Revenue | 7,461,570 | 17,081,015 | 11,254,231 |
| Net Revenue PSF | \$20 | \$20 | \$20 |
| SUMMARY OF COSTS | | | |
| Construction | \$ 6,643,200 | \$ 13,352,100 | \$ 5,661,000 |
| Soft Costs | 1,479,320 | 2,830,210 | 1,351,100 |
| Development Expense with no Land Value | \$ 8,122,520 | \$ 16,182,310 | \$ 7,012,100 |
| CONSTRUCTION COST | | | |
| Renovation Construction Cost PSF | \$ 300.00 PSF | \$ 6,493,200 | \$ 0 |
| New Construction Cost PSF | \$ 250.00 PSF | \$ 5,296,500 | \$ 5,411,000 |
| Hazardous Material Abatement | \$ 150,000 | \$ 150,000 | \$ 150,000 |
| Demolish Existing Building | | \$ - | \$ 100,000 |
| Parking Garage Construction | \$ 200.00 PSF | \$ 1,412,400 | \$ 0 |
| Total Construction Cost | \$ 6,643,200 | \$ 13,352,100 | \$ 5,661,000 |
| Construction Cost per Saleable SF | \$ 462.94 | \$ 406.46 | \$ 261.55 |
| SOFT COSTS | | | |
| Architects and Engineers | 10% | \$ 664,320 | \$ 566,100 |
| Interest Expense | | \$ 305,000 | \$ 265,000 |
| Development Management fee | | \$ 250,000 | \$ 250,000 |
| Project Contingency | | \$ 100,000 | \$ 100,000 |
| Real Estate Taxes | 15,000 annual | \$ 30,000 | \$ 30,000 |
| Legal | | \$ 50,000 | \$ 50,000 |
| Marketing and Staging | | \$ 20,000 | \$ 20,000 |
| Insurance | | \$ 20,000 | \$ 25,000 |
| Geotechnical | | \$ 15,000 | \$ 15,000 |
| Survey | | \$ 15,000 | \$ 15,000 |
| Hazardous Material Survey | | \$ - | \$ - |
| Condominium Documents | | \$ 10,000 | \$ 15,000 |
| Total Soft Costs | | \$ 1,479,320 | \$ 1,351,100 |
| Soft costs per Saleable SF | | \$ 103.09 | \$ 62.42 |

PROPERTY BEST USE STUDY

Redevelopment of the Emery - Grover Building 1330 Highland Avenue, Needham MA

Table 1 - Financial Analysis of Condominium Development Alternatives

| | | | | Develop Building within Existing Volume | | Develop existing Building with Addition | | New Structure after demolition of existing structure | |
|------------------------------------|-----|----------------------------|--|---|------------|---|----------|--|----------|
| CONSTRUCTION LOAN INTEREST EXPENSE | | | | | | | | | |
| | | Period | | Amount Borrowed | Interest | Amount Borrowed | Interest | Amount Borrowed | Interest |
| Project Costs | | | | | | | | | |
| Construction | 12 | average duration in months | | \$4,982,400 | \$ 249,120 | \$ 10,014,075 | 500,704 | \$ 4,245,750 | 212,288 |
| Soft Costs | 12 | average duration in months | | \$ 1,109,490 | \$ 55,475 | \$ 2,122,658 | 106,133 | \$ 1,013,325 | 50,666 |
| Maximum Amount Borrowed | | | | \$ 6,091,890 | | \$ 12,136,733 | | \$ 5,259,075 | |
| Total Interest Expense | | | | | \$ 304,595 | | 606,837 | | 262,954 |
| Loan to Value (LTV) | 75% | | | | | | | | |
| Total Development Duration | 24 | months | | | | | | | |
| Construction Loan Rate | 5% | | | | | | | | |
| Equity | 25% | | | \$ 2,030,630 | | \$ 4,045,578 | | \$ 1,753,025 | |
| Maximum Loan Amount | 75% | | | \$ 6,091,890 | | \$ 12,136,733 | | \$ 5,259,075 | |
| Total Development Cost | | | | \$ 8,122,520 | | \$ 16,182,310 | | \$ 7,012,100 | |

Redevelopment of the Emery - Grover Building 1330 Highland Avenue, Needham MA

Table 2 - Financial Analysis of Rental Apartment Alternatives

| | Develop Building within Existing Volume | Develop existing Building with Addition | New Structure after demolition of existing structure |
|--|--|--|--|
| PROJECT SCOPE | | | |
| Gross Area of Construction-renovation | 21,644 SF | 21,644 SF | - SF |
| Gross Area of Construction- Addition | 0 SF | 21,186 SF | 0 SF |
| Gross Area of Construction- new building | 0 SF | 0 SF | 21,644 SF |
| Total Gross Area | 21,644 SF | 42,830 SF | 21,644 SF |
| Net Saleable Area- Renovation | 14,350 SF | 14,350 SF | 0 SF |
| Net Saleable Area- Addition | 0 SF | 18,500 SF | 0 SF |
| Net Saleable Area- new Building | 14,350 SF | 0 SF | 21,644 SF |
| Total Net Saleable Area | 14,350 SF | 32,850 SF | 21,644 SF |
| Number of Units | 18 Units | 37 Units | 18 Units |
| Average Unit Area | 797 SF | 888 SF | 1,202 SF |
| Structured parking spaces | 0 SF | 7,062 SF | 0 SF |
| Duration of Construction and Sales | 24 months | | |
| INCOME ASSUMPTIONS | | | |
| Average apartment rent/unit (monthly) | \$ 4.00 PSF | \$ 3,189 \$ 4.00 | \$ 3,551 \$ 4.00 |
| Total apartment rental annual basis | \$ 688,800 | \$ 1,576,800 | \$ 1,038,912 |
| Apartment operating cost (annual) | \$ (324,411) | \$ (492,962) | \$ (271,128) |
| Vacancy rate | 5% | \$ (34,440) | \$ (51,946) |
| Net Revenue | \$ 429,949 | \$ 1,004,998 | \$ 715,838 |
| VALUE ON COMPLETION | | | |
| Capitalized Value | 7.00% | \$ 6,142,122 | \$ 14,357,115 |
| Development Cost excluding land | | \$ 6,617,520 | \$ 16,167,310 |
| Increase in Value | | \$ (475,398) | \$ 3,229,164 |
| OPERATING EXPENSES | | | |
| Real Estate Taxes (based on cost) | 1.2% | \$ 81,991 | \$ 200,313 |
| Property Management | 5% | \$ 34,440 | \$ 78,840 |
| Payroll | 7% | \$ 48,216 | \$ 110,376 |
| Legal and Accounting | | \$ 5,000 | \$ 5,000 |
| Insurance | \$ 500.00 per unit | \$ 9,000 | \$ 18,500 |
| Trash Removal | \$ 300.00 per unit | \$ 5,400 | \$ 11,100 |
| Cleaning | | \$ 5,000 | \$ 8,000 |
| Water and Sewer | \$ 500.00 per unit | \$ 9,000 | \$ 18,500 |
| Landscape Maintenance and Flowing | | \$ 10,000 | \$ 10,000 |
| Common Utilities | \$ 0.10 PSF | \$ 2,164 | \$ 4,283 |
| Sprinkler and Alarm Monitoring | | \$ 2,500 \$ 2,500 | \$ 4,000 |
| Repairs and maintenance | \$ 150.00 per unit | \$ 2,700 | \$ 5,550 |
| Reserve for replacement | \$ 500.00 per unit | \$ 9,000 | \$ 18,500 |
| Total Operating Expense | \$ - | \$ 224,411 33% | \$ 492,962 31% |
| Total expense per unit | | \$ 12,467 | \$ 13,323 |

Redevelopment of the Emery - Grover Building
1330 Highland Avenue, Needham
MA

Table 2 - Financial Analysis of Rental Apartment Alternatives

| | | | Develop Building within Existing Volume | Develop existing Building with Addition | New Structure after demolition of existing structure |
|--|-----------|--------|---|---|--|
| DEVELOPMENT EXPENSE | | | | | |
| SUMMARY OF COSTS | | | | | |
| Construction | | | 6,643,200 | 13,352,100 | 5,661,000 |
| Soft Costs | | | 1,474,320 | 2,815,210 | 1,336,100 |
| Historic Tax Credit on QRE* | 7,500,000 | 20% | (1,500,000) | 0 | 0 |
| Total Development Expense | | | 6,617,520 | 16,167,310 | 6,997,100 |
| * For purposes of this analysis, the Historic Tax Credit is treated as a reduction of overall expense. The QRE excludes roughly \$30,000 per unit for appliances, fixtures and other disallowed expenses. We assume that no tax credit will be available for the expanded project. | | | | | |
| CONSTRUCTION COST | | | | | |
| Renovation Construction Cost PSF | \$ 300.00 | 452 | \$ 6,493,200 | \$ 6,493,200 | \$ - |
| New Construction Cost PSF | \$ 250.00 | | \$ - | \$ 5,206,500 | \$ 5,411,000 |
| Hazardous Material Abatement | | | \$ 150,000 | \$ 150,000 | \$ 150,000 |
| Demolish Existing Building | | | \$ - | \$ - | \$ 100,000 |
| Parking Garage Construction | \$ 200.00 | | \$ - | \$ 1,412,400 | \$ - |
| Total Construction Cost | | | \$ 6,643,200 | \$ 13,352,100 | \$ 5,661,000 |
| SOFT COSTS | | | | | |
| Architects and Engineers | 10% | | \$ 664,320 | \$ 1,335,210 | \$ 566,100 |
| Interest Expense | | | \$ 305,000 | \$ 610,000 | \$ 265,000 |
| Development Management fee | | | \$ 250,000 | \$ 450,000 | \$ 250,000 |
| Project Contingency | | | \$ 100,000 | \$ 200,000 | \$ 100,000 |
| Real Estate Taxes | 15,000 | annual | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| Legal | | | \$ 50,000 | \$ 75,000 | \$ 50,000 |
| Marketing and Staging | | | \$ 25,000 | \$ 50,000 | \$ 25,000 |
| Insurance | | | \$ 20,000 | \$ 35,000 | \$ 20,000 |
| Geotechnical | | | \$ 15,000 | \$ 15,000 | \$ 15,000 |
| Survey | | | \$ 15,000 | \$ 15,000 | \$ 15,000 |
| Hazardous Material Survey | | | \$ - | \$ - | \$ - |
| Total Soft Costs | | | \$ 1,474,320 | \$ 2,815,210 | \$ 1,336,100 |
| CONSTRUCTION LOAN INTEREST EXPENSE (EXCLUDING LAND COST) | | | | | |
| Project Costs | Period | | Amount Borrowed | Interest | |
| Construction | 12 | | \$ 4,982,400 | \$ 249,120 | \$ 10,014,075 |
| Soft Costs | 12 | | \$ 1,105,120 | \$ 55,287 | \$ 500,704 |
| Maximum Amount Borrowed | | | \$ 6,088,140 | \$ 55,287 | \$ 105,570 |
| Total Interest Expense | | | \$ 304,407 | \$ 606,274 | \$ 1,002,021 |
| Loan to Value Ratio (LTV) | 75% | | | | \$ 5,247,825 |
| Total Development Duration | 24 | months | | | |
| Construction Loan Rate | 5% | | | | |
| Equity | 25% | | \$ 1,654,380 | \$ 4,041,828 | \$ 1,749,275 |
| Maximum Loan Amount | 75% | | \$ 6,088,140 | \$ 12,125,483 | \$ 5,247,825 |
| Total Development Cost | | | \$ 7,742,320 | \$ 16,167,310 | \$ 6,997,100 |

Redevelopment of the Emery - Grover Building
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Table 3 - Deriving Land Value

| | Existing Building Only | Existing building with Addition | New Structure after Demolition of existing Building |
|---|---------------------------|---------------------------------|---|
| Condominium Development | | | |
| Development Expense without Land cost | \$8,122,520 | \$16,182,310 | \$7,012,100 |
| Gross sales upon completion | \$ 550.00 PSF \$7,892,500 | \$18,067,500 | \$11,904,200 |
| Net revenue on completion | \$7,461,570 | \$17,081,015 | \$11,254,231 |
| Breakeven Land value | (\$660,951) | \$898,705 | \$4,242,131 |
| Profit Target as % sales | 20% | \$3,613,500 | \$2,380,840 |
| Derived Land Value | (\$2,239,451) | (\$2,714,796) | \$1,861,291 |
| Rental Apartments retained as Investment | | | |
| Stabilized NOI after completion | \$ 4.00 PSF \$ 429,949 | \$ 1,004,998 | \$ 715,838 |
| Capitalized Value based on CAP RATE | 7% \$ 6,142,122 | \$ 14,357,115 | \$ 10,226,264 |
| Development Expense without Land cost | \$ 6,617,520 | \$ 16,167,310 | \$ 6,997,100 |
| Breakeven Land Value less interest during development | (\$475,398) | (\$1,810,195) | \$ 2,696,977 |
| Return to Developer/Investors | | | |
| NOI | | | \$ 715,838 |
| Permanent Loan Amount | 75% | | \$ 7,669,698.12 |
| Term | 30 | | |
| Rate | 4.2% | | |
| Permanent Mortgage Expense | \$0.0592 | | \$ 454,373 |
| Net Cash Flow | | | \$ 261,466 |
| Invested Equity | | | \$ 2,556,566 |
| Annual cash return | | | 10% |
| Rental Apartments sold to Investor | | | |
| Stabilized NOI after completion | \$ 429,949 | \$ 1,004,998 | \$ 715,838 |
| Capitalized Value based on CAP RATE | 5.00% \$ 8,598,971 | \$ 20,099,961 | \$ 14,316,770 |
| Development Expense without Land cost | \$ 6,617,520 | \$ 16,167,310 | \$ 6,997,100 |
| Breakeven Land Value less interest during development | \$ 1,981,451 | \$ 3,932,651 | \$ 6,770,695 |
| Target Developer Profit on sale | 20% | \$ 1,719,794 | \$ 4,019,992 |
| Derived Land Value (adjusted for interest expense during development) | | \$261,656 | (\$87,342) |
| Financing | | | \$ 3,614,290 |
| DCR | 125.00% | | \$ - |
| NOI | | | \$ 715,838.49 |
| Permanent Loan Amount | 0% | | \$ - |
| Term | 30 | | |
| Rate | 4.2% | | |
| Permanent Mortgage Expense | \$0.0592 | | \$ - |
| Net Cash Flow | | | \$ 715,838 |
| Invested Equity | | | \$ 14,316,770 |
| Annual cash return | | | 5.00% |

PROPERTY BEST USE STUDY

Property Type(s): CC
Status: NEW, ACT, PCG, BOM, EXT, RAC, CTG, UAG, SLD, RNT, WDN, EXP, CAN, CSO
Timeframe: TODAY - 12 MONTHS
Towns: Needham, MA
Advanced Criteria: Living Area: 800-1500; Price per SqFt: >400; Style (CC): Detached, Duplex, Garden, Half-Duplex, High-Rise, Loft, Low-Rise, Mid-Rise

Condominium Listings



MLS #: 72560533

100 Rosemary Way U: 127
Needham, MA 02494
DOM: 16 DTO: 2
List \$/SqFt: \$426.36

Status: CTG

List Price: \$440,000

List Date: 09/06/2019

Orig Price: \$440,000

Taxes: 2019 \$4,859.36

Assessed: \$392,200

Assoc.: Yes - \$540/mo

Style: Condo - Low-Rise

Rooms: 4

Beds: 2

Baths: 2f 0h

Garage: 0

Parking: 2

Fireplaces: 0

Outdoor Space: Yes - Private

Master Bath: Yes

Year Built: 1986

Living Area: 1,032 SqFt

Pets: No

Remarks: This is a great first floor unit at the desirable Rosemary Ridge condominium. With new carpeting and fresh paint, this two bedroom/2 bathroom home has laundry in the unit, a private 25' deck overlooking quiet green space, and convenient parking near the main entrance. Enjoy the services of a concierge at the front door, an inground pool, and a clubroom complete with a kitchen and workout area.



MLS #: 72368858

100 Rosemary Way U: 235
Needham, MA 02494
DOM: 46 DTO: 36
List \$/SqFt: \$465.24
Sold \$/SqFt: \$449.20

Status: SLD

Sale Price: \$420,000

Sold Date: 10/09/2018

Off Mkt: 09/10/2018

Style: Condo - Low-Rise

Rooms: 4

Beds: 2

Baths: 2f 0h

Garage: 0

Parking: 2

Fireplaces: 0

Outdoor Space: Yes - Common

Master Bath: Yes

Year Built: 1986

Living Area: 935 SqFt

Pets:

Remarks: Welcome to Rosemary Ridge where everything is at your fingertips! This amazing location 2-bedroom 2-bathroom condo is close to shopping, restaurants, public transportation, and everything else that the wonderful town of Needham has to offer. There is in-unit laundry, a master bathroom with sliding shower doors, a generously sized balcony, 5 large closets, some with custom built-ins, and great amenities. The condo amenities include an in-ground pool, an exercise room, a sauna, multiple elevators, a large clubroom that can be reserved for private functions, and a concierge! The condo also comes with a storage unit on the lower level of the building as well as laundry facilities in addition to the in-unit laundry. There are two deeded parking spaces that come with the unit, as well as lots of guest parking (deeded parking spots #120 and #158). This condo is move-in ready and is waiting for you to make it your new home!



MLS #: 72464976

9 HIGHLAND COURT U: 9
Needham, MA 02492
DOM: 5 DTO: 5
List \$/SqFt: \$468.31
Sold \$/SqFt: \$494.65

Status: SLD

Sale Price: \$601,000

Sold Date: 06/07/2019

Off Mkt: 03/18/2019

Style: Condo - Mid-Rise

Rooms: 5

Beds: 2

Baths: 2f 2h

Garage: 0

Parking: 1

Fireplaces: 1

Outdoor Space: Yes - Private

Master Bath: Yes

Year Built: 1983

Living Area: 1,215 SqFt

Pets: No

Remarks: Much Sought after Needham Condo at "The Highlands" Located in the Center of Town with easy access to all that Needham has to offer! This well designed condo features two very good size bedrooms and two full baths. The spacious living room has a wood burning fireplace and picture window which lets in an abundance of natural light. Pretty french doors lead to a very private covered porch for alfresco dining! Easy to work in kitchen with hardwood floors, plenty of cabinet space, large skylights and a very large picture window surrounding the dining area. Laundry is full size and in unit plus large designated storage area on the lower level. Unit has been freshly painted and new carpeted installed. Nothing to do here but move in and unpack! Easy walk to Fabulous Restaurants, Shops, Supermarket and Newly Built Rosemary Pool Recreation Facility. Hurry! OH Saturday 3/16 and Sunday 3/17 from 2-4 Offers will be reviewed on Monday 3/18 at noon. SORRY, NO PETS!



MLS #: 72371758

46 PARISH ROAD U: 46
Needham, MA 02494
DOM: 48 DTO: 34
List \$/SqFt: \$478.37
Sold \$/SqFt: \$470.05

Status: SLD

Sale Price: \$565,000

Sold Date: 10/29/2018

Off Mkt: 09/17/2018

Style: Condo - Half-Duplex, Attached

Rooms: 5

Beds: 2

Baths: 1f 0h

Garage: 1

Parking: 4

Fireplaces: 1

Outdoor Space: Yes - Private

Master Bath: Yes

Year Built: 1949

Living Area: 1,202 SqFt

Pets: Yes

Remarks: Renovated in 2012, this sweet condo is a must see! Left side of duplex, this home has private entrance and one floor living. Generous sized rooms, central air, beautiful moldings, fresh paint, sparkling hardwood, crisp and clean. A well designed kitchen with granite and stainless steel appliances is centered with a breakfast bar. Extra room can be used for dining, office, playroom or den. Back door from kitchen exits to your own deck and into fenced backyard perfect for your pets. Large unfinished well lit

baseament serves as laundry and spacious storage. Convenient to Babson and Olin Colleges.Walk to Volante Farms, Heights commuter rail, Starbucks, Trader Joe's and CVS. Good off street parking as well as 1 car garage. This is great for those interested in smaller living space. Nothing to do but move-in!



MLS #: 72519610

165 Maple St U: 165
Needham, MA 02492
DOM: 21 DTO: 21
List \$/SqFt: \$540.20
Sold \$/SqFt: \$509.16

Status: SLD

List Price: \$589,900

List Date: 06/16/2019

Orig Price: \$609,000

Taxes: 2019 \$4,465

Assessed: \$360,400

Assoc.: No

Style: Condo - Townhouse, Half-Duplex

Rooms: 6

Beds: 3

Baths: 1f 1h

Garage: 0

Parking: 2

Fireplaces: 0

Outdoor Space: Master Bath: No

Year Built: 1965

Living Area: 1,092 SqFt

Pets:

Remarks: A Well Maintained Duplex Townhouse situated on a cul-de-sac. Hardwood floors. Walking distance to the Town Center, Shops, Commuter Rail & Beth Israel Deaconess Hospital-Needham. Open House Showings - Sunday July 7th 11:30am to 1:03pm



MLS #: 72543834

7 Highland Ct U: 7
Needham, MA 02492
DOM: 5 DTO: 5
List \$/SqFt: \$478.01
Sold \$/SqFt: \$529.88

Status: SLD

Sale Price: \$665,000

Sold Date: 09/13/2019

Off Mkt: 08/06/2019

Style: Condo - Garden

Rooms: 5

Beds: 2

Baths: 2f 0h

Garage: 0

Parking: 1

Fireplaces: 1

Outdoor Space: Yes - Common

Master Bath: Yes

Year Built: 1983

Living Area: 1,255 SqFt

Pets: No

Remarks: Opportunity knocks! Seldom offered first floor unit in the Highlands! Spacious living room with fireplace and built in bookshelves. French doors lead to the covered deck. Beautiful white shaker style kitchen with granite counters and large dining area with built in storage. Dining Room with built in storage/window seat. King size master bedroom with 2 double closets and bath. Second bedroom has double closet and is next to the hall bath. Full size washer and dryer in the unit. Large storage area in the basement. Washer, dryer and refrigerator are staying. Fantastic downtown Needham location - just steps to the commuter rail, restaurants, shops, Town Hall and the town common! Open House Saturday and Sunday 1-3.



MLS #: 72393562

89 MAY STREET U: 4
Needham, MA 02492
DOM: 18 DTO: 18
List \$/SqFt: \$437.68
Sold \$/SqFt: \$423.67

Status: SLD

Sale Price: \$605,000

Sold Date: 11/27/2018

Off Mkt: 09/29/2018

Style: Condo - Low-Rise, Other (See Remarks)

Rooms: 5

Beds: 3

Baths: 2f 0h

Garage: 0

Parking: 2

Fireplaces: 0

Outdoor Space: Master Bath: Yes

Year Built: 1900

Living Area: 1,428 SqFt

Pets: Yes

Remarks: OPEN HOUSE CANCELED! Just off Needham Center on a side street in a beautiful building of five condo units. Unit #4 is all on one floor and consists of newer hardwood floors, bright spacious oversized rooms, beautiful updated kitchens with granite counters and newer stainless steel appliances. Heating is by natural gas. There are two bedrooms plus a master suite complete with a walk in closet and master bath. Expansion or additional storage option in attic (approx. 700 sq. feet). One deeded parking spot as well as guest parking and a large storage space in the basement compliments this unit. An easy walk to Needham Center or Junction Train Station, many restaurants, markets, stores, etc.. Grab your bottle of wine and walk over to Sweet Basil for dinner anytime. Call for a showing today.



MLS #: 72346648

308 A Hunnewell St U: A
Needham, MA 02492
DOM: 78 DTO: 59
List \$/SqFt: \$574.43
Sold \$/SqFt: \$525.11

Status: SLD

Sale Price: \$575,000

Sold Date: 09/28/2018

Off Mkt: 09/01/2018

Style: Condo - Low-Rise

Rooms: 5

Beds: 3

Baths: 2f 0h

Garage: 1

Parking: 1

Fireplaces: 0

Outdoor Space: Master Bath: Yes


Year Built: 1869

Living Area: 1,095 SqFt

Pets: Yes w/ Restrictions

Remarks: Brand new completely renovated and ready to move in. This unit comes with deeded patio (2 units in building) 3 bedrooms or 2 w/office. Hardwood flooring throughout. Bright and Sunny with all new SS Appliances Quartz countertops in kitchen and baths. Master bedroom features it's own bath with double vanity sinks. All new Andersen windows. All new roof,siding,electrical,plumbing heating and A/C units. Brand new oversized two car garage with storage capabilities. (each unit deeded one garage bay) Excellent location with services close by. Unit is located on first floor. This is brand new worry free living with builder warranty. ATTENTION INVESTORS...great rental potential. TRY TO FIND AS CLOSE TO NEW CONSTRUCTION AT THIS PRICE IN NEEDHAM!

58 EMERY GROVER FEASIBILITY STUDY



MLS #: 72547611

39 Highland Court U: 39
Needham, MA 02492

DOM: 15 **DTO: 6**
List \$/SqFt: \$534.16
Sold \$/SqFt: \$547.33


Status: SLD

Sale Price: \$665,000
Sold Date: 09/19/2019
Off Mkt: 08/26/2019

List Price: \$649,000
List Date: 08/09/2019
Orig Price: \$649,000
Taxes: 2019 \$6,706.71
Assessed: \$541,300
Assoc.: Yes - \$508/mo

Style: Condo - Low-Rise
Rooms: 5
Garage: 0
Beds: 2
Parking: 1
Baths: 2f 0h
Fireplaces: 1
Outdoor Space: Yes - Common
Master Bath: Yes
Year Built: 1983
Living Area: 1,215 SqFt
Pets: No

Remarks: Welcome to this beautifully renovated 2 bedroom condo located at "The Highlands" in Needham Center. A rare opportunity to purchase a first floor condo at the Highlands. The condo has gleaming hardwood floors & a gorgeous granite kitchen with updated appliances & a unique back splash with marble tile. The elegant living room has a wood burning fireplace with a substantial mantel, a large picture window & access to a covered porch for al fresco dining. The master bedroom has a private bath and 2 double closets. The other bedroom is spacious w/ a big closet. The unit includes a private storage closet on the lower level & a deeded parking spot right outside the front door. Security door, buzzer & mailbox in your foyer. There is easy access to the shops, restaurants, grocery stores, the new Rosemary Pool and the commuter rail station.



MLS #: 72419667

100 Rosemary U: 227
Needham, MA 02494

DOM: 53
List \$/SqFt: \$483.53

Status: Exp

Off Mkt: 03/31/2019

List Price: \$499,000
List Date: 11/03/2018
Orig Price: \$499,000
Taxes: 2018 \$4,438.37
Assessed: \$373,600
Assoc.: Yes - \$509/mo

Style: Condo - Mid-Rise
Rooms: 4
Garage: 0
Beds: 2
Parking: 2
Baths: 2f 0h
Fireplaces: 0
Outdoor Space:
Master Bath:
Year Built: 1986
Living Area: 1,032 SqFt
Pets: No

Remarks: IF YOU DREAM ABOUT QUIT ENJOYMENT AND CLOSE PROXIMITY TO EVERYTHING ,THIS 2 BD 2 BATH CONDO WITH 2 DEEDED PARKING SPACES,BALCONY,ELEVATORS,EXTRA STORAGE IS RIGHT FOR YOU! CONCIERGE ,SUPERINTENDENT,OUTDOOR SWIMMING POOL,HOT TUB,SAUNA,FUNCTION ROOM WITH KITCHEN,LIBRARY,EXERCISE ROOM,MINUTES TO HIGHWAY,TRAIN,STORES,TOWN LIBRARY.

Condominium Listings: 10 **Avg. Liv. Area SqFt:** 1150.1 **Avg. List \$:** \$561,080 **Avg. List \$/SqFt:** \$489
Avg. DOM: 30.5 **Avg. DTO:** 20.67 **Avg. Sale \$:** \$581,500 **Avg. Sale \$/SqFt:** \$494

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Property Type(s): CC


Status: NEW, ACT, PCG, BOM, EXT, RAC, CTG, UAG, SLD, RNT, WDN, EXP, CAN, CSO Price:

Timeframe: TODAY - 12 MONTHS

Towns: Needham, MA

Advanced Criteria: Living Area: 800-1500; Style (CC): Detached, Duplex, Garden, Half-Duplex, High-Rise, Loft, Low-Rise, Mid-Rise

Condominium Listings



MLS #: 72459391

1210 Greendale Ave U: 339
Needham, MA 02492

DOM: 7 **DTO:** 7
List \$/SqFt: \$223.60
Sold \$/SqFt: \$258.43


Status: SLD

Sale Price: \$230,000
Sold Date: 03/29/2019
Off Mkt: 03/07/2019

List Price: \$199,000
List Date: 02/28/2019
Orig Price: \$199,000
Taxes: 2018 \$2,283.34
Assessed: \$192,200
Assoc.: Yes - \$458

Style: Condo - Garden
Rooms: 4
Garage: 0
Beds: 1
Parking: 1
Baths: 1f 0h
Fireplaces: 0
Outdoor Space:
Master Bath: No
Year Built: 1968
Living Area: 890 SqFt
Pets: No

Remarks: Priced To Sell! Lowest Condo Fee in Building! Large One Bedroom Condo at Charles Court East, UnitClose to Commuter Rail , Route 128/95. Hardwood Parquet Floors Throughout, Large Living Room Which Opens Out To Balcony..Galley Kitchen Style with Small Dining area..Additional Storage and Laundry in Building. Condo Fee Includes All Utilities! Deed parking With Unit In Front Of Building. Guess Parking Available



MLS #: 72387367

1208 Greendale Ave U: 234
Needham, MA 02492

DOM: 4 **DTO:** 4
List \$/SqFt: \$240.67
Sold \$/SqFt: \$240.67


Status: SLD

Sale Price: \$245,000
Sold Date: 11/02/2018
Off Mkt: 09/07/2018

List Price: \$245,000
List Date: 09/03/2018
Orig Price: \$245,000
Taxes: 2018 \$2,612
Assessed: \$219,900
Assoc.: Yes - \$611/mo

Style: Condo - Low-Rise
Rooms: 5
Garage: 0
Beds: 1
Parking: 1
Baths: 1f 0h
Fireplaces: 0
Outdoor Space: Yes - Common
Master Bath:
Year Built: 1968
Living Area: 1,018 SqFt
Pets: No

Remarks: Sunny top floor spacious 1,018 sq. ft. one bedroom condo. Large balcony overlooks private treed setting. Improvements include updated bathroom, new slider & living room windows. One parking space. Condo fee includes all utilities, heat, electricity, water, trash removal, snow removal, landscaping, exterior maintenance, and master insurance. This building is next to the guest parking. Sought after complex is professionally managed and convenient to major highways & commuter rail.



MLS #: 72537359

1210 Greendale Ave U: 309
Needham, MA 02492


DOM: 65
List \$/SqFt: \$248.99

Status: ACT

List Price: \$369,000
List Date: 07/19/2019
Orig Price: \$369,000
Taxes: 2019 \$3,856
Assessed: \$311,200
Assoc.: Yes - \$717/mo

Style: Condo - Mid-Rise
Rooms: 5
Garage: 0
Beds: 2
Parking: 1
Baths: 2f 0h
Fireplaces: 0
Outdoor Space: Yes - Common
Master Bath: Yes
Year Built: 1968
Living Area: 1,482 SqFt
Pets: No

Remarks: Spacious 2 bedroom/2 bathroom unit in Needham's sought after Charles Court East Complex. Over 1,400 sq. ft. of living space, with open concept living/dinning area. Updated kitchen includes granite countertops, built-in wine rack, 2 pantry style cabinets and eating area. Renovated guest bathroom. Fabulous closet space designed by California Closets and private patio are just a few of the features you will find in this lovingly cared for unit. Neutral palette throughout. Window coverings include Hunter Douglas Lumnette Blinds. Enjoy entertaining on warm summer nights on the private patio. Assigned parking space close to building making transferring packages from car to home easy. Condo fee includes heat, hot water, electric, landscaping, snow removal, refuse removal and building maintenance. All you pay in addition to your condo fee is phone and cable. In building laundry facilities.



MLS #: 72502822

1210 Greendale Ave U: 311
Needham, MA 02492

DOM: 7 **DTO:** 7
List \$/SqFt: \$252.19
Sold \$/SqFt: \$252.19

Status: SLD


Sale Price: \$375,000
Sold Date: 06/17/2019
Off Mkt: 05/24/2019

List Price: \$375,000
List Date: 05/17/2019
Orig Price: \$375,000
Taxes: 2019 \$3,869
Assessed: \$312,300
Assoc.: Yes - \$717

Style: Condo - Garden
Rooms: 5
Garage: 0
Beds: 2
Parking: 1
Baths: 2f 0h
Fireplaces: 0
Outdoor Space: Yes - Private
Master Bath:
Year Built: 1968
Living Area: 1,487 SqFt
Pets:

Remarks: Spacious renovated 2 bedrooms 2 bath garden unit at desirable Charles Court Complex. Newer kitchen with stainless steel appliances, recessed lighting, updated bathrooms. Large living room with sliders out to a very large private patio. Professionally managed complex! Condo fee includes all utilities. Additional storage unit & laundry on the same floor. Walking distance to public transportation & short drive to 128/95. Terrific unit for those looking to downsize or just looking be in Needham at a great price!

PROPERTY BEST USE STUDY



MLS #: 72428637

1208 Greendale Avenue U: 206
Needham, MA: Birds Hill 02492

DOM: 71 DTO: 57

List \$/SqFt: \$257.30

Sold \$/SqFt: \$244.40

Status: SLD

Sale Price: **\$360,000**

Sold Date: 03/08/2019

Off Mkt: 02/08/2019

List Price: **\$379,000**

List Date: 11/30/2018

Orig Price: \$379,000

Taxes: 2018 \$3,535.49

Assessed: \$297,600

Assoc.: Yes - \$717/mo

Style: Condo - Garden

Rooms: 5

Baths: 2

Garage: 0

Bed: 2

Parking: 1

Baths: 2f 0h

Fireplaces: 0

Outdoor Space: Yes - Common


Master Bath: Yes

Year Built: 1968

Living Area: 1,473 SqFt

Pets:

Remarks: Fantastic opportunity to own a 2 bedroom unit not facing the parking lot in this sought after complex! Desirable location close to major driving routes and less than a mile to the Commuter Rail to Boston! Lower level garden unit with 2 bedrooms, 2 full bathrooms, a living room, dining room and kitchen. There is extra storage in the basement, air conditioning and a deeded parking spot right by the door. Dining room sliders go out to a very private patio. Condo Fee includes heat, hot water, electric, water, sewer, master insurance, intercom security, laundry, exterior maintenance, landscaping, air conditioning, extra storage and refuse removal. Set up an appointment today to see this gem!



MLS #: 72387438

1206 GREENDALE AVE. U: 219
Needham, MA 02492

DOM: 25 DTO: 16

List \$/SqFt: \$258.11

Sold \$/SqFt: \$221.24

Status: SLD

Sale Price: **\$300,000**

Sold Date: 10/29/2018

Off Mkt: 09/28/2018

List Price: **\$350,000**

List Date: 09/03/2018

Orig Price: \$350,000

Taxes: 2018 \$3,126

Assessed: \$263,100

Assoc.: Yes - \$717

Style: Condo - Mid-Rise

Rooms: 5

Baths: 2

Garage: 0

Bed: 2

Parking: 1

Baths: 2f 0h

Fireplaces: 0

Outdoor Space:


Master Bath: Yes

Year Built: 1968

Living Area: 1,356 SqFt

Pets:

Remarks: Desirable Charles Court East, Needham! Private and convenient location! Condominium, Unit #219, with total of 5 rooms, including 2 bedrooms, kitchen, living room, dining room and 2 full baths. Parquet floors, sliders off the dining room, central air, storage unit, 1 deeded parking space and a visitor/guest parking area. Condo fee includes heat, hot water, electric, water, sewer, master insurance, intercom security, laundry, exterior maintenance, road maintenance, landscaping, snow removal, central air, extra storage and refuse removal. Less than one mile away from the Needham Golf Club. Close to commuter rail, restaurants, shopping, all major routes, minutes to Legacy Place, University Station and close to BOSTON! Call for your private showing today!



MLS #: 72555963

1202 Greendale Ave U: 123
Needham, MA 02492

DOM: 25

List \$/SqFt: \$267.06

Status: ACT

List Price: **\$359,999**

List Date: 08/28/2019

Orig Price: \$359,999

Taxes: 2019 \$3,552.98

Assessed: \$283,100

Assoc.: Yes - \$717/mo

Style: Condo - Mid-Rise

Rooms: 5

Baths: 2

Garage: 0

Bed: 2

Parking: 1

Baths: 2f 0h

Fireplaces: 0

Outdoor Space:


Master Bath: Yes

Year Built: 1968

Living Area: 1,348 SqFt

Pets:

Remarks: Spacious and bright second floor 2 bedroom/2 bathroom unit in the sought after Charles Court East. This unit features a great floor plan with open kitchen/living/dining, generous sized bedrooms with large closets, brand new central AC (2019), and a lovely private balcony. 1 deeded parking spot just steps from the entrance. All utilities included in the condo fee (AC, electric, heat, hot water, on-site management, snow removal). This one won't last!



MLS #: 72375878

1210 Greendale Avenue U: 324
Needham, MA 02492

DOM: 100 DTO: 76

List \$/SqFt: \$269.08

Sold \$/SqFt: \$260.27

Status: SLD

Sale Price: **\$266,000**

Sold Date: 12/17/2018

Off Mkt: 11/16/2018

List Price: **\$275,000**

List Date: 08/08/2018

Orig Price: \$300,000

Taxes: 2018 \$2,623

Assessed: \$220,800

Assoc.: Yes - \$611/mo

Style: Condo - Garden, Mid-Rise

Rooms: 5

Baths: 1

Garage: 0

Bed: 1

Parking: 1

Baths: 1f 0h

Fireplaces: 0

Outdoor Space: Yes - Common


Master Bath: Yes

Year Built: 1968

Living Area: 1,022 SqFt

Pets: No

Remarks: *New Price* Motivated Seller. Freshly painted, Luxury one-bedroom condo at the desirable Charles Court East located in Needham. This community offers everything you need in a private and convenient location. Close to Commuter Rail & Route 128/95 and Needham Crossing – a rare opportunity to get into Needham at this price. Well-maintained unit features parquet floors, galley kitchen with dining area, a bright and open living room which opens to a large and private balcony overlooking green space. Large master bedroom with generous closet space. Charles Court East is a stable, well established complex that is professionally managed. Condo fee includes everything - Heat/AC/Electricity/Water/Trash Removal/Snow Removal/Grounds Maintenance. Unit has one assigned parking space steps from the front entrance.



MLS #: 72484087

1206 Greendale Ave U: 227
Needham, MA 02492

DOM: 8 DTO: 1

List \$/SqFt: \$273.11

Sold \$/SqFt: \$276.78

Status: SLD

Sale Price: **\$385,000**

Sold Date: 05/24/2019

Off Mkt: 04/19/2019

List Price: **\$379,900**

List Date: 04/18/2019

Orig Price: \$379,900

Taxes: 2019 \$3,619

Assessed: \$292,100

Assoc.: Yes - \$717/mo

Style: Condo - Garden, Low-Rise

Rooms: 5

Baths: 2

Garage: 0

Bed: 2

Parking: 1

Baths: 2f 0h

Fireplaces: 0

Outdoor Space:


Master Bath: Yes

Year Built: 1968

Living Area: 1,391 SqFt

Pets: No

Remarks: Charles Court East, top floor, and unit with nobody above you or beside you. 1,400 sq. ft. big rooms, and large private balcony. Updates include New kitchen, wood floors Throughout, central A/C unit, recessed lighting MOLDINGS . The king size master bedroom has a large double closet and a dressing area with another closet, leading to the master bathroom. The second bedroom is also a generous size with a double closet, right across the hall to the second full bath. Abundant sunlight. Common laundry, Convenient parking space, directly across from the front door. Conveniently located near major routes and the commuter rail to Boston.



MLS #: 72451842

1210 Greendale Avenue U: 340
Needham, MA 02492

DOM: 2 DTO: 2

List \$/SqFt: \$275.24

Sold \$/SqFt: \$279.59

Status: SLD

Sale Price: **\$385,000**

Sold Date: 04/01/2019

Off Mkt: 02/13/2019

List Price: **\$379,000**

List Date: 02/11/2019

Orig Price: \$379,000

Taxes: 2019 \$3,583

Assessed: \$289,200

Assoc.: Yes - \$757/mo

Style: Condo - Garden

Rooms: 5

Baths: 2

Garage: 0

Bed: 2

Parking: 1

Baths: 2f 0h

Fireplaces: 0

Outdoor Space: Yes - Common


Master Bath: Yes

Year Built: 1968

Living Area: 1,377 SqFt

Pets: No

Remarks: Spacious and bright top floor two bedroom, two bath corner unit at much sought after, professionally managed Charles Court East. Minutes from I-95 and in walking distance to MBTA commuter rail, The unit features a great floor plan, RARE IN-UNIT LAUNDRY, generous closets, updated bedroom carpeting, and tile flooring, new A/C (2017) windows and 16 foot slider, and deeded storage closet. The private balcony overlooks a large green expanse with a southeast exposure for ample sunlight. ALL UTILITIES ARE INCLUDED IN THE CONDO FEE (A/C, heat, hot water, electricity, on site maintenance and snow removal). DEEDED PARKING space right at the door. Showings begin February 12th. Listing agent will host consecutive showing appointments Sunday, February 17th from 1PM to 3PM; call for appointment. THIS UNIT WILL NOT LAST!!



MLS #: 72533581

1212 Greendale Ave U: 333
Needham, MA 02492

DOM: 4 DTO: 4

List \$/SqFt: \$294.68

Sold \$/SqFt: \$302.81

Status: SLD

Sale Price: **\$410,000**

Sold Date: 08/22/2019

Off Mkt: 07/16/2019

List Price: **\$399,000**

List Date: 07/12/2019

Orig Price: \$399,000

Taxes: 2019 \$3,646

Assessed: \$294,300

Assoc.: Yes - \$717/mo

Style: Condo - Mid-Rise

Rooms: 5

Baths: 2

Garage: 0

Bed: 2

Parking: 1

Baths: 2f 0h

Fireplaces: 0

Outdoor Space:


Master Bath: Yes

Year Built: 1968

Living Area: 1,354 SqFt

Pets: No

Remarks: Move right in to this delightful top floor 2 bedroom / 2 bath condominium with an updated granite kitchen at Charles Court East. Perfect for those entering the Needham real estate market as well as those downsizing into a more manageable space. Very good sized unit at 1,354 square feet. Condo fee includes mostly everything (see listing details for complete list). Very good sized living room, updated kitchen, dining area, 2 nice bedrooms and 2 full baths. Unit also has central air, deeded parking, laundry in building, extra full storage locker, guest parking, short walk to commuter rail (Hersey Station) and close to major highways and all that Needham has to offer. Additional parking spot available for rent.



MLS #: 72398347

1202 Greendale Ave U: 131
Needham, MA 02492

DOM: 20 DTO: 4

List \$/SqFt: \$344.87

Sold \$/SqFt: \$381.05

Status: SLD

Sale Price: **\$341,423**

Sold Date: 10/31/2018

Off Mkt: 10/17/2018

List Price: **\$309,000**

List Date: 09/20/2018

Orig Price: \$309,000

Taxes: 2018 \$2,299

Assessed: \$193,500

Assoc.: Yes - \$458/mo

Style: Condo - Mid-Rise

Rooms: 4

Baths: 1

Garage: 0

Bed: 1

Parking: 1

Baths: 1f 0h

Fireplaces: 0

Outdoor Space: Yes - Private

Master Bath: Yes

Year Built: 1968

Living Area: 896 SqFt

Pets:

Remarks: Beautifully 2018 renovated condo is a commuters dream located minutes from I-95 and a walk to the MBTA Commuter Rail. This updated corner unit located on the top floor features; a great layout, quartz counter-tops, stainless steel appliances including premium induction stove, hardwood floors, dim-able recessed lighting, heated tile bathroom and shower floor, rainfall showerhead, generous built-in closets, private balcony facing southeast for AMPLE sunlight, new windows, new slider, and much more. The layout features a kitchen that opens to a dining area which is adjacent to the large living room and office area. BONUS - ALL UTILITIES ARE INCLUDED (A/C, heat, hot water, electricity, exterior maintenance and snow removal). Laundry and deeded storage on the ground floor. DEEDED PARKING, right outside the door. This professionally managed home WILL NOT LAST LONG! Group Showings this Sat/Sun 9/22-9/23 @1030am and 11am. Best and Final Offers by 3pm on Tuesday 9/25

62 EMERY GROVER FEASIBILITY STUDY

Redevelopment of the Emery Grover Building
1330 Highland Avenue, Needham MA

ATTACHMENT 2 - CURRENTLY AVAILABLE RENTAL UNITS

The following information is taken directly from the website of each building.

Each apartment listing includes the floor area and the range of monthly rentals. This enables a calculation of the monthly rent per square foot., which is used in this report to establish likely rentals for projects on the Emery Grover site.

FOURSQUARE CORPORATION
September 22, 2019

Redevelopment of the Emery Grover Building
1330 Highland Avenue, Needham MA

ATTACHMENT 2 - CURRENTLY AVAILABLE RENTAL UNITS

MODERA

FLOOR PLANS

Each expansive one-, two- and three-bedroom townhome; and spacious one-, two- and three-bedroom apartment, offers a seemingly endless array of premium grade features, comforts and amenities – providing individuals, couples and families every comfort, recreation and pleasure they could ever want. Day and night.

- Move-in Date
- Beds
- Baths

- Any Any 1+ 2+ 3
- Any Any 1 2 2.5
- **SEARCH**
 - 2 Bed 4

LAYOUT
BED / BATH
RENT *
DEPOSIT *
SQ. FT. **
SPECIALS

• **B2**



2bd / 2ba
\$3,440
\$500
1,205
ONLY ONE LEFT [View Details](#)

• **B3D**



2bd / 2ba
\$3,990
\$500
1,422
ONLY ONE LEFT [View Details](#)

FOURSQUARE CORPORATION
September 22, 2019

Redevelopment of the Emery Grover Building
1330 Highland Avenue, Needham MA

ATTACHMENT 2 - CURRENTLY AVAILABLE RENTAL UNITS

• **B3DL**



2bd / 2ba
\$4,425
\$500
1,578
AVAILABLE OCT 03, 2019 [View Details](#)

• **TH2**



2bd / 2.5ba
from \$4,300
\$500
1,756
8 AVAILABLE [View Details](#)

FOURSQUARE CORPORATION
September 22, 2019

Redevelopment of the Emery Grover Building

1330 Highland Avenue, Needham MA

ATTACHMENT 2 - CURRENTLY AVAILABLE RENTAL UNITS

CHARLES RIVER LANDING



- Plan F (A1CD)
 - 1 Bedroom / 1 Bathroom
 - Sq. Ft: 1122
 - Rent starting at:

\$2,995

- Date Available:

Now

- Apartment Features
 - Den/ office
 - Wooded view
 - Pool & Courtyard view
 - Washer and dryer
 - Granite countertops



- Plan D (A1F)
 - 1 Bedroom / 1 Bathroom
 - Sq. Ft: 1130
 - Rent starting at:

\$2,699

- Date Available:

Now

FOURSQUARE CORPORATION
September 22, 2019

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Redevelopment of the Emery Grover Building

1330 Highland Avenue, Needham MA

ATTACHMENT 2 - CURRENTLY AVAILABLE RENTAL UNITS

- Apartment Features
 - Wooded view
 - Corner location
 - Washer and dryer
 - Granite countertops
 - Stainless steel appliances



- Plan Ca (A1E)
 - 1 Bedroom / 1 Bathroom
 - Sq. Ft: 1040
 - Rent starting at:

\$2,698

- Date Available:

Now

- Apartment Features
 - Courtyard view
 - Washer and dryer
 - Granite countertops
 - Stainless steel appliances
 - Pantry



- Plan Fa (A1AD)
 - 1 Bedroom / 1 Bathroom
 - Sq. Ft: 1120

FOURSQUARE CORPORATION
September 22, 2019

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Redevelopment of the Emery Grover Building
1330 Highland Avenue, Needham MA

ATTACHMENT 2 - CURRENTLY AVAILABLE RENTAL UNITS

- Rent starting at: _____
- \$2,796 _____
- Date Available: _____
- Now _____
- Apartment Features
 - Den/ office
 - Washer and dryer
 - Granite countertops
 - Stainless steel appliances
 - Pantry
- _____



- - Plan Fb (A1BD)
 - 1 Bedroom / 1 Bathroom
 - Sq. Ft: 1120
 - Rent starting at: _____
 - \$2,899 _____
 - Date Available: _____
 - 9/28/2019 _____
 - Apartment Features
 - Den/ office
 - Washer and dryer
 - Granite countertops
 - Stainless steel appliances
 - Pantry

Redevelopment of the Emery Grover Building
1330 Highland Avenue, Needham MA

ATTACHMENT 2 - CURRENTLY AVAILABLE RENTAL UNITS

- _____
- - Plan C (A1D)
 - 1 Bedroom / 1 Bathroom
 - Sq. Ft: 1024
 - Rent starting at: _____
 - \$2,754 _____
 - Date Available: _____
 - 10/6/2019 _____
 - Apartment Features
 - Wooded view
 - Pool & Courtyard view
 - Corner location
 - Washer and dryer
 - Granite countertops
- _____



- - Plan E (A1G)
 - 1 Bedroom / 1 Bathroom
 - Sq. Ft: 1316
 - Rent starting at: _____
 - \$2,698 _____
 - Date Available: _____
 - 10/6/2019 _____

PROPERTY BEST USE STUDY

Redevelopment of the Emery Grover Building

1330 Highland Avenue, Needham MA

ATTACHMENT 2 - CURRENTLY AVAILABLE RENTAL UNITS

THE KENDRICK

| Name | Bed/Bath | Sq. Ft. | Rent | Availability | |
|------|-----------------|---------------|-----------------|--------------|----------------------|
| S1 | Studio / 1 Bath | 606 Sq. Ft. | \$2,439 - 2,489 | 18 Available | View |
| A8 | 1 Bed / 1 Bath | 678 Sq. Ft. | \$2,626 - 2,656 | 1 Available | View |
| S3 | Studio / 1 Bath | 652 Sq. Ft. | \$2,635 - 2,665 | 3 Available | View |
| A3 | 1 Bed / 1 Bath | 685 Sq. Ft. | \$2,680 - 2,730 | 34 Available | View |
| A10 | 1 Bed / 1 Bath | 714 Sq. Ft. | \$2,759 - 2,789 | 1 Available | View |
| A1 | 1 Bed / 1 Bath | 730 Sq. Ft. | \$2,809 - 2,899 | 16 Available | View |
| A2 | 1 Bed / 1 Bath | 731 Sq. Ft. | \$2,833 - 2,893 | 4 Available | View |
| A4 | 1 Bed / 1 Bath | 765 Sq. Ft. | \$2,950 - 2,980 | 10 Available | View |
| A6D | 1 Bed / 1 Bath | 828 Sq. Ft. | \$3,001 - 3,041 | 2 Available | View |
| A7D | 1 Bed / 1 Bath | 927 Sq. Ft. | \$3,356 - 3,446 | 4 Available | View |
| A5D | 1 Bed / 1 Bath | 952 Sq. Ft. | \$3,406 - 3,436 | 4 Available | View |
| A11D | 1 Bed / 1 Bath | 963 Sq. Ft. | \$3,531 - 3,561 | 1 Available | View |
| B1 | 2 Bed / 2 Bath | 1,047 Sq. Ft. | \$3,536 - 3,676 | 20 Available | View |
| B16 | 2 Bed / 2 Bath | 1,068 Sq. Ft. | \$3,616 | 1 Available | View |
| B4 | 2 Bed / 2 Bath | 1,086 Sq. Ft. | \$3,666 - 3,706 | 4 Available | View |

FOURSQUARE CORPORATION
September 22, 2019

8

Redevelopment of the Emery Grover Building

1330 Highland Avenue, Needham MA

ATTACHMENT 2 - CURRENTLY AVAILABLE RENTAL UNITS

| Name | Bed/Bath | Sq. Ft. | Rent | Availability | |
|------|----------------|---------------|-----------------|--------------|----------------------|
| A9D | 1 Bed / 1 Bath | 1,036 Sq. Ft. | \$3,726 - 3,806 | 2 Available | View |
| B13 | 2 Bed / 2 Bath | 1,160 Sq. Ft. | \$3,921 - 3,951 | 1 Available | View |
| B8 | 2 Bed / 2 Bath | 1,169 Sq. Ft. | \$3,941 - 3,981 | 4 Available | View |
| B8-A | 2 Bed / 2 Bath | 1,173 Sq. Ft. | \$3,954 - 3,994 | 2 Available | View |
| B3 | 2 Bed / 2 Bath | 1,215 Sq. Ft. | \$4,093 - 4,133 | 4 Available | View |
| B7 | 2 Bed / 2 Bath | 1,252 Sq. Ft. | \$4,326 - 4,346 | 1 Available | View |
| C1 | 3 Bed / 2 Bath | 1,351 Sq. Ft. | \$4,666 - 4,766 | 14 Available | View |
| C2 | 3 Bed / 2 Bath | 1,484 Sq. Ft. | \$5,116 - 5,206 | 2 Available | View |

FOURSQUARE CORPORATION
September 22, 2019

9

Property Type(s): CC

Status: NEW, ACT, PCG, BOM, EXT, RAC, CTG, UAG, SLD, RNT, WDN, EXP, CAN, CSO Price:

Timeframe: TODAY - 12 MONTHS

Towns: Needham, MA

Advanced Criteria: Living Area: 800-1500; Price per SqFt: >400; Style (CC): Detached, Duplex, Garden, Half-Duplex, High-Rise, Loft, Low-Rise, Mid-Rise

Condominium Listings



MLS #: 72560533
100 Rosemary Way U: 127
Needham, MA 02494
DOM: 16 **DTO: 2**
List \$/SqFt: \$426.36

Status: CTG

List Price: \$440,000
List Date: 09/06/2019
Orig Price: \$440,000
Taxes: 2019 \$4,659.36
Assessed: \$392,200
Assoc.: Yes - \$540/mo

Style: Condo - Low-Rise

Rooms: 4 **Beds:** 2
Garage: 0 **Parking:** 2

Baths: 2f 0h
Fireplaces: 0

Outdoor Space: Yes - Private

Master Bath: Yes
Year Built: 1986

Living Area: 1,032 SqFt

Pets: No

Remarks: This is a great first floor unit at the desirable Rosemary Ridge condominium. With new carpeting and fresh paint, this two bedroom/2 bathroom home has laundry in the unit, a private 25' deck overlooking quiet green space, and convenient parking near the main entrance. Enjoy the services of a concierge at the front door, an inground pool, and a clubroom complete with a kitchen and workout area.



MLS #: 72368858
100 Rosemary Way U: 235
Needham, MA 02494
DOM: 46 **DTO: 36**
List \$/SqFt: \$465.24
Sold \$/SqFt: \$449.20

Status: SLD

Sale Price: \$420,000
Sold Date: 10/09/2018
Off Mkt: 09/10/2018

List Price: \$435,000
List Date: 07/26/2018
Orig Price: \$445,000
Taxes: 2018 \$4,021.38
Assessed: \$338,500
Assoc.: Yes - \$504/mo

Style: Condo - Low-Rise

Rooms: 4 **Beds:** 2
Garage: 0 **Parking:** 2

Baths: 2f 0h
Fireplaces: 0

Outdoor Space: Yes - Common

Master Bath: Yes
Year Built: 1986

Living Area: 935 SqFt

Pets:

Remarks: Welcome to Rosemary Ridge where everything is at your fingertips! This amazing location 2-bedroom 2-bathroom condo is close to shopping, restaurants, public transportation, and everything else that the wonderful town of Needham has to offer. There is in-unit laundry, a master bathroom with sliding shower doors, a generously sized balcony, 5 large closets, some with custom built-ins, and great amenities. The condo amenities include an in-ground pool, an exercise room, a sauna, multiple elevators, a large clubroom that can be reserved for private functions, and a concierge! The condo also comes with a storage unit on the lower level of the building as well as laundry facilities in addition to the in-unit laundry. There are two deeded parking spaces that come with the unit, as well as lots of guest parking (deeded parking spots #120 and #158). This condo is move-in ready and is waiting for you to make it your new home!



MLS #: 72464976
9 HIGHLAND COURT U: 9
Needham, MA 02492
DOM: 5 **DTO: 5**
List \$/SqFt: \$468.31
Sold \$/SqFt: \$494.65

Status: SLD

Sale Price: \$601,000
Sold Date: 06/07/2019
Off Mkt: 03/18/2019

List Price: \$569,000
List Date: 03/13/2019
Orig Price: \$569,000
Taxes: 2019 \$6,474
Assessed: \$522,500
Assoc.: Yes - \$508/mo

Style: Condo - Mid-Rise

Rooms: 5 **Beds:** 2
Garage: 0 **Parking:** 1

Baths: 2f 2h
Fireplaces: 1

Outdoor Space: Yes - Private

Master Bath:
Year Built: 1983

Living Area: 1,215 SqFt

Pets: No

Remarks: Much Sought after Needham Condo at "The Highlands" Located in the Center of Town with easy access to all that Needham has to offer! This well designed condo features two very good size bedrooms and two full baths. The spacious living room has a wood burning fireplace and picture window which lets in an abundance of natural light. Pretty french doors lead to a very private covered porch for alfresco dining! Easy to work in kitchen with hardwood floors, plenty of cabinet space, large skylights and a very large picture window surrounding the dining area. Laundry is full size and in unit plus large designated storage area on the lower level. Unit has been freshly painted and new carpeted installed. Nothing to do here but move in and unpack! Easy walk to Fabulous Restaurants, Shops, Supermarket and Newly Built Rosemary Pool Recreation Facility. Hurry! OH Saturday 3/16 and Sunday 3/17 from 2-4 Offers will be reviewed on Monday 3/18 at noon. SORRY, NO PETS!



MLS #: 72371758
46 PARISH ROAD U: 46
Needham, MA 02494
DOM: 48 **DTO: 34**
List \$/SqFt: \$478.37
Sold \$/SqFt: \$470.05

Status: SLD

Sale Price: \$565,000
Sold Date: 10/29/2018
Off Mkt: 09/17/2018

List Price: \$575,000
List Date: 08/01/2018
Orig Price: \$575,000
Taxes: 2018 \$4,169
Assessed: \$351,000
Assoc.: Yes - \$1,300/yr

Style: Condo - Half-Duplex, Attached

Rooms: 5 **Beds:** 2
Garage: 1 **Parking:** 4

Baths: 1f 0h
Fireplaces: 1

Outdoor Space: Yes - Private

Master Bath:
Year Built: 1949

Living Area: 1,202 SqFt

Pets: Yes

Remarks: Renovated in 2012, this sweet condo is a must see! Left side of duplex, this home has private entrance and one floor living. Generous sized rooms, central air, beautiful moldings, fresh paint, sparkling hardwood, crisp and clean. A well designed kitchen with granite and stainless steel appliances is centered with a breakfast bar. Extra room can be used for dining, office, playroom or den. Back door from kitchen exits to your own deck and into fenced backyard perfect for your pets. Large unfinished ill

basement serves as laundry and spacious storage. Convenient to Babson and Olin Colleges. Walk to Volante Farms, Heights commuter rail, Starbucks, Trader Joe's and CVS. Good off street parking as well as 1 car garage. This is great for those interested in smaller living space. Nothing to do but move-in!



MLS #: 72519610
165 Maple St U: 165
Needham, MA 02492
DOM: 21 **DTO: 21**
List \$/SqFt: \$540.20
Sold \$/SqFt: \$509.16

Status: SLD

Sale Price: \$556,000
Sold Date: 08/23/2019
Off Mkt: 07/07/2019

List Price: \$589,900
List Date: 06/16/2019
Orig Price: \$609,000
Taxes: 2019 \$4,465
Assessed: \$360,400
Assoc.: No

Style: Condo - Townhouse, Half-Duplex

Rooms: 6 **Beds:** 3
Garage: 0 **Parking:** 2

Baths: 1f 1h
Fireplaces: 0

Outdoor Space:

Master Bath: No
Year Built: 1965

Living Area: 1,092 SqFt

Pets:

Remarks: A Well Maintained Duplex Townhouse situated on a cul-de-sac. Hardwood floors. Walking distance to the Town Center, Shops, Commuter Rail & Beth Israel Deaconess Hospital-Needham. Open House Showings - Sunday July 7th 11:30am to 1:03pm



MLS #: 72543834
7 Highland Ct U: 7
Needham, MA 02492
DOM: 5 **DTO: 5**
List \$/SqFt: \$478.01
Sold \$/SqFt: \$529.88

Status: SLD

Sale Price: \$665,000
Sold Date: 09/13/2019
Off Mkt: 08/06/2019

List Price: \$599,900
List Date: 08/01/2019
Orig Price: \$599,900
Taxes: 2019 \$6,885
Assessed: \$555,700
Assoc.: Yes - \$508/mo

Style: Condo - Garden

Rooms: 5 **Beds:** 2
Garage: 0 **Parking:** 1

Baths: 2f 0h
Fireplaces: 1

Outdoor Space: Yes - Common

Master Bath: Yes
Year Built: 1983

Living Area: 1,255 SqFt

Pets: No

Remarks: Opportunity knocks! Seldom offered first floor unit in the Highlands! Spacious living room with fireplace and built in bookshelves. French doors lead to the covered deck. Beautiful white shaker style kitchen with granite counters and large dining area with built in storage. Dining Room with built in storage/window seat. King size master bedroom with 2 double closets and bath. Second bedroom has double closet and is next to the hall bath. Full size washer and dryer in the unit. Large storage area in the basement. Washer, dryer and refrigerator are staying. Fantastic downtown Needham location - just steps to the commuter rail, restaurants, shops, Town Hall and the town common! Open House Saturday and Sunday 1-3.



MLS #: 72393562
89 MAY STREET U: 4
Needham, MA 02492
DOM: 18 **DTO: 18**
List \$/SqFt: \$437.68
Sold \$/SqFt: \$423.67

Status: SLD

Sale Price: \$605,000
Sold Date: 11/27/2018
Off Mkt: 09/29/2018

List Price: \$625,000
List Date: 09/11/2018
Orig Price: \$625,000
Taxes: 2018 \$5,569
Assessed: \$468,800
Assoc.: Yes - \$230/mo

Style: Condo - Low-Rise, Other (See Remarks)

Rooms: 5 **Beds:** 3
Garage: 0 **Parking:** 2

Baths: 2f 0h
Fireplaces: 0

Outdoor Space:

Master Bath: Yes
Year Built: 1900

Living Area: 1,428 SqFt

Pets: Yes

Remarks: OPEN HOUSE CANCELED Just off Needham Center on a side street in a beautiful building of five condo units. Unit #4 is all on one floor and consists of newer hardwood floors, bright spacious oversized rooms, beautiful updated kitchens with granite counters and newer stainless steel appliances. Heating is by natural gas. There are two bedrooms plus a master suite complete with a walk in closet and master bath. Expansion or additional storage option in attic (approx. 700 sq. feet). One deeded parking spot as well as guest parking and a large storage space in the basement compliments this unit. An easy walk to Needham Center or Junction Train Station, many restaurants, markets, stores, etc.. Grab your bottle of wine and walk over to Sweet Basil for dinner anytime. Call for a showing today.



MLS #: 72346648
308 A Hunnewell St U: A
Needham, MA 02492
DOM: 78 **DTO: 59**
List \$/SqFt: \$574.43
Sold \$/SqFt: \$525.11

Status: SLD

Sale Price: \$575,000
Sold Date: 09/28/2018
Off Mkt: 09/01/2018

List Price: \$629,000
List Date: 06/15/2018
Orig Price: \$629,000
Taxes: 2018 \$0
Assessed: \$0
Assoc.: Yes - \$225/mo

Style: Condo - Low-Rise

Rooms: 5 **Beds:** 3
Garage: 1 **Parking:** 1

Baths: 2f 0h
Fireplaces: 0

Outdoor Space:

Master Bath:
Year Built: 1869

Living Area: 1,095 SqFt

Pets: Yes w/ Restrictions

Remarks: Brand new completely renovated and ready to move in. This unit comes with deeded patio (2 units in building) 3 bedrooms or 2 w/office. Hardwood flooring throughout. Bright and Sunny with all new SS Appliances Quartz countertops in kitchen and baths. Master bedroom features it's own bath with double vanity sinks. All new Andersen windows. All new roof, siding, electrical, plumbing heating and A/C units. Brand new oversized two car garage with storage capabilities. (each unit deeded one garage bay) Excellent location with services close by. Unit is located on first floor. This is brand new worry free living with builder warranty. ATTENTION INVESTORS...great rental potential. TRY TO FIND AS CLOSE TO NEW CONSTRUCTION AT THIS PRICE IN NEEDHAM!

SECTION 8
PRELIMINARY SIX OPTIONS

PRELIMINARY SIX OPTIONS

The conclusions made by the Working Group and as presented to the Permanent Public Building Committee were outlined as follows:

- Three possible approaches to the continued use of Emery Grover (Options One, Two, and Three)
- Two possible new building options at Stephen Palmer and Greene's Field (Options Four and Five)
- One new building option at Hillside (Option Six)

They are described below and conceptual design drawings are on the following pages.

Option One: The opportunity to maximize on-site parking and construct a new facility for the School Administration were examined in Option One, with demolition of Emery Grover and construction of a new three-story building shifted closer to Highland Avenue. Due to site constraints and existing right-of-way easements to the apartment complex on the adjacent property, the footprint of the new building remained relatively square and less efficient as an office building. Entry to the building was from the rear (east) into a public lobby space connecting services on the first floor through to the front (west). The new building was based on the minimum program and achieves a potential 62 parking spaces, below the required minimum for this facility by zoning. This option would require a zoning by-law change for FAR.

Option Two: The desire to preserve the historic structure as seen from Highland Avenue, Option Two proposed to demolish the rear, interior structure and portions of each side of Emery Grover, while bracing and restoring the Highland Avenue façade and its flanking porticos. This option incorporated the building plan in Option One, which would “slide” behind the remaining façade, creating an atrium light well. The new building was based on the

minimum program and achieved a potential 53 parking spaces, below the required minimum for this facility. This option would require a zoning by-law change for FAR.

Option Three: Working to preserve Emery Grover was the basis of Option Three, with construction of a 30-foot, three-story addition on the rear, working within the existing constraints while achieving the minimum program with an addition. The challenges of working around existing masonry shafts, existing bearing walls, existing window locations, while bringing the entire historic structure up to current building code and accessibility were many. Resulting spaces would require working around such physical restrictions, with some offices and working spaces without windows. The existing center portion of the attic was reconstructed to support a smaller conference center of approximately 900 square feet. Entry to the building was from the rear (east) into a small public lobby where access to departments is by elevator. The new building was based on the minimum program and achieved a potential 53 parking spaces, below the required minimum for this facility. This option would require a zoning by-law change for FAR. Option Three was preliminarily identified as third choice by the PPBC at their January 27, 2020 meeting.

Option Four: This option looked at the Stephen Palmer school building, currently under lease through year 2027 as apartments. The Stephen Palmer School building would be demolished and a new three-story building constructed with parking at the corner of Pickering and May Streets. A town buyout of the lease would be required to move forward prior to 2027. Option Four allowed for expanding the minimum program to include daycare, department-wide Information Technology relocation, and a large conference center for programs, meetings, seminars, as the “full” program. Entry from the parking lot lead employees and visitors to a welcome lobby with access to assistance, departments, and the daycare facility. An elevator and an open communicating stair

allowed access to the second floor conference center. A drop-off at May Street provided convenient access to the building. Parking of 95-100 cars was provided without disruption to the adjacent playground.

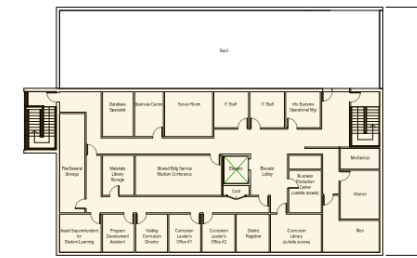
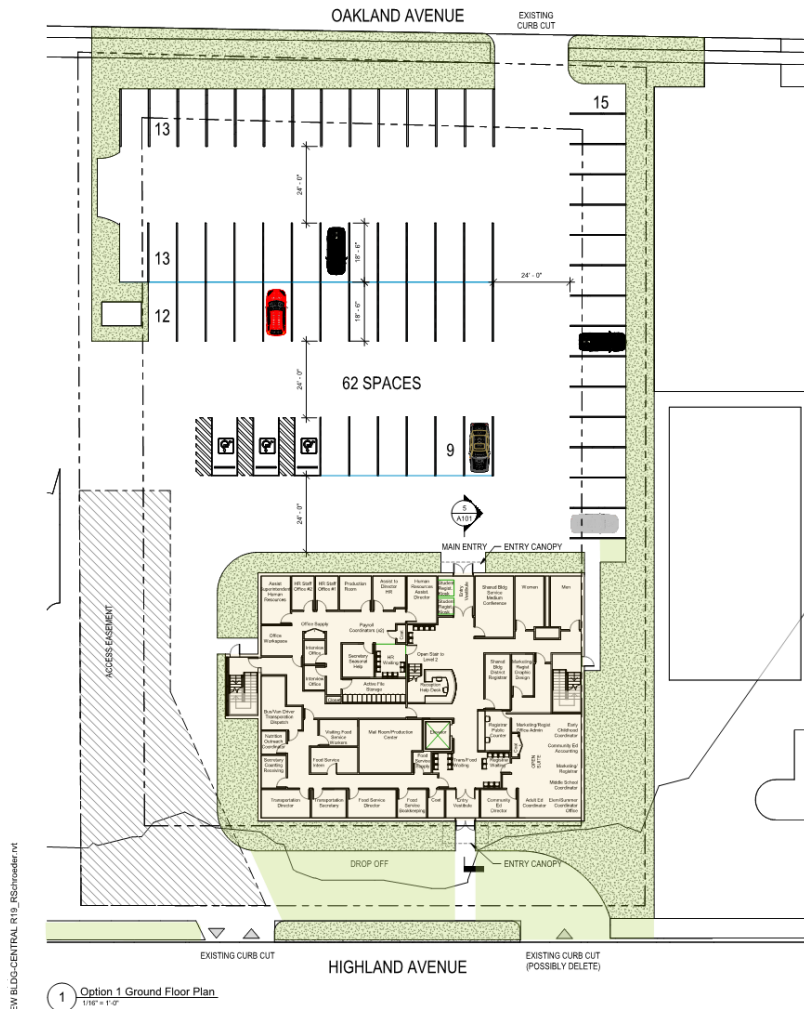
Option Five: The same concept as Option Four was positioned at the corner of Pickering Street and Great Plain Avenue, where proposed new building contributed more directly to the urban connectivity of Needham, with its large parking lot accessible to Town Hall, one block away. Option Five required the relocation of the existing ballfield and basketball court. This location could allow for the Stephen Palmer apartments to complete their lease in 2027 but would require temporary relocation of the ballfield to another location. A town buyout of the lease would be required to move forward prior to 2027 to avoid prolonged loss of the ballfield and public amenities currently provided at Greene's Field. Option Five was preliminarily identified as the preferred option by the PPBC at their January 27, 2020 meeting.

Option Six: Hillside Elementary has effectively outlived its functionality as a school. Constructed in 1959, the existing building would require major structural, accessibility, building code, HVAC, and fire and life safety modifications to extend its use. The Hillside site presented an opportunity to construct a new School Administration building with room for significant future expansion. The picturesque site provided for generous parking beyond minimums. Option Six demolished Hillside Elementary School and constructed a new, two-story building including the full program and parking. There was ongoing environmental monitoring at Hillside from an industrial incident years ago, which would be addressed as part of new construction. This option would not require any special zoning bylaw changes. Option Six was preliminarily identified as second choice by the PPBC at their January 27, 2020 meeting.

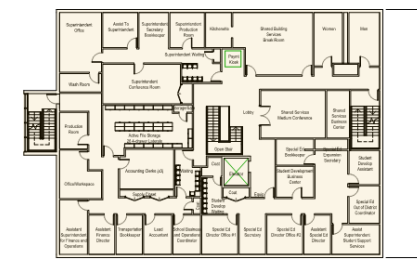
PRELIMINARY SIX OPTIONS

Option One

NEEDHAM SCHOOL ADMINISTRATION STUDY



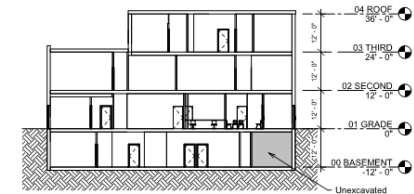
4 Option 1 Third Floor Plan
1/16" = 1'-0"



3 Option 1 Second Floor Plan
1/16" = 1'-0"



2 Option 1 Basement Floor Plan
1/16" = 1'-0"



5 Longitudinal Section
1/16" = 1'-0"

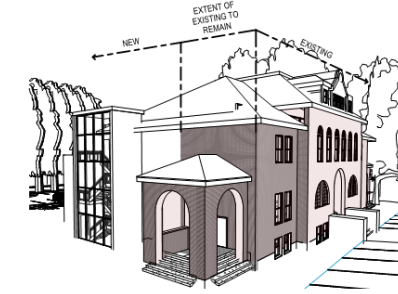
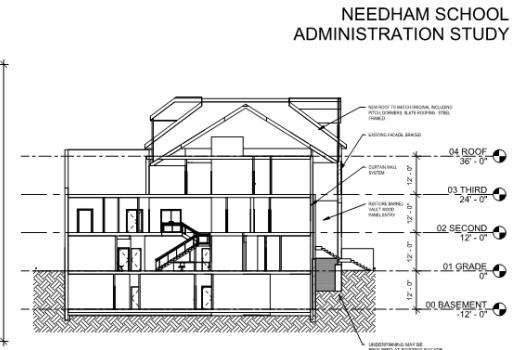
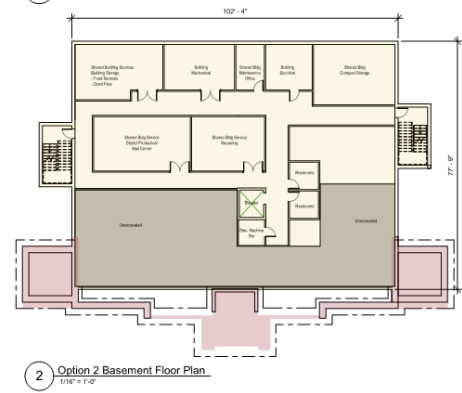
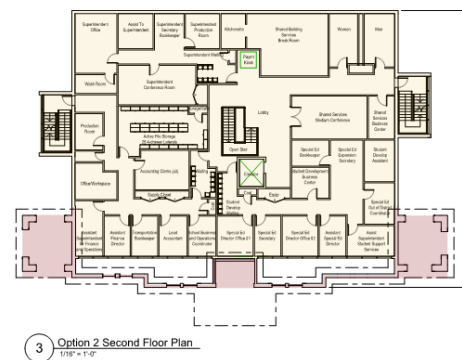
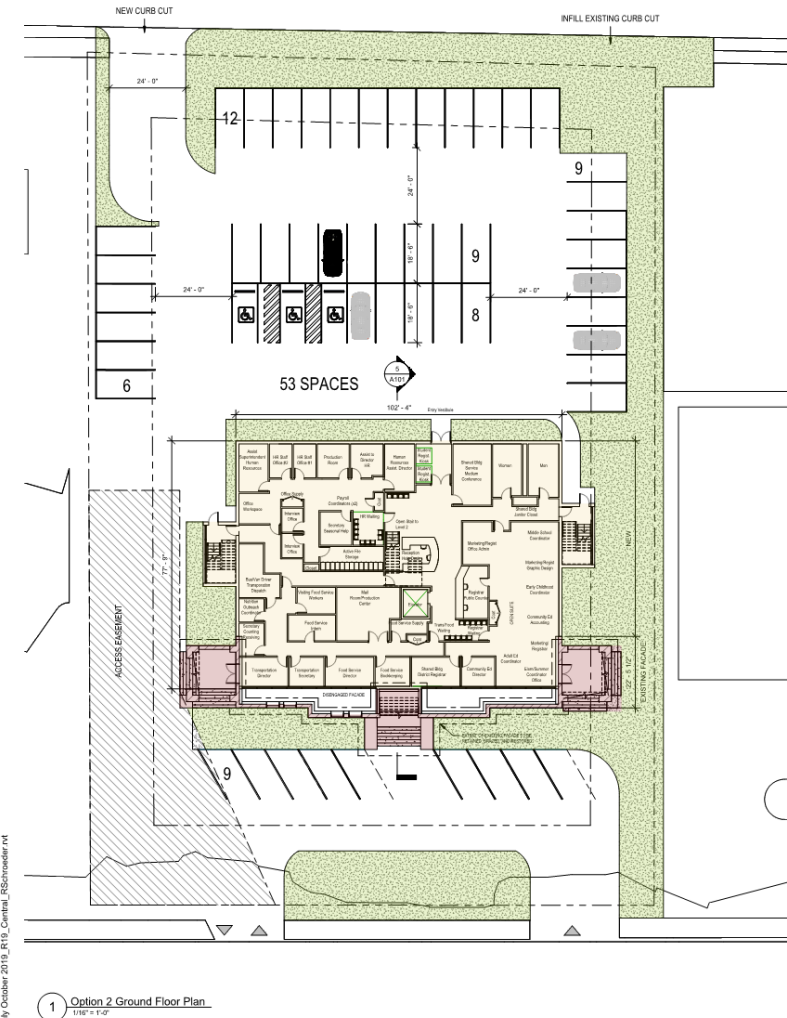
Basement: 5,370 G.S.F.
Ground Floor: 8,170 G.S.F.
Second Floor: 8,170 G.S.F.
Third Floor: 5,560 G.S.F.
TOTAL: 27,270 G.S.F.

Option One - Emery Grover Tear Down



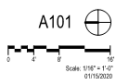
PRELIMINARY SIX OPTIONS

Option Two

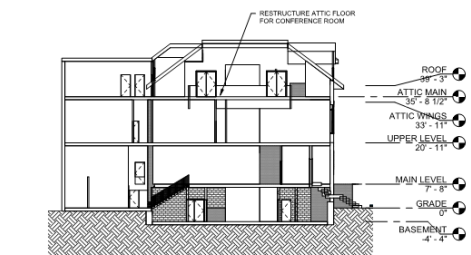
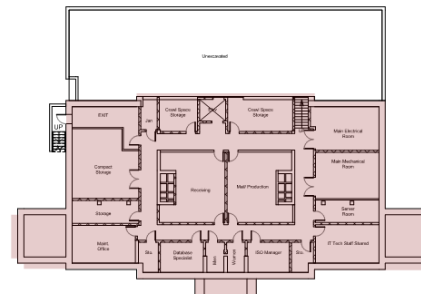
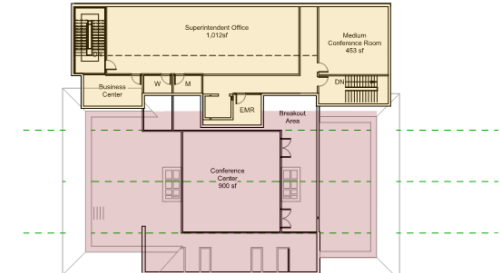
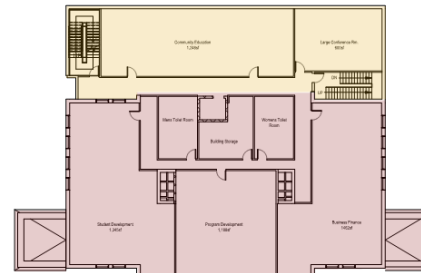
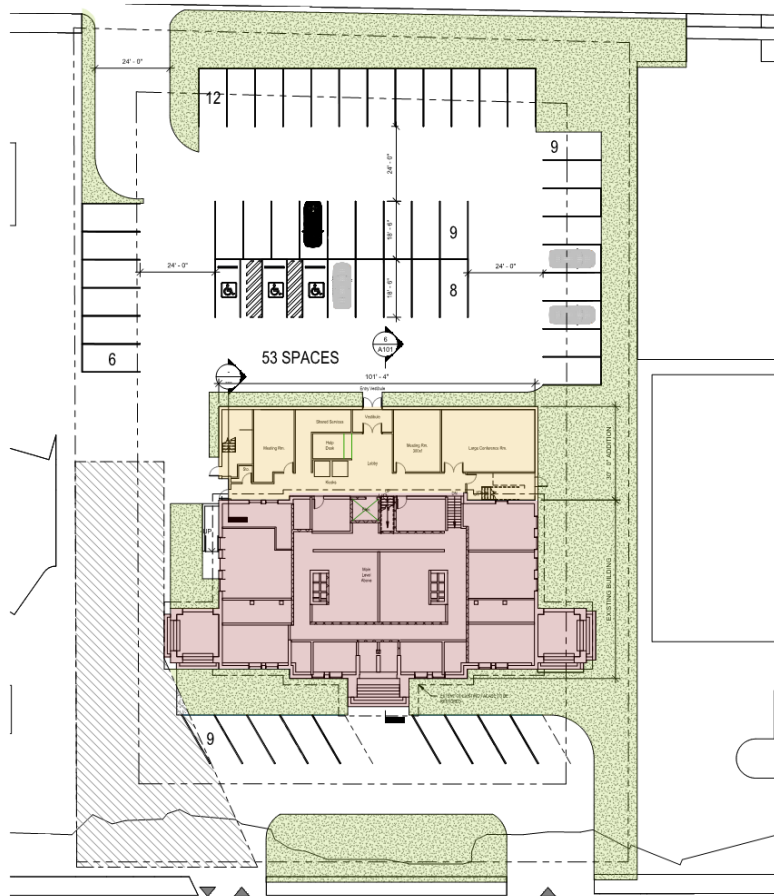


Basement: 5,530 G.S.F.
Ground Floor: 8,330 G.S.F.
Second Floor: 8,330 G.S.F.
Third Floor: 6,141 G.S.F.
TOTAL: 28,331 G.S.F.*
*(New Construction only; does not include area between and including existing facade)

Option Two - Emery Grover Facade Only Restoration



NEEDHAM SCHOOL ADMINISTRATION STUDY



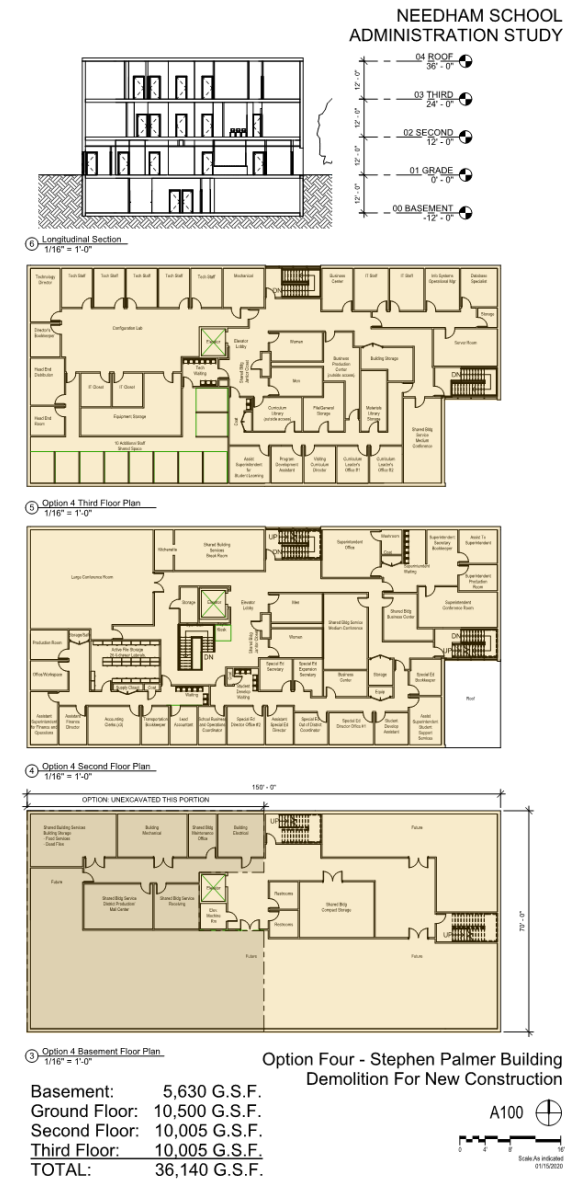
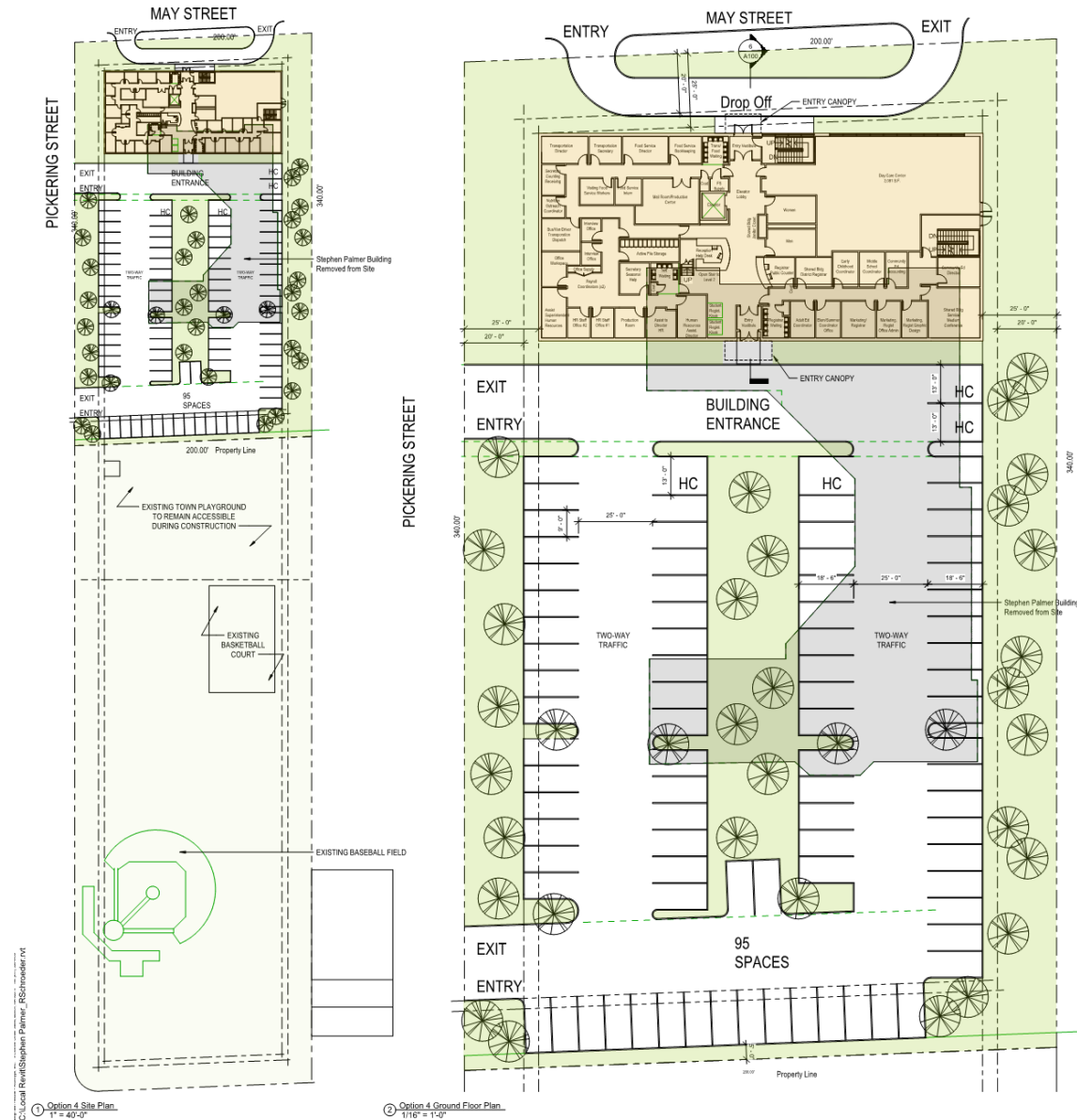
| New Construction | Renovation |
|------------------|---------------|
| Basement: | 5,705 G.S.F. |
| Grade: | 2,990 G.S.F. |
| Ground Floor: | 5,705 G.S.F. |
| Second Floor: | 5,705 G.S.F. |
| "Attic" Floor: | 1,300 G.S.F. |
| TOTAL: | 18,415 G.S.F. |

Option Three - Emery Grover Restoration
& Addition



PRELIMINARY SIX OPTIONS

Option Four

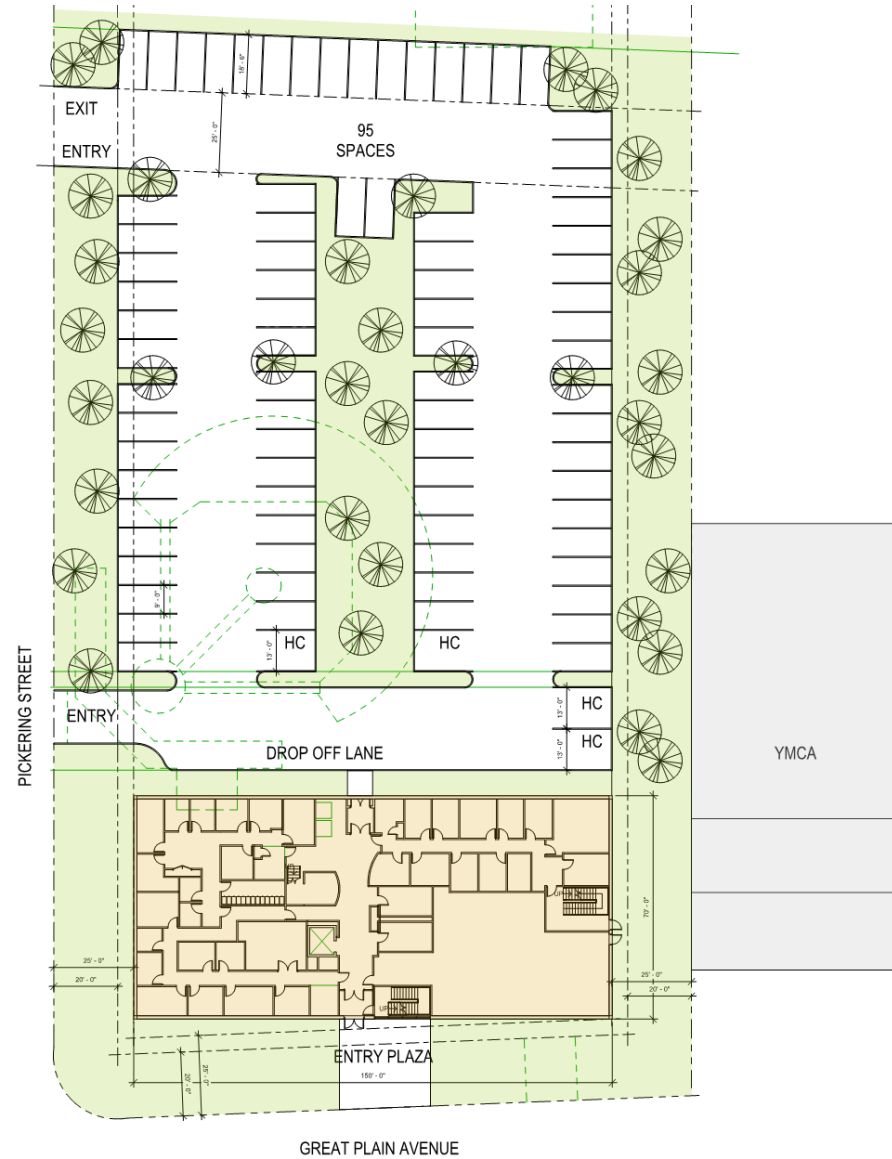
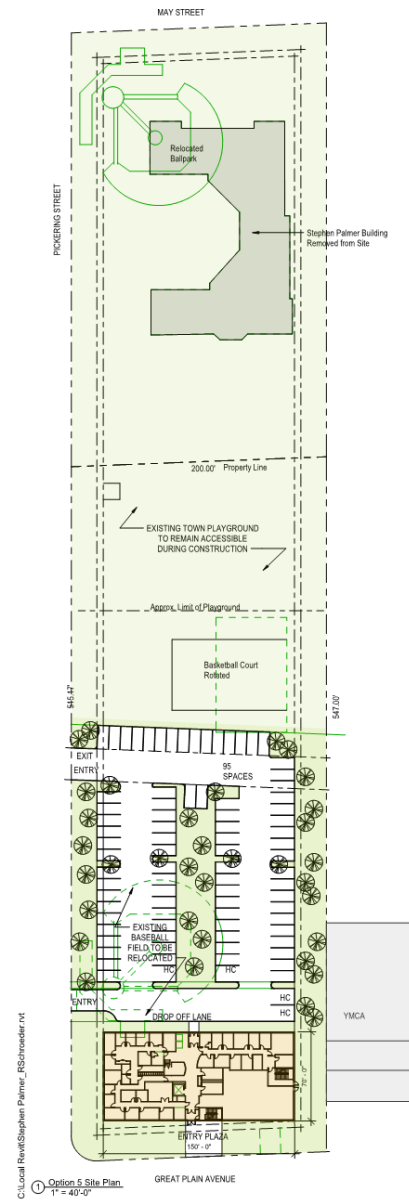


NEEDHAM SCHOOL ADMINISTRATION STUDY

Preferred phasing of Option Five:

1. Construct new building
2. Relocate baseball field
3. Construct new parking lot
4. Demo Stephen Palmer building

SEE OPTION 4 FOR
PLANS & SECTION

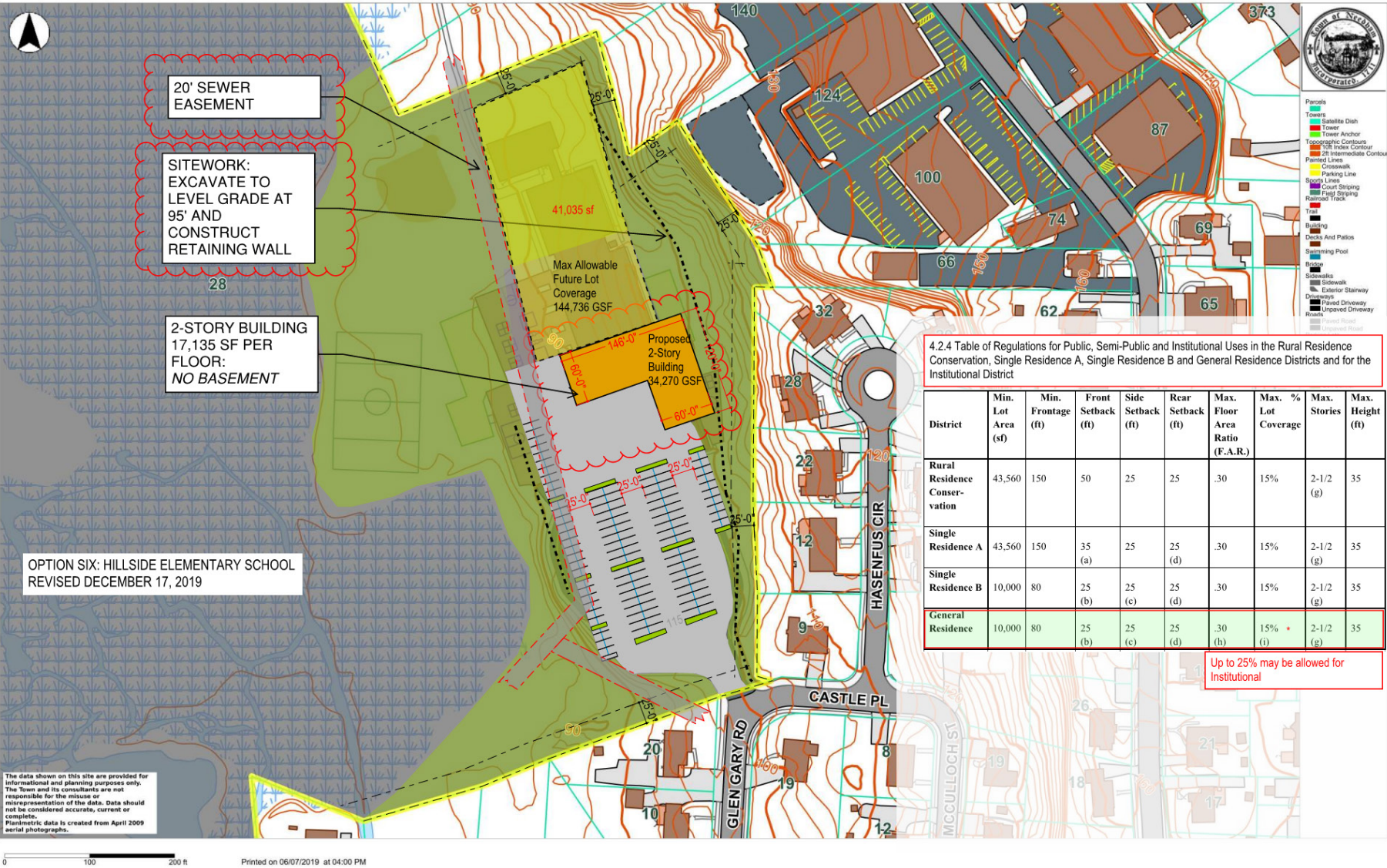


Option Five - Stephen Palmer Flipped



PRELIMINARY SIX OPTIONS

Option Six





BARGMANN HENDRIE + ARCHETYPE, INC.

Architecture | Planning | Interior Design

9 Channel Center Street
Suite 300
Boston, MA 02210

617 350 0450
bha@bhplus.com
www.bhplus.com

memo

to: Delwyn Williamson, Director of Cost Estimating; CHA

from: Reese Schroeder AIA

date: December 10, 2019 *Revised January 02, 2020*

project name & number: 3998 Emery Grover Needham School Administration Study

subject: Six Options for Conceptual Pricing

cc: file

The existing Emery Grover building is a 3 story brick school building over a partially depressed basement with interior wood floor framing and interior bearing walls, masonry shafts, constructed in 1897. The building is currently fully occupied by the Needham School Administration. The building has been modified over the years but the original structure remains intact, including floors, stairs, attic level, four (4) vertical masonry chases, etc. Some of the original architect drawings exist and are attached for reference. The building is listed on the National Register, requiring the approval of the Needham Historical Commission for restoration, modification, or demolition of the existing building.

There are three options for the existing Emery Grover building site. Additionally, there are two options for the Stephen Palmer building site, nearby, and one option for the current Hillside Elementary School site. These options total six potential paths forward for the School Administration to permanently house their departments.

The Needham School Administration, through the Permanent Public Building Committee Working Group have determined through various studies presented to have the following six (6) options conceptually priced as part of further evaluation. As part of construction cost estimating, each option must include estimated construction duration period.

- Pricing is to be based on year 2024 with escalation to 2027.

Option One: Emery Grover Tear Down

Included with Option One for your use:

1. A100 Option One – Site Plan
 2. A101 Option One – Plans, Section
- Complete demolition of existing building and parking lot.
 - Cap all utilities and services.
 - Remove above ground oil tank at rear of building and inspect subsurface for contamination
 - Abatement

- Construction of new 3 story building with basement and parking lot, landscaping. For Option One, and similarly for the other options, following is an outline specification defining the minimum scope of work. Construction areas unique to an option are listed in that option's scope. It is expected that estimating will include all ancillary parts for a complete project.

Outline Specification

02 Sitework:

- o Sitework: new utilities including domestic water service, fire sprinkler water service, electrical service, sewer discharge, storm water, natural gas, telephone and cable. It is assumed all service is currently available in Highland Avenue street.
- o Sidewalks and curbs. Curb cuts as indicated.
- o New trees, landscaping, grass, pavers.
- o Site lighting

03 Concrete:

- o Concrete foundation and basement walls. Further excavation of existing site to achieve full depth basement.

04 Masonry:

- o Masonry veneer with cavity insulation, Air and Water barrier, gypsum sheathing, metal stud, batt insulation, interior drywall.
- o 8" concrete masonry units for basement partitions.

05 Metals:

- o Structural steel frame with composite slab assumed 7.5" thick
- o Continuous galvanized steel lintels for ribbon windows
- o Preassembled metal egress stairs with steel plate formed metal treads complete with rails and guards.
- o Open steel lobby stair with glass railing, stainless steel standoff support system.

06 Wood and Plastic

- o FT wood blocking. PT exterior wood at roof perimeters, penetrations, curbs.
- o Interior architectural woodwork, including kitchen cabinets, closet shelving systems, window stools.
- o Wood veneer feature wall at entry level lobby.

07 Thermal and Moisture Protection

- o Damp proofing at frost walls, grade beams.
- o Under slab insulation.
- o Fireproofing spray on steel.
- o Fire stopping all penetrations through rated partitions, and perimeters of rated partitions.

PRELIMINARY SIX OPTIONS

Conceptual Outline Specifications

- Acoustical batt insulation for walls separating departments. White 60 mil PVC roof, fully adhered on Dens-deck protection board over tapered extruded polystyrene insulation, over vapor barrier on Dens-Deck on metal decking welded to sloped roof trusses for "flat" roof.

08 Doors and Windows

- Continuous aluminum thermally broken ribbon window at each floor, 5' high. High performance Low-E 1" glazing units.
- Aluminum thermally broken storefront systems. Exterior entry doors to have electric strikes and card readers.
- Exterior door frames hot dipped galvanized finish (G90)
- Interior doors 8'-0" x 3'-0" x 1 3/4" solid core birch veneer with clear finish.
- Fire rated doors at stairs

09 Finishes

- Epoxy flooring in janitor closets.
- Ceramic tile floors and cove base in toilet rooms.
- Porcelain tile floors in common areas, lobbies.
- LVT flooring in staff break room, kitchen
- 12"x24" porcelain tiles on wet walls of toilet rooms full height.
- Suspended acoustical ceilings in offices.
- Suspended drywall ceilings in common areas, lobbies
- Wall paint equal to Benjamin Moore
- Carpet tile with cushion backing 33-36 oz with attic stock for all offices, conference rooms.

10 Specialities

- Fire extinguishers 3 per floor
- Toilet partitions: phenolic Resin, floor mounted, overhead braced.
- Toilet accessories: touchless hand dryers

11 Equipment

- Kitchen appliances: Frigidaire stainless steel
 - Refrigerator/Freezer combo
 - Dishwasher
 - Microwave

12 Furnishings (By Others)

- Desks, chairs, filing cabinets, shelving units, conference tables, work tables, breakroom tables and chairs

13 Special Construction

14 Conveying Systems

- 3500 lb elevator – side opening, 150 FPM with control room
 - Interior finishes from manufacturer standards
 - 12"x24" porcelain tile floor matching lobby

15 Mechanical

Fire Protection

- Standpipe system installed per NFPA 14, located in each stairwell enclosure.
- Sprinkler system as allowed by Massachusetts State Building Code/NFPA 13
- Sprinkler piping shall be black iron (not CPVC)

Plumbing

- Central hot water boiler system
- Touch-free Toto flush valves, sink faucets, urinal valves.

HVAC

- Multiple zone VRF system
- Elevator machine room mechanically ventilated and air conditions per code.
- Toilet room exhaust ducting and roof fans.

16 Electrical

- Sized to accommodate building with main breaker, switchboard in main electric room.
- Lighting per Massachusetts energy code (LED)
- Fire alarm system code compliant with central control panel located on first floor.

Option Two: Emery Grover Façade Only Restoration

Included with Option Two for your use:

1. original architectural drawings
 2. excerpt from 2010 bh+a report on Emery Grover existing conditions
 3. A100 Option One – Site Plan
 4. A101 Option One – Plans, Section
- Existing exterior façade bracing
 - Install 3-story shoring system on the exterior sides of the building (designed by a specialty shoring contractor) including the complete Highland Avenue elevation (west) and both porticos complete (north and south)
 - Support and protect entry barrel vault wood panel structure.
 - Protect original windows for restoration.
 - Anchor the existing wall to the shoring system
 - Demo roof and framing
 - Demolition of remaining building.
 - Install a new foundation system for the addition and connect it to the existing foundation
 - Remove above ground oil tank and inspect subsurface for contamination.
 - Abatement

- Construction of new 3 story building with basement behind existing façade similar to Option One Outline Specification.
- Connect the existing braced walls to the new structure.
- Aluminum thermally broken curtain wall system between new building and existing façade with high performance insulated glazing units.
- Construction of new pitched slate roof over steel structure, matching original, attached to braced façade.
- Construction of new parking lot, landscaping.
- Restoration of existing façade:
 - o Repoint masonry
 - o Clean exterior masonry
 - o Clean exposed interior masonry of existing wall and repoint where required.
 - o Restore windows and secure in existing openings.
 - o Inspect structural repairs to right (south) portico
 - o Repair or replace copper flashings, gutters, downspouts.

Option Three: Emery Grover Restoration and Addition

Included with Option Three for your use:

1. original architectural drawings
 2. excerpt from 2010 bh+a report on Emery Grover existing conditions
 3. A100 Option Three – Site Plan
 4. A101 Option Three – Plans, Section
- Existing structure to remain.
 - Remove above ground oil tank and inspect subsurface for contamination.
 - Abatement.
 - Exterior restoration of building envelope.
 - o Masonry cleaning and repointing
 - o Window removal and replacement
 - o Gutters and downspouts
 - o Repair of existing slate roof
 - o Restoration of exterior doors
 - Construction of a new 30' addition at the rear (east) of the building with elevator similar to Option One Outline Specification..
 - Construction of new parking lot, landscaping.

Option Four: Stephen Palmer Building Demolition for New Construction

Included with Option Four for your use:

1. Stephen Palmer Plan of Land
 2. A101 Option Four – Site Plan
- Demolish existing 2 story masonry Stephen Palmer building with basement. (approx. 25,000 sf plus basement)
 - Abatement.

- Construction of new building and parking lot, landscaping similar to Option One Outline Specification..
- Site work including drop-off drive on May Street

Option Five: Stephen Palmer “Flipped”

Included with Option Five for your use:

1. Stephen Palmer Plan of Land
2. A102 Option Five – Site Plan

For Option Five the following phasing is requested by the Town of Needham:

- Construct new 3 story building with basement and parking lot at opposite end of parcel.
 - o Construction same as Option One Outline Specification. Maintain use of baseball field.
- Site work including drop-off drive on Great Palin Avenue.
- Relocate existing Little League baseball park and basketball court (desired to move after new building is built).
- New parking lot, landscaping.
- Demolish existing 2 story and basement masonry Stephen Palmer building for relocated baseball park. (approx. 25,000 sf plus basement)
- Abatement.

Option Six: Hillside Elementary School

Included with Option Six for your use:

1. 1959 architectural drawings
 2. 1968 architectural addition drawings
 3. soil contamination report
- Demolish existing Hillside Elementary School.
 - Abatement.
 - Manage contaminated soil with cap construction (see report of existing conditions).
 - Site grading to provide level pad, storm drain under playground and construction of retaining walls where indicated.
 - Construction of new 2 story building without basement.
 - o Construction similar to Option One Outline Specification.
 - Construction of new parking lot, landscaping.

Swing Space:

For Options One, Two, and Three, the Owner will provide costs to relocate all departments currently within Emery Grover to Hillside Elementary School building for the duration of construction. Refer to the Hillside Swing Space plan. While this is a variable with many unknowns, the Town of Needham anticipates relocating all existing personnel, furniture, equipment over to Hillside Elementary School.

Relocation costs will include:

PRELIMINARY SIX OPTIONS

Conceptual Outline Specifications

- Moving costs to pack and relocate the entire school administration department to temporary swing space, unpack and set up.
- Moving costs to pack and relocate from swing space into new facility.

Hillside Elementary School requires modifications to accommodate the school administration departments. These costs will include:

- Removal of built-ins in classrooms.
- Remove/Demolish unnecessary improvements remaining from Police and Fire occupancy (bullet proof entry)
- Sitework improvements will be cleared out by others
- New drywall partitions on non-structural metal framing with sound insulation
- Hollow metal doors and frames
- Door Hardware
- New lighting in all "office or workspaces"
- Acoustical ceiling treatment
- Paint all rooms
- Window treatment
- Protect Gym floor prior to use for office workspace
- Reception Desk with Counter and Pull Down metal security screen
- Carpet on floors in all "office space" rooms and corridors.
- Restroom floor to remain as is, steam clean prior to occupancy
- Restroom toilet partitions
- Electrical outlets, telephone and data drops at each workspace (xx total employees), conference rooms
- Light switches
- Verify capacity of electrical service for load
- WiFi throughout
- New life safety (exit signs, alarms, sensors) to service new layouts within rooms, extension of fire alarm, strobe and emergency lighting as necessary
- No Sprinklers
- New mini split heat pump system for each classroom being converted to office space. Each space to be air conditioned and heated.
- HVAC controls
- Furniture, Fixtures and Equipment

It is unknown at this time whether further infrastructure work will be required, including fire sprinklers, remedial structural work including cutting openings through bearing walls for adjoining spaces, etc. This will be determined by the Building Inspector at a future date.

Supporting Documents:

The following documents are provided to assist in determining existing conditions. Some documents are not current, and all documents should be considered "for information only": Documents are available for download from our share file site with link to be provided.

1. Administration Building 2017 AHERA report.pdf
2. 2010 Emery Grover Existing Conditions.pdf, edited
3. EmeryGrover1897dwgs_compressed.pdf
4. Stephen Palmer Plan of Land-Not Reg or Signed.pdf
5. Needham AUL survey plan.pdf
6. 1959 Hillside Elementary School plans folder
7. 1968 Hillside Elementary School Addition plans folder
8. Hillside Environmental folder:
 - a. Phase 4 Plan – Final Draft 1 23 15 MDL.pdf
 - b. PhaseIVSupplementalRIPPresentation.pdf
9. Hillside Swing Space diagram

SECTION 9
PRELIMINARY SIX OPTIONS COST

Total Project Cost Worksheet

| DRAFT TOTAL PROJECT COST WORKSHEET | Emery Grover | | | Stephen Palmer | | Hillside |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Option 1 | Option 2 | Option 3 | Option 4 | Option 5 | Option 6 |
| HARD COST | | | | | | |
| Construction Cost | | | | | | |
| Construction Cost Estimate | 17,143,000 | 20,534,000 | 15,847,000 | 20,078,000 | 19,648,000 | 20,949,000 |
| Utility Back Charge | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Furniture, Fixtures & Equipment | 700,000 | 700,000 | 700,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Hard Cost Subtotal | \$18,260,000 | \$21,872,000 | \$16,888,000 | \$20,900,000 | \$20,660,000 | \$22,242,000 |
| SOFT COST | | | | | | |
| Permits & Approvals | | | | | | |
| Conservation Commission | | | | | | 5,000 |
| Planning Board Site Plan Approval (peer review) | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Town Meeting Costs | | | | | | |
| Architecture & Engineering | | | | | | |
| Architect & Engineer (% of construction cost: New Construction) 8% | 1,371,440 | 1,642,720 | 1,267,760 | 1,606,240 | 1,571,840 | 1,675,920 |
| A&E Reimbursables | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| FF&E Specification & Purchasing 10% | 70,000 | 70,000 | 70,000 | 100,000 | 100,000 | 100,000 |
| Hazmat (inspection, specification, construction monitoring) | 35,000 | 35,000 | 40,000 | 35,000 | 35,000 | 35,000 |
| Environmental (ground water and soil vapor) | | | | | | 100,000 |
| Geotechnical Engineer | 15,000 | 20,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Survey & Layout | 10,000 | 10,000 | 10,000 | 15,000 | 15,000 | 20,000 |
| Testing & Inspections | | | | | | |
| Concrete & Steel, Soil Inspections | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Commissioning | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Project Management | | | | | | |
| Owner's Project Manager 2% | 342,860 | 410,680 | 316,940 | 401,560 | 392,960 | 418,980 |
| Moving | | | | | | |
| Moving Expenses including two moves for Options 1 - 2 | 80,000 | 80,000 | 80,000 | 40,000 | 40,000 | 40,000 |
| Advertising & Bidding | | | | | | |
| Public Bidding: Advertising & Document Website | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Legal | | | | | | |
| Contracts & legal related to Hillside Environmental | | | | | | |
| Other | | | | | | |
| Bonding Costs 0.30% | 54,780 | 65,616 | 50,664 | 62,700 | 61,980 | 66,726 |
| Soft Cost Subtotal | \$2,119,080 | \$2,474,016 | \$1,990,364 | \$2,415,500 | \$2,371,780 | \$2,616,626 |
| CONTINGENCY | | | | | | |
| Contingency | | | | | | |
| Owner's Contingency 15% | 3,056,862 | 3,651,902 | 2,831,755 | 3,497,325 | 3,454,767 | 3,728,794 |
| Project Total | \$23,435,942 | \$27,997,918 | \$21,710,119 | \$26,812,825 | \$26,486,547 | \$28,587,420 |
| OTHER CONSIDERATIONS AND NOTES | | | | | | |
| Buy out of lease cost for Stephen Palmer Apartments | | | | to be determined | to be determined | |
| Additional Cost for 6,000 sf of Day Care and IT Dept (options 4, 5 & 6) | | | | \$4 to 5M | \$4 to 5M | \$4 to 5M |
| CPC Funding: Eligible Amount | | 3,400,000 | 12,000,000 | | | |
| IT mainframe transfer, with complete MDF room | | | | NIC | NIC | NIC |
| CPC Funding: Available Amount | | to be determined | to be determined | | | |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



**Needham School Administration
Emery Grover and Stephen Palmer Buildings
Hillside Elementary School Building
Needham, MA**

January 27, 2020

Concept Estimate

Architect:

Bargmann Hendrie + Archetype, Inc.
9 Channel Center Street, Suite 330
Boston, MA 02210
(617) 350-0450

Cost Consultant:

CHA Consulting Inc
1 Faneuil Hall Marketplace
South Market Bldg, Suite 4195
Boston, MA 02109
(617) 451-2717



Needham School Administration
Needham, MA

INTRODUCTION

Project Description:

This construction cost estimate evaluates six options to house the Needham School Administration departments

Option One: Emery Grover Tear Down

renovate Hillside Elementary School to build-out temporary swing space
abatement, building demolition, new 3 story building with basement
site demolition, remove oil tank, subsurface contamination cap, new site infrastructure, parking lot and improvements

Option Two: Emery Grover Façade Only Restoration

renovate Hillside Elementary School to build-out temporary swing space
brace historic façade, abatement, building demolition, new 3 story building with basement, restore historic façade
selective site demolition, remove oil tank, subsurface contamination cap, new parking lot and site improvements

Option Three: Emery Grover Restoration and Addition

renovate Hillside Elementary School to build-out temporary swing space
abatement, new 30' addition at rear of building, repair and restoration façade and slate roofing
selective site demolition, remove oil tank, subsurface contamination cap, new parking lot and site improvements

Option Four: Stephen Palmer Building Demolition for New Construction

abatement, building demolition, new 3 story building with basement
selective site demolition, new site improvements

Option Five: Stephen Palmer "Flipped"

new 3 story building with basement
selective site demolition, relocate Little League baseball park and basketball court, new site improvements
abatement, building demolition

Option Six: Hillside Elementary School

abatement, building demolition, new 2 story building
site demolition, subsurface contamination cap, new site infrastructure, parking lot and improvements

Project Particulars:

Documents prepared by Bargmann Hendrie + Archetype, Inc.

Six Options for Conceptual Pricing Memo dated December 10, 2019

Option 1 to Option 5 Drawings dated December 11, 2019

Revised Option 6 Drawings dated December 17, 2019

Temporary Swing Space Diagram Hillside Elementary School

Emery Grover Building Exterior Conditions and Recommendations dated August 6, 2010

Conceptual Schedule Draft dated January 21, 2019

Activity and Use Limitation Plan of Land dated July 30, 2018 prepared by Hancock Associates

Emery Grover School Original Architectural Drawings; 1897

Needham Elementary School As Built Drawings; 1959 and 1968

AHERA 2018 Three-Year Re-Inspection Report for Administration Building dated February 12, 2018 prepared by
Universal Environmental Consultants

Phase IV Supplemental Remedy Implementation Plan dated February 24, 2015 prepared by Lord Associates, Inc.

Plan of Town Owned Land Showing Stephen Palmer Elementary School dated September 1976

Design Team clarifications and supplemental information during estimating production period

Detailed quantity takeoffs where possible from design documents and reports



Needham School Administration
Needham, MA

INTRODUCTION

Project Particulars: cont'd

CHA Consulting, Inc. experience with similar projects of this nature.
Discussion and review with Bargmann Hendrie + Archetype, Inc. and their Consultant Design Team

Project Assumptions:

The project will be procured by GC/Filed Sub Bid as per MGL Chapter 149 bidding/pre-qualification process
The Total Estimated Construction Cost reflects the fair construction value of this project in a competitive bidding market and includes cost escalation to cover the construction duration
Our costs assume that there will be at least three subcontractors submitting unrestricted bids in each trade bid category
Direct trade unit rates include escalation to mid-point of construction duration and prevailing wage labor rates.
These unit rates continue to be updated during the design period
Operation during normal working hours
Building will be unoccupied during construction
Noise and vibration disturbances are anticipated and will be minimized or avoided during normal business hours
Temporary electrical and water site utility connections will be available. General Conditions value includes utility connections and consumption costs
Existing water pressure is adequate
Subcontractor's markups are included in each unit rate. These markups cover field and home office overhead and subcontractor's profit
Design and Pricing Contingency markup is an allowance for unforeseen design issues, design detail development and specification clarifications during the design period
General Conditions covers facilities to support project, and site office overhead that is not attributable to the direct trade costs
Project Requirements value covers scaffolding, staging and access, temporary protection, and cleaning
Options One, Two, Three; anticipated bid date Mar 2022, 38 month duration, move in May 2025
Options Four; anticipated bid date May 2023, 25 month duration, move in Jun 2025
Options Five; anticipated bid date Mar 2022, 30 month duration, move in Sept 2024
Options Six; anticipated bid date Mar 2022, 36 month duration, move in Aug 2024
Escalation allowance from now to Bid Date has been carried in the Main Summary. This allowance is adjusted, and typically reduces during the design period, to more accurately reflect the current bidding climate

Construction Cost Estimate Exclusions:

Rock excavation and dewatering
Work beyond the boundary of the site
Site or existing condition surveys and investigations
Utility company back charges during construction
Third Party testing and commissioning
Police details and street/sidewalk permits
Building permit fees



Needham School Administration
Needham, MA

OPTIONS MAIN SUMMARY

| ELEMENT | OPTIONS | | |
|--|------------|--------------|----------|
| Emery Grover Building | | | |
| Option One: Emery Grover Tear Down | 27,270 GSF | \$22,612,000 | \$829.19 |
| Option Two: Emery Grover Façade Only Restoration | 28,331 GSF | \$26,947,000 | \$951.15 |
| Reconstruct north/south side porticos, ADD | | \$500,000 | |
| Option Three: Emery Grover Restoration and Addition | 27,385 GSF | \$20,956,000 | \$765.24 |
| Stephen Palmer Building | | | |
| Option Four: Stephen Palmer Building Demolition for New Construction | 36,140 GSF | \$26,080,000 | \$721.64 |
| Conference Room, IT Office, Daycare Programs, ADD | | \$200,000 | |
| Adjust schedule from 2023 construction to 2027, ADD | | \$1,795,000 | |
| Option Five: Stephen Palmer "Flipped" | 36,140 GSF | \$25,792,000 | \$713.67 |
| Conference Room, IT Office, Daycare Programs, ADD | | \$200,000 | |
| Adjust schedule from 2022 construction to 2027, ADD | | \$2,633,000 | |
| Hillside Elementary School Building | | | |
| Option Six: Hillside Elementary School | 34,270 GSF | \$27,691,000 | \$808.02 |
| Conference Room, IT Office, Daycare Programs, ADD | | \$200,000 | |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER BUILDING OPTIONS SUMMARY

| ELEMENT | | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|---|--------|--------------------------|-----------------|--------------------------|-----------------|----------------------------|-----------------|
| Direct Trade Costs | | | | | | | |
| Renovate Hillside Elementary School As Swing Space | | \$1,470,150 | \$53.91 | \$1,470,150 | \$51.89 | \$1,470,150 | \$53.68 |
| Direct Trade Costs Details | | \$11,001,996 | \$403.45 | \$13,332,210 | \$470.59 | \$9,849,136 | \$359.65 |
| Design and Pricing Contingency | 10.00% | \$1,248,000 | \$45.76 | \$1,481,000 | \$52.27 | \$1,132,000 | \$41.34 |
| Direct Trade Cost Total | | \$13,720,146 | \$503.12 | \$16,283,360 | \$574.75 | \$12,451,286 | \$454.68 |
| Mark-Ups and Burdens | | | | | | | |
| General Conditions, Project Requirements | | \$1,098,000 | \$40.26 | \$1,466,000 | \$51.75 | \$1,246,000 | \$45.50 |
| Performance and Sub-Contractor Bonds | 0.85% | \$126,000 | \$4.62 | \$151,000 | \$5.33 | \$117,000 | \$4.27 |
| General Liability Insurance | 1.25% | \$187,000 | \$6.86 | \$224,000 | \$7.91 | \$173,000 | \$6.32 |
| Profit | 3.50% | \$530,000 | \$19.44 | \$635,000 | \$22.41 | \$490,000 | \$17.89 |
| Estimated Construction Cost Total | | \$15,661,146 | \$574.30 | \$18,759,360 | \$662.15 | \$14,477,286 | \$528.66 |
| Escalation allowance from now to anticipated Bid | 16.59% | \$2,598,000 | \$95.27 | \$3,112,000 | \$109.84 | \$2,402,000 | \$87.71 |
| Estimated Construction Cost Total at Bid Opening | | \$18,260,000 | \$669.60 | \$21,872,000 | \$772.02 | \$16,880,000 | \$616.40 |
| Project Costs | | | | | | | |
| Soft Costs | 20.00% | \$3,652,000 | \$133.92 | \$4,375,000 | \$154.42 | \$3,376,000 | \$123.28 |
| F.F.&E. | | \$700,000 | \$25.67 | \$700,000 | \$24.71 | \$700,000 | \$25.56 |
| Project Costs | | \$22,612,000 | \$829.19 | \$26,947,000 | \$951.15 | \$20,956,000 | \$765.24 |
| | | | | | | | |

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Emery Grover Summary
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Stephen Palmer and Hillside Elementary
Needham, MA

SITE OPTIONS SUMMARY

| ELEMENT | | OPTION FOUR 36,140 GSF | | OPTION FIVE 36,140 GSF | | OPTION SIX 34,270 GSF | |
|--|--------|---------------------------|-----------------|---------------------------|-----------------|--------------------------|-------------------|
| Direct Trade Costs | | | | | | | |
| Direct Trade Costs Details | | \$13,939,387 | \$385.71 | \$14,294,387 | \$395.53 | \$15,240,591 | \$444.72 |
| Design and Pricing Contingency | 10.00% | \$1,394,000 | \$38.57 | \$1,430,000 | \$39.57 | \$1,525,000 | \$44.50 |
| Direct Trade Cost Total | | \$15,333,387 | \$424.28 | \$15,724,387 | \$435.10 | \$16,765,591 | \$489.22 |
| Mark-Ups and Burdens | | | | | | | |
| General Conditions, Project Requirements | | \$1,227,000 | \$33.95 | \$1,258,000 | \$34.81 | \$1,342,000 | \$39.16 |
| Performance and Sub-Contractor Bonds | 0.85% | \$141,000 | \$3.90 | \$145,000 | \$4.01 | \$154,000 | \$4.49 |
| General Liability Insurance | 1.25% | \$209,000 | \$5.78 | \$215,000 | \$5.95 | \$229,000 | \$6.68 |
| Profit | 3.50% | \$592,000 | \$16.38 | \$607,000 | \$16.80 | \$648,000 | \$18.91 |
| Estimated Construction Cost Total | | \$17,502,387 | \$484.29 | \$17,949,387 | \$496.66 | \$19,138,591 | \$558.46 |
| Escalation allowance from now to anticipated Bid | | \$3,397,000 | \$94.00 | \$2,710,000 | \$74.99 | \$3,103,000 | \$90.55 |
| Estimated Construction Cost Total at Bid Opening | | \$20,900,000 | \$578.31 | \$20,660,000 | \$571.67 | \$22,242,000 | \$649.02 |
| Project Costs | | | | | | | |
| Soft Costs | 20.00% | \$4,180,000 | \$153.28 | \$4,132,000 | \$145.85 | \$4,449,000 | \$162.46 |
| F.F.&E.; includes added budget for large conference room, day care, IT furniture | | \$1,000,000 | \$36.67 | \$1,000,000 | \$35.30 | \$1,000,000 | \$36.52 |
| District wide IT hub relocation costs | | excl. | | | | | |
| Tenant Relocation | | TBD | | | | | |
| Project Costs | | \$26,080,000 | \$956.36 | \$25,792,000 | \$910.38 | \$27,691,000 | \$1,011.17 |
| | | | | | | | |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST SUMMARY

| ELEMENT | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|--------------------------------------|--------------------------|-----------------|--------------------------|-----------------|----------------------------|-----------------|
| 02-EXISTING CONDITIONS | \$1,913,846 | \$70.18 | \$2,304,869 | \$81.36 | \$1,867,055 | \$68.18 |
| 03-CONCRETE | \$418,204 | \$15.34 | \$442,933 | \$15.63 | \$111,227 | \$4.06 |
| 04-MASONRY | \$401,731 | \$14.73 | \$845,756 | \$29.85 | \$747,123 | \$27.28 |
| 05-METALS | \$1,873,159 | \$68.69 | \$2,080,275 | \$73.43 | \$857,988 | \$31.33 |
| 06-WOODS, PLASTICS, AND COMPOSITES | \$328,187 | \$12.03 | \$411,851 | \$14.54 | \$370,494 | \$13.53 |
| 07-THERMAL AND MOISTURE PROTECTION | \$558,086 | \$20.47 | \$939,679 | \$33.17 | \$439,752 | \$16.06 |
| 08-OPENINGS | \$860,394 | \$31.55 | \$1,617,401 | \$57.09 | \$990,758 | \$36.18 |
| 09-FINISHES | \$1,078,217 | \$39.54 | \$1,069,751 | \$37.76 | \$1,105,487 | \$40.37 |
| 10-SPECIALTIES | \$148,820 | \$5.46 | \$151,231 | \$5.34 | \$117,785 | \$4.30 |
| 11-EQUIPMENT | \$20,600 | \$0.76 | \$20,600 | \$0.73 | \$27,600 | \$1.01 |
| 12-FURNISHINGS | \$38,627 | \$1.42 | \$28,991 | \$1.02 | \$33,225 | \$1.21 |
| 14-CONVEYING SYSTEMS | \$200,000 | \$7.33 | \$200,000 | \$7.06 | \$240,000 | \$8.76 |
| 21,22,23-MECHANICAL | \$2,056,463 | \$75.41 | \$2,116,901 | \$74.72 | \$1,988,194 | \$72.60 |
| 26-ELECTRICAL | \$1,319,760 | \$48.40 | \$1,370,688 | \$48.38 | \$1,325,280 | \$48.39 |
| 31-EARTHWORK | \$164,762 | | \$164,762 | | \$61,305 | |
| 32-EXTERIOR IMPROVEMENTS | \$450,738 | | \$459,968 | | \$461,349 | |
| 33-UTILITIES | \$640,555 | | \$576,705 | | \$574,665 | |
| Direct Trade Details SubTotal | \$12,472,146 | \$457.36 | \$14,802,360 | \$522.48 | \$11,319,286 | \$413.34 |

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Emery Direct Trade Summary
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Stephen Palmer and Hillside Elementary
Needham, MA

SITE OPTIONS DIRECT TRADE COST SUMMARY

| ELEMENT | OPTION FOUR 36,140 GSF | | OPTION FIVE 36,140 GSF | | OPTION SIX 34,270 GSF | |
|--------------------------------------|---------------------------|-----------------|---------------------------|-----------------|--------------------------|-----------------|
| 02-EXISTING CONDITIONS | \$873,349 | \$24.17 | \$873,349 | \$24.17 | \$1,578,380 | \$46.06 |
| 03-CONCRETE | \$507,600 | \$14.05 | \$507,600 | \$14.05 | \$467,263 | \$13.63 |
| 04-MASONRY | \$453,725 | \$12.55 | \$453,725 | \$12.55 | \$436,175 | \$12.73 |
| 05-METALS | \$2,390,615 | \$66.15 | \$2,390,615 | \$66.15 | \$2,190,795 | \$63.93 |
| 06-WOODS, PLASTICS, AND COMPOSITES | \$367,660 | \$10.17 | \$367,660 | \$10.17 | \$318,394 | \$9.29 |
| 07-THERMAL AND MOISTURE PROTECTION | \$695,687 | \$19.25 | \$695,687 | \$19.25 | \$819,477 | \$23.91 |
| 08-OPENINGS | \$1,120,950 | \$31.02 | \$1,120,950 | \$31.02 | \$827,450 | \$24.15 |
| 09-FINISHES | \$1,339,614 | \$37.07 | \$1,339,614 | \$37.07 | \$860,667 | \$25.11 |
| 10-SPECIALTIES | \$139,040 | \$3.85 | \$139,040 | \$3.85 | \$114,470 | \$3.34 |
| 11-EQUIPMENT | \$17,100 | \$0.47 | \$17,100 | \$0.47 | \$13,600 | \$0.40 |
| 12-FURNISHINGS | \$49,500 | \$1.37 | \$49,500 | \$1.37 | \$39,900 | \$1.16 |
| 14-CONVEYING SYSTEMS | \$240,000 | \$6.64 | \$240,000 | \$6.64 | \$160,000 | \$4.67 |
| 21,22,23-MECHANICAL | \$2,619,225 | \$72.47 | \$2,619,225 | \$72.47 | \$2,449,013 | \$71.46 |
| 26-ELECTRICAL | \$1,748,220 | \$48.37 | \$1,748,220 | \$48.37 | \$1,658,460 | \$48.39 |
| 31-EARTHWORK | \$211,750 | | \$211,750 | | \$26,074 | |
| 32-EXTERIOR IMPROVEMENTS | \$539,098 | | \$904,098 | | \$2,161,974 | |
| 33-UTILITIES | \$626,255 | | \$616,255 | | \$1,118,500 | |
| Direct Trade Details SubTotal | \$13,939,387 | \$385.71 | \$14,294,387 | \$395.53 | \$15,240,591 | \$444.72 |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|--|------|-------------|--------------------------|-----------|--------------------------|-----------|----------------------------|-----------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 10 02-EXISTING CONDITIONS | | | | | | | | |
| 11 | | | | | | | | |
| 12 Renovate Hillside Elementary School to create temp swing space | | 12,000 GSF | | | | | | |
| 13 temp protection and temp construction during demo | LS | \$10,000.00 | 1 | \$10,000 | 1 | \$10,000 | 1 | \$10,000 |
| 14 demo interior partition | LF | \$50.00 | 180 | \$9,000 | 180 | \$9,000 | 180 | \$9,000 |
| 15 remove bearing wall, temp shoring | LOC | \$10,000.00 | 2 | \$20,000 | 2 | \$20,000 | 2 | \$20,000 |
| 16 demo classroom casework | LF | \$25.00 | 226 | \$5,650 | 226 | \$5,650 | 226 | \$5,650 |
| 17 remove corridor locker and base | EA | \$250.00 | 80 | \$20,000 | 80 | \$20,000 | 80 | \$20,000 |
| 18 gut demo toilet room | RMS | \$5,000.00 | 13 | \$65,000 | 13 | \$65,000 | 13 | \$65,000 |
| 19 remove flooring and ceiling finishes | GSF | \$3.00 | 12,000 | \$36,000 | 12,000 | \$36,000 | 12,000 | \$36,000 |
| 20 cart demo materials including MEP debris, disposal | CY | \$65.00 | 300 | \$19,500 | 300 | \$19,500 | 300 | \$19,500 |
| 21 new interior partition, door | LF | \$200.00 | 2,000 | \$400,000 | 2,000 | \$400,000 | 2,000 | \$400,000 |
| 22 new fit-out of gang restroom | RMS | \$10,000.00 | 6 | \$60,000 | 6 | \$60,000 | 6 | \$60,000 |
| 23 new flooring, wall and ceiling finishes | GSF | \$12.50 | 12,000 | \$150,000 | 12,000 | \$150,000 | 12,000 | \$150,000 |
| 24 code compliance upgrades to egress stair | FLT | \$7,500.00 | 2 | \$15,000 | 2 | \$15,000 | 2 | \$15,000 |
| 25 new air distribution, lighting, power, low voltage systems | GSF | \$55.00 | 12,000 | \$660,000 | 12,000 | \$660,000 | 12,000 | \$660,000 |
| 26 | | | | | | | | |
| 27 Building Abatement - quantities from UEC Report | | | | | | | | |
| 28 light pink 12x12 vinyl floor tile | SF | \$10.00 | 60 | \$600 | 60 | \$600 | 60 | \$600 |
| 29 12x12 grey w/green vinyl floor tile | SF | \$4.00 | 7,500 | \$30,000 | 7,500 | \$30,000 | 7,500 | \$30,000 |
| 30 mastic for grey linoleum floor covering | SF | \$10.00 | 250 | \$2,500 | 250 | \$2,500 | 250 | \$2,500 |
| 31 brown linoleum floor covering | SF | \$10.00 | 200 | \$2,000 | 200 | \$2,000 | 200 | \$2,000 |
| 32 mastic for brown linoleum floor covering | SF | \$10.00 | 200 | \$2,000 | 200 | \$2,000 | 200 | \$2,000 |
| 33 basement water tank pipe insulation | LF | \$50.00 | 3 | \$150 | 3 | \$150 | 3 | \$150 |
| 34 misc air quantity and testing | LS | \$5,600.00 | 1 | \$5,600 | 1 | \$5,600 | 1 | \$5,600 |
| 35 Shoring system to existing façade and porticos | GSF | \$40.00 | | | 9,295 | \$371,808 | | |
| 36 | | | | | | | | |
| 37 Site limit of disturbance | | 58,000 GSF | | | | | | |
| 38 remove above ground oil tank | LS | \$50,000.00 | 1 | \$50,000 | 1 | \$50,000 | 1 | \$50,000 |
| 39 demo existing parking lot | SF | \$1.75 | 36,070 | \$63,123 | 30,690 | \$53,708 | 30,540 | \$53,445 |
| 40 selective demo site improvements | GSF | \$1.00 | 16,225 | \$16,225 | 21,605 | \$21,605 | 27,460 | \$27,460 |
| 41 | | | | | | | | |
| 42 Emery Grover Building | | 17,115 GSF | | | | | | |
| 43 raze building | CFT | \$0.65 | 329,920 | \$214,448 | 329,920 | \$214,448 | | |
| 44 remove slab on grade and foundations | GSF | \$10.00 | 5,705 | \$57,050 | 5,705 | \$57,050 | | |
| 45 premium for working behind existing façade to remain | LF | \$150.00 | | | 155 | \$23,250 | | |
| 46 | | | | | | | | |

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Emery Direct Trade Details
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Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|---|------|-------------|--------------------------|--------------------|--------------------------|--------------------|----------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 47 gut demo interior fit-out and systems | GSF | \$10.00 | | | | | 17,115 | \$171,150 |
| 48 cut new elevator shaft opening | OPEN | \$4,000.00 | | | | | 3 | \$12,000 |
| 49 demo main stair | FLT | \$5,000.00 | | | | | 2 | \$10,000 |
| 50 modify opening on exterior façade | OPEN | \$5,000.00 | | | | | 6 | \$30,000 |
| 51 02-EXISTING CONDITIONS TOTAL | | | | \$1,913,846 | | \$2,304,869 | | \$1,867,055 |
| 52 | | | | | | | | |
| 53 | | | | | | | | |
| 54 03-CONCRETE | | | | | | | | |
| 55 | | | | | | | | |
| 56 Strip perimeter footing | LF | \$50.00 | 330 | \$16,508 | 350 | \$17,508 | 161 | \$8,067 |
| 57 Isolated spread footing | EA | \$2,500.00 | 14 | \$35,000 | 14 | \$35,000 | 5 | \$12,500 |
| 58 Elevator pit | EA | \$7,500.00 | 1 | \$7,500 | 1 | \$7,500 | | |
| 59 new pit in existing footprint | EA | \$10,000.00 | | | | | 1 | \$10,000 |
| 60 Slab on grade, u/slab insul. | SF | \$10.00 | 8,170 | \$81,700 | 8,170 | \$81,700 | 3,040 | \$30,399 |
| 61 Basement wall | SF | \$50.00 | 3,960 | \$197,996 | 4,200 | \$209,996 | | |
| 62 Premium for working behind existing façade to remain | LF | \$50.00 | | | 155 | \$7,750 | 105 | \$5,250 |
| 63 Foundation wall | SF | \$35.00 | 225 | \$7,875 | 225 | \$7,875 | 645 | \$22,586 |
| 64 Topping on upper floor metal deck | SF | \$3.75 | 19,100 | \$71,625 | 20,161 | \$75,604 | 5,980 | \$22,425 |
| 65 03-CONCRETE TOTAL | | | | \$418,204 | | \$442,933 | | \$111,227 |
| 66 | | | | | | | | |
| 67 | | | | | | | | |
| 68 04-MASONRY | | | | | | | | |
| 69 | | | | | | | | |
| 70 Masonry veneer exterior wall, insul | SF | \$37.50 | 6,795 | \$254,831 | 5,931 | \$222,396 | 4,339 | \$162,715 |
| 71 Restore existing façade; repoint, clean | GSF | \$50.00 | | | 9,295 | \$464,760 | 7,680 | \$384,009 |
| 72 8" CMU partitions at basement level, elevator shaft | SF | \$20.00 | 7,345 | \$146,900 | 7,930 | \$158,600 | 10,020 | \$200,400 |
| 73 04-MASONRY TOTAL | | | | \$401,731 | | \$845,756 | | \$747,123 |
| 74 | | | | | | | | |
| 75 | | | | | | | | |
| 76 05-METALS | | | | | | | | |
| 77 | | | | | | | | |
| 78 Structural steel framing; assume 12#/gsf | TNS | \$4,000.00 | 327 | \$1,308,960 | 340 | \$1,359,888 | 108 | \$430,560 |
| 79 Connect existing façade and porticos back to new structure | GSF | \$20.00 | | | 9,295 | \$185,904 | | |
| 80 Metal floor deck | SF | \$3.50 | 19,100 | \$66,850 | 20,161 | \$70,564 | 5,980 | \$20,930 |
| 81 infill former main stair opening | OPEN | \$7,500.00 | | | | | 2 | \$15,000 |
| 82 Restructure 3rd. Floor for conference space | GSF | \$75.00 | | | | | 900 | \$67,500 |
| 83 Metal roof deck | SF | \$3.25 | 8,170 | \$26,553 | 9,091 | \$29,544 | 3,040 | \$9,880 |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|--|------|-------------|--------------------------|--------------------|--------------------------|--------------------|----------------------------|------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 84 Lintel at ribbon window head | LF | \$150.00 | 1,030 | \$154,506 | 773 | \$115,964 | 484 | \$72,599 |
| 85 Preassembled metal egress stairs, folded steel plate treads, railings | FLT | \$30,000.00 | 6 | \$180,000 | 6 | \$180,000 | 6 | \$180,000 |
| 86 Open steel stair, glass railings, stainless steel standoff support system | FLT | \$75,000.00 | 1 | \$75,000 | 1 | \$75,000 | | |
| 87 Misc metals associated with elevator; pit ladder, sill angles, hoist beam | LS | \$6,750.00 | 1 | \$6,750 | 1 | \$6,750 | 1 | \$6,750 |
| 88 Misc metals associated with remainder of interior fit-out | GSF | \$2.00 | 27,270 | \$54,540 | 28,331 | \$56,662 | 27,385 | \$54,770 |
| 89 05-METALS TOTAL | | | | \$1,873,159 | | \$2,080,275 | | \$857,988 |
| 90 | | | | | | | | |
| 91 | | | | | | | | |
| 92 06-WOODS, PLASTICS, AND COMPOSITES | | | | | | | | |
| 93 | | | | | | | | |
| 94 Rough carpentry and blocking; exterior façade and roof | SF | \$2.00 | 21,006 | \$42,011 | 23,496 | \$46,993 | 10,743 | \$21,487 |
| 95 Rough carpentry and blocking; drywall partitions and ceilings | SF | \$1.00 | 46,250 | \$46,250 | 45,280 | \$45,280 | 45,794 | \$45,794 |
| 96 Exterior finish carpentry | LS | \$50,000.00 | 1 | \$50,000 | 1 | \$50,000 | 1 | \$50,000 |
| 97 Restore barrel vault wood panel entry | OPEN | \$75,000.00 | | | 1 | \$75,000 | 1 | \$75,000 |
| 98 Wood wall paneling | SF | \$50.00 | 500 | \$25,000 | 500 | \$25,000 | 500 | \$25,000 |
| 99 Reception Help Desk | LF | \$750.00 | 33 | \$24,750 | 33 | \$24,750 | 9 | \$6,750 |
| 100 Registrar Public Counter | LF | \$500.00 | 13 | \$6,500 | 17 | \$8,500 | | |
| 101 Conference Room, Meeting Room | RMS | \$5,000.00 | 4 | \$20,000 | 4 | \$20,000 | 6 | \$30,000 |
| 102 Community Education | RMS | \$7,500.00 | | | | | 1 | \$7,500 |
| 103 Business Center | RMS | \$4,000.00 | 1 | \$4,000 | 1 | \$4,000 | 1 | \$4,000 |
| 104 Kitchenette | RMS | \$6,500.00 | 1 | \$6,500 | 1 | \$6,500 | 1 | \$6,500 |
| 105 Mail Center | RMS | \$7,500.00 | 2 | \$15,000 | 2 | \$15,000 | 2 | \$15,000 |
| 106 Student Registration Kiosk | EA | \$2,500.00 | 2 | \$5,000 | 2 | \$5,000 | 2 | \$5,000 |
| 107 Toilet room vanity | LF | \$250.00 | 60 | \$15,000 | 60 | \$15,000 | 40 | \$10,000 |
| 108 Misc interior architectural woodwork associated with interior fit-out | GSF | \$2.50 | 27,270 | \$68,175 | 28,331 | \$70,828 | 27,385 | \$68,463 |
| 109 06-WOODS, PLASTICS, AND COMPOSITES TOTAL | | | | \$328,187 | | \$411,851 | | \$370,494 |
| 110 | | | | | | | | |
| 111 | | | | | | | | |
| 112 07-THERMAL AND MOISTURE PROTECTION | | | | | | | | |
| 113 | | | | | | | | |
| 114 Waterproof elevator pit | EA | \$3,500.00 | 1 | \$3,500 | 1 | \$3,500 | 1 | \$3,500 |
| 115 Waterproof basement wall | SF | \$15.00 | 3,960 | \$59,399 | 4,200 | \$62,999 | | |
| 116 Dampproof foundation wall | SF | \$4.00 | 225 | \$900 | 225 | \$900 | 645 | \$2,581 |
| 117 Insulation to basement/foundation wall | SF | \$2.50 | 3,960 | \$9,900 | 4,200 | \$10,500 | 645 | \$1,613 |
| 118 Exterior wall air and vapor barrier | SF | \$6.75 | 6,795 | \$45,869 | 5,931 | \$40,031 | 4,339 | \$29,289 |
| 119 Fireproofing spray on steel | GSF | \$3.00 | 27,270 | \$81,810 | 29,252 | \$87,755 | 9,020 | \$27,060 |
| 120 Elevator roof exhaust | EA | \$2,500.00 | 1 | \$2,500 | 1 | \$2,500 | 1 | \$2,500 |

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Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|--|------|-------------|--------------------------|-----------|--------------------------|-------------|----------------------------|-----------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 121 White 60mil PVC roofing, fully adhered - change to 3-ply built-up roof | SF | \$33.00 | 8,170 | \$269,610 | 2,335 | \$77,061 | 3,040 | \$100,317 |
| 122 Pitched slate roofing | SF | \$75.00 | | | 6,755 | \$506,655 | | |
| 123 Repair slate roofing | SF | \$20.00 | | | | | 6,755 | \$135,108 |
| 124 Repair/replace copper flashings, gutters, downspouts | LS | \$75,000.00 | | | 1 | \$75,000 | 1 | \$75,000 |
| 125 Entry canopy | LOC | \$15,000.00 | 2 | \$30,000 | 1 | \$15,000 | 1 | \$15,000 |
| 126 egress canopy | LOC | \$5,000.00 | 2 | \$10,000 | 2 | \$10,000 | 2 | \$10,000 |
| 127 Firestopping associated with interior fit-out | GSF | \$0.50 | 27,270 | \$13,635 | 28,331 | \$14,166 | 27,385 | \$13,693 |
| 128 Caulking and sealants associated with exterior façade | SF | \$1.35 | 12,836 | \$17,328 | 14,406 | \$19,448 | 7,704 | \$10,400 |
| 129 Caulking and sealants associated with interior fit-out | GSF | \$0.50 | 27,270 | \$13,635 | 28,331 | \$14,166 | 27,385 | \$13,693 |
| 130 07-THERMAL AND MOISTURE PROTECTION TOTAL | | | | \$558,086 | | \$939,679 | | \$439,752 |
| 131 | | | | | | | | |
| 132 | | | | | | | | |
| 133 08-OPENINGS | | | | | | | | |
| 134 | | | | | | | | |
| 135 Entry storefront | SF | \$110.00 | 240 | \$26,400 | 250 | \$27,500 | 85 | \$9,350 |
| 136 entrance pair of doors | PR | \$10,000.00 | 2 | \$20,000 | 3 | \$30,000 | 1 | \$10,000 |
| 137 Restore exterior door | OPEN | \$7,500.00 | | | | | 6 | \$45,000 |
| 138 Egress stair curtainwall | SF | \$125.00 | 650 | \$81,250 | 1,295 | \$161,875 | 860 | \$107,438 |
| 139 Ribbon window 5' high | SF | \$95.00 | 5,150 | \$489,269 | 3,865 | \$367,218 | 2,420 | \$229,895 |
| 140 New curtainwall facade inbound of existing façade restoration | SF | \$175.00 | | | 3,065 | \$536,333 | | |
| 141 Restore existing windows, secure | OPEN | \$3,500.00 | | | 67 | \$234,500 | | |
| 142 Remove window, replace with new | OPEN | \$6,500.00 | | | | | 67 | \$435,500 |
| 143 Interior door | LEAF | \$1,725.00 | 103 | \$177,675 | 113 | \$194,925 | 53 | \$91,425 |
| 144 Access door | EA | \$350.00 | 8 | \$2,800 | 8 | \$2,800 | 4 | \$1,400 |
| 145 Interior glazing | SF | \$75.00 | 840 | \$63,000 | 830 | \$62,250 | 810 | \$60,750 |
| 146 08-OPENINGS TOTAL | | | | \$860,394 | | \$1,617,401 | | \$990,758 |
| 147 | | | | | | | | |
| 148 | | | | | | | | |
| 149 09-FINISHES | | | | | | | | |
| 150 | | | | | | | | |
| 151 Exterior wall metal stud, sheathing, insul, drywall | SF | \$12.50 | 6,795 | \$84,944 | 5,931 | \$74,132 | 4,339 | \$54,238 |
| 152 Upgrade existing façade to remain | SF | \$12.50 | | | | | 7,680 | \$96,002 |
| 153 Interior face of basement wall | SF | \$6.50 | 3,960 | \$25,739 | 4,200 | \$27,299 | | |
| 154 Interior drywall partitions | SF | \$15.00 | 33,425 | \$501,375 | 32,915 | \$493,725 | 32,335 | \$485,025 |
| 155 Drywall ceilings; common areas, lobby | SF | \$15.00 | 2,070 | \$31,050 | 2,235 | \$33,525 | 1,440 | \$21,600 |
| 156 | | | | | | | | |
| 157 | | | | | | | | |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|--|------|-------------|--------------------------|-------------|--------------------------|-------------|----------------------------|-------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 158 Ceramic tile flooring, cove wall base; toilet rooms | SF | \$22.00 | 1,310 | \$28,820 | 1,160 | \$25,520 | 1,450 | \$31,900 |
| 159 12x24 porcelain wall tile at wet wall xfull height | SF | \$25.00 | 1,355 | \$33,875 | 1,265 | \$31,625 | 1,275 | \$31,875 |
| 160 Porcelain tile flooring; common area, lobby | SF | \$27.50 | 2,070 | \$56,925 | 2,235 | \$61,463 | 1,440 | \$39,600 |
| 161 ACT ceilings | SF | \$5.50 | 19,472 | \$107,093 | 20,149 | \$110,822 | 22,721 | \$124,964 |
| 162 toilet rooms | SF | \$5.75 | 1,310 | \$7,533 | 1,160 | \$6,670 | 1,450 | \$8,338 |
| 163 LVT flooring; staff break room, kitchen | SF | \$8.50 | 535 | \$4,548 | 535 | \$4,548 | 420 | \$3,570 |
| 164 Carpet tile flooring, cushion backing, 33-36oz | SF | \$5.00 | 18,937 | \$94,683 | 19,614 | \$98,072 | 22,301 | \$111,504 |
| 165 Paint wall surfaces | SF | \$1.00 | 90,940 | \$90,940 | 90,555 | \$90,555 | 95,454 | \$95,454 |
| 166 Sealed concrete; mech, shell (future) | SF | \$2.00 | 3,055 | \$6,110 | 3,370 | \$6,740 | 405 | \$810 |
| 167 Paint exposed underside of structure | SF | \$1.50 | 3,055 | \$4,583 | 3,370 | \$5,055 | 405 | \$608 |
| 168 09-FINISHES TOTAL | | | | \$1,078,217 | | \$1,069,751 | | \$1,105,487 |
| 169 | | | | | | | | |
| 170 | | | | | | | | |
| 171 10-SPECIALTIES | | | | | | | | |
| 172 | | | | | | | | |
| 173 Visual display surfaces | LS | \$20,000.00 | 1 | \$20,000 | 1 | \$20,000 | 1 | \$20,000 |
| 174 Code compliance signage and way finding | GSF | \$1.00 | 27,270 | \$27,270 | 28,331 | \$28,331 | 27,385 | \$27,385 |
| 175 Specialty signage at Lobby | RMS | \$15,000.00 | 1 | \$15,000 | 1 | \$15,000 | 1 | \$15,000 |
| 176 Fire extinguisher; x3 ea per floor | EA | \$450.00 | 9 | \$4,050 | 12 | \$5,400 | 12 | \$5,400 |
| 177 Toilet room partitions and accessories | RMS | \$10,000.00 | 8 | \$80,000 | 8 | \$80,000 | 4 | \$40,000 |
| 178 Wash room toilet accessories | RMS | \$2,500.00 | 1 | \$2,500 | 1 | \$2,500 | 4 | \$10,000 |
| 179 10-SPECIALTIES TOTAL | | | | \$148,820 | | \$151,231 | | \$117,785 |
| 180 | | | | | | | | |
| 181 | | | | | | | | |
| 182 11-EQUIPMENT | | | | | | | | |
| 183 | | | | | | | | |
| 184 Refrigerator/freezer, dishwasher, microwave; Kitchenette | RMS | \$6,600.00 | 1 | \$6,600 | 1 | \$6,600 | 1 | \$6,600 |
| 185 Projection screen | EA | \$3,500.00 | 4 | \$14,000 | 4 | \$14,000 | 6 | \$21,000 |
| 186 11-EQUIPMENT TOTAL | | | | \$20,600 | | \$20,600 | | \$27,600 |
| 187 | | | | | | | | |
| 188 | | | | | | | | |
| 189 12-FURNISHINGS | | | | | | | | |
| 190 | | | | | | | | |
| 191 Window treatment | SF | \$7.50 | 5,150 | \$38,627 | 3,865 | \$28,991 | 4,430 | \$33,225 |
| 192 12-FURNISHINGS TOTAL | | | | \$38,627 | | \$28,991 | | \$33,225 |
| 193 | | | | | | | | |
| 194 | | | | | | | | |

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Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|--|------|--------------|--------------------------|--------------------|--------------------------|--------------------|----------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 14-CONVEYING SYSTEMS | | | | | | | | |
| 197 Passenger elevator, 3500#, 150fpm, 3 stop | LS | \$175,000.00 | 1 | \$175,000 | 1 | \$175,000 | 1 | \$175,000 |
| 198 add extra stop | STOP | \$40,000.00 | | | | | 1 | \$40,000 |
| 199 side opening cab, standard finishes, 12x24 porcelain tile flooring | CAB | \$25,000.00 | 1 | \$25,000 | 1 | \$25,000 | 1 | \$25,000 |
| 14-CONVEYING SYSTEMS TOTAL | | | | \$200,000 | | \$200,000 | | \$240,000 |
| 21,22,23-MECHANICAL | | | | | | | | |
| <i>Fire Protection</i> | | | | | | | | |
| 206 selective demo, cut, cap | MHRS | \$145.00 | 80 | \$11,600 | 80 | \$11,600 | 80 | \$11,600 |
| 207 sprinkler coverage system | GSF | \$7.00 | 27,270 | \$190,890 | 28,331 | \$198,317 | 27,385 | \$191,695 |
| <i>Plumbing</i> | | | | | | | | |
| 210 selective demo, cut, cap | MHRS | \$170.00 | 80 | \$13,600 | 80 | \$13,600 | 80 | \$13,600 |
| 211 front end equipment and infrastructure | GSF | \$5.00 | 27,270 | \$136,350 | 28,331 | \$141,655 | 27,385 | \$136,925 |
| 212 bathroom fixtures, janitor (fixtures, piping, misc) | FIX | \$6,800.00 | 26 | \$176,800 | 26 | \$176,800 | 20 | \$136,000 |
| 213 floor drain w/ associated piping | EA | \$1,800.00 | 15 | \$27,000 | 15 | \$27,000 | 15 | \$27,000 |
| 214 roof drain w/ associated piping | OPEN | \$2,400.00 | 4 | \$9,600 | 1 | \$2,400 | 2 | \$4,800 |
| 215 misc. plumbing requirements, drawings, testing | GSF | \$1.25 | 27,270 | \$34,088 | 28,331 | \$35,414 | 27,385 | \$34,231 |
| <i>HVAC</i> | | | | | | | | |
| 218 selective demo, cut, cap | MHRS | \$180.00 | 80 | \$14,400 | 80 | \$14,400 | 80 | \$14,400 |
| 219 Multiple zone VRF system | GSF | \$48.00 | 27,270 | \$1,308,960 | 28,331 | \$1,359,888 | 27,385 | \$1,314,480 |
| 220 Elevator machine room mechanically ventilated and air conditioning | RMS | \$5,000.00 | 1 | \$5,000 | 1 | \$5,000 | 1 | \$5,000 |
| 221 Toilet room exhaust ducting and roof fan | RMS | \$7,500.00 | 8 | \$60,000 | 8 | \$60,000 | 4 | \$30,000 |
| 222 misc. HVAC requirements, lifting, drawings, testing | GSF | \$2.50 | 27,270 | \$68,175 | 28,331 | \$70,828 | 27,385 | \$68,463 |
| 21,22,23-MECHANICAL TOTAL | | | | \$2,056,463 | | \$2,116,901 | | \$1,988,194 |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|---|-------|------------|--------------------------|--------------------|--------------------------|--------------------|----------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 232 26-ELECTRICAL | | | | | | | | |
| 233 | | | | | | | | |
| 234 Selective demo, cut, cap, make safe | MHRS | \$135.00 | 80 | \$10,800 | 80 | \$10,800 | 80 | \$10,800 |
| 235 Panels and feeders | GSF | \$6.50 | 27,270 | \$177,255 | 28,331 | \$184,152 | 27,385 | \$178,003 |
| 236 Feeds and connections | GSF | \$9.00 | 27,270 | \$245,430 | 28,331 | \$254,979 | 27,385 | \$246,465 |
| 237 MEP equipment wiring | GSF | \$2.75 | 27,270 | \$74,993 | 28,331 | \$77,910 | 27,385 | \$75,309 |
| 238 Lighting | GSF | \$8.00 | 27,270 | \$218,160 | 28,331 | \$226,648 | 27,385 | \$219,080 |
| 239 Exit and emergency lighting | GSF | \$2.50 | 27,270 | \$68,175 | 28,331 | \$70,828 | 27,385 | \$68,463 |
| 240 Lighting controls | GSF | \$1.00 | 27,270 | \$27,270 | 28,331 | \$28,331 | 27,385 | \$27,385 |
| 241 Branch devices and wiring | GSF | \$3.75 | 27,270 | \$102,263 | 28,331 | \$106,241 | 27,385 | \$102,694 |
| 242 Fire Alarm | GSF | \$5.00 | 27,270 | \$136,350 | 28,331 | \$141,655 | 27,385 | \$136,925 |
| 243 Tel/Data | GSF | \$5.50 | 27,270 | \$149,985 | 28,331 | \$155,821 | 27,385 | \$150,618 |
| 244 Security | GSF | \$1.50 | 27,270 | \$40,905 | 28,331 | \$42,497 | 27,385 | \$41,078 |
| 245 Access Control | GSF | \$1.00 | 27,270 | \$27,270 | 28,331 | \$28,331 | 27,385 | \$27,385 |
| 246 Misc electrical | GSF | \$1.50 | 27,270 | \$40,905 | 28,331 | \$42,497 | 27,385 | \$41,078 |
| 247 26-ELECTRICAL TOTAL | | | | \$1,319,760 | | \$1,370,688 | | \$1,325,280 |
| 248 | | | | | | | | |
| 249 | | | | | | | | |
| 250 31-EARTHWORK | | | | | | | | |
| 251 | | | | | | | | |
| 252 Bulk earthwork to basement slab on grade platform, disposal | CY | \$35.00 | 4,327 | \$151,448 | 4,327 | \$151,448 | 1,610 | \$56,351 |
| 253 Gravel subbase to slab on grade | CY | \$40.00 | 333 | \$13,314 | 333 | \$13,314 | 124 | \$4,954 |
| 254 31-EARTHWORK TOTAL | | | | \$164,762 | | \$164,762 | | \$61,305 |
| 255 | | | | | | | | |
| 256 | | | | | | | | |
| 257 32-EXTERIOR IMPROVEMENTS | | | | | | | | |
| 258 | | | | | | | | |
| 259 Parking lot and circulation | SY | \$36.00 | 3,643 | \$131,148 | 3,100 | \$111,588 | 3,085 | \$111,044 |
| 260 curbing | LF | \$45.00 | 1,370 | \$61,650 | 1,465 | \$65,925 | 1,380 | \$62,100 |
| 261 new curb cut | LOC | \$5,000.00 | 3 | \$15,000 | 3 | \$15,000 | 3 | \$15,000 |
| 262 parking space | SPACE | \$15.00 | 59 | \$885 | 50 | \$750 | 50 | \$750 |
| 263 parking space, ADA | SPACE | \$285.00 | 3 | \$855 | 3 | \$855 | 3 | \$855 |
| 264 Additional parking at off site location (Stephen Palmer site) | SPACE | \$1,500.00 | 50 | \$75,000 | 50 | \$75,000 | 50 | \$75,000 |
| 265 Pedestrian pavement | SF | \$20.00 | 1,500 | \$30,000 | 1,500 | \$30,000 | 1,500 | \$30,000 |
| 266 Soft landscaping; shrubs, ground cover, site improvements | SF | \$10.00 | 10,320 | \$103,200 | 12,785 | \$127,850 | 13,360 | \$133,600 |
| 267 tree | EA | \$1,500.00 | 22 | \$33,000 | 22 | \$33,000 | 22 | \$33,000 |
| 268 32-EXTERIOR IMPROVEMENTS TOTAL | | | | \$450,738 | | \$459,968 | | \$461,349 |

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Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 27,270 GSF | | OPTION TWO 28,331 GSF | | OPTION THREE 27,385 GSF | |
|--|------|-------------|--------------------------|------------------|--------------------------|------------------|----------------------------|------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 33-UTILITIES | | | | | | | | |
| Street connection at water main; Highland Ave. | LOC | \$25,000.00 | 1 | \$25,000 | 1 | \$25,000 | 1 | \$25,000 |
| new domestic water service, fire sprinkler water service | LF | \$100.00 | 150 | \$15,000 | 210 | \$21,000 | 210 | \$21,000 |
| Sanitary service drain | LF | \$75.00 | 150 | \$11,250 | 210 | \$15,750 | 210 | \$15,750 |
| street connection at sanitary main; Highland Ave. | LOC | \$25,000.00 | 1 | \$25,000 | 1 | \$25,000 | 1 | \$25,000 |
| Stormwater management system - based on parking lot area | GSF | \$15.00 | 32,787 | \$491,805 | 27,897 | \$418,455 | 27,761 | \$416,415 |
| Site electrical primary service | LF | \$150.00 | 150 | \$22,500 | 210 | \$31,500 | 210 | \$31,500 |
| parking lot lighting | EA | \$5,000.00 | 10 | \$50,000 | 8 | \$40,000 | 8 | \$40,000 |
| 33-UTILITIES TOTAL | | | | \$640,555 | | \$576,705 | | \$574,665 |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Stephen Palmer and Hillside Elementary
Needham, MA

SITE OPTION DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION FOUR 36,140 GSF | | OPTION FIVE 36,140 GSF | | OPTION SIX 34,270 GSF | |
|---|------|--------------|---------------------------|------------------|---------------------------|------------------|--------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 02-EXISTING CONDITIONS | | | | | | | | |
| Building Abatement; assumed | GSF | \$10.00 | 37,500 | \$375,000 | 37,500 | \$375,000 | | |
| Building Abatement - Budget from UEC Report Cost Estimates 2011 | AL | \$217,500.00 | | | | | 1 | \$217,500 |
| <i>Site limit of disturbance</i> | | 73,350 GSF | | | 145,400 GSF | | 317,000 GSF | |
| demo existing parking lot | SF | \$1.75 | 26,665 | \$46,664 | 26,665 | \$46,664 | | |
| selective demo site improvements | GSF | \$1.00 | 34,185 | \$34,185 | 34,185 | \$34,185 | | |
| site prep, demolition | GSF | \$2.00 | | | | | 317,000 | \$634,000 |
| Raze building | CFT | \$0.65 | 450,000 | \$292,500 | 450,000 | \$292,500 | 577,200 | \$375,180 |
| remove slab on grade and foundations | GSF | \$10.00 | 12,500 | \$125,000 | 12,500 | \$125,000 | 35,170 | \$351,700 |
| 02-EXISTING CONDITIONS TOTAL | | | | \$873,349 | | \$873,349 | | \$1,578,380 |
| 03-CONCRETE | | | | | | | | |
| Strip perimeter footing | LF | \$50.00 | 380 | \$19,000 | 380 | \$19,000 | 532 | \$26,600 |
| Isolated spread footing | EA | \$2,500.00 | 17 | \$42,500 | 17 | \$42,500 | 26 | \$65,000 |
| Elevator pit | EA | \$7,500.00 | 1 | \$7,500 | 1 | \$7,500 | 1 | \$7,500 |
| Slab on grade, u/slab insul., suspended slab over crawl space | SF | \$10.00 | 10,500 | \$105,000 | 10,500 | \$105,000 | 16,000 | \$160,000 |
| Basement wall | SF | \$50.00 | 4,560 | \$228,000 | 4,560 | \$228,000 | | |
| Foundation wall to perimeter of crawl space | SF | \$35.00 | 270 | \$9,450 | 270 | \$9,450 | 3,990 | \$139,650 |
| Topping on upper floor metal deck | SF | \$3.75 | 25,640 | \$96,150 | 25,640 | \$96,150 | 18,270 | \$68,513 |
| 03-CONCRETE TOTAL | | | | \$507,600 | | \$507,600 | | \$467,263 |
| 04-MASONRY | | | | | | | | |
| Masonry veneer exterior wall, insul | SF | \$37.50 | 8,350 | \$313,125 | 8,350 | \$313,125 | 11,034 | \$413,775 |
| 8" CMU partitions at basement level, elevator shaft | SF | \$20.00 | 7,030 | \$140,600 | 7,030 | \$140,600 | 1,120 | \$22,400 |
| 04-MASONRY TOTAL | | | | \$453,725 | | \$453,725 | | \$436,175 |



Stephen Palmer and Hillside Elementary
Needham, MA

SITE OPTION DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION FOUR 36,140 GSF | | OPTION FIVE 36,140 GSF | | OPTION SIX 34,270 GSF | |
|---|------|-------------|---------------------------|--------------------|---------------------------|--------------------|--------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 05-METALS | | | | | | | | |
| Structural steel framing; assume 12#/gsf | TNS | \$4,000.00 | 434 | \$1,734,720 | 434 | \$1,734,720 | 411 | \$1,644,960 |
| Metal floor deck | SF | \$3.50 | 25,640 | \$89,740 | 25,640 | \$89,740 | 18,270 | \$63,945 |
| Metal roof deck | SF | \$3.25 | 10,500 | \$34,125 | 10,500 | \$34,125 | 16,000 | \$52,000 |
| Lintel at ribbon window head | LF | \$150.00 | 1,320 | \$198,000 | 1,320 | \$198,000 | 1,064 | \$159,600 |
| Preamsembled metal egress stairs, folded steel plate treads, railings | FLT | \$30,000.00 | 6 | \$180,000 | 6 | \$180,000 | 4 | \$120,000 |
| Open steel stair, glass railings, stainless steel standoff support system | FLT | \$75,000.00 | 1 | \$75,000 | 1 | \$75,000 | 1 | \$75,000 |
| Misc metals associated with elevator; pit ladder, sill angles, hoist beam | LS | \$6,750.00 | 1 | \$6,750 | 1 | \$6,750 | 1 | \$6,750 |
| Misc metals associated with remainder of interior fit-out | GSF | \$2.00 | 36,140 | \$72,280 | 36,140 | \$72,280 | 34,270 | \$68,540 |
| 05-METALS TOTAL | | | | \$2,390,615 | | \$2,390,615 | | \$2,190,795 |
| 06-WOODS, PLASTICS, AND COMPOSITES | | | | | | | | |
| Rough carpentry and blocking; exterior façade and roof | SF | \$2.00 | 26,340 | \$52,680 | 26,340 | \$52,680 | 33,024 | \$66,048 |
| Rough carpentry and blocking; drywall partitions and ceilings | SF | \$1.00 | 59,880 | \$59,880 | 59,880 | \$59,880 | 28,404 | \$28,404 |
| Exterior finish carpentry | LS | \$50,000.00 | 1 | \$50,000 | 1 | \$50,000 | 1 | \$50,000 |
| Wood wall paneling | SF | \$50.00 | 500 | \$25,000 | 500 | \$25,000 | 300 | \$15,017 |
| Reception Help Desk | LF | \$750.00 | 33 | \$24,750 | 33 | \$24,750 | 33 | \$24,750 |
| Registrar Public Counter | LF | \$500.00 | 11 | \$5,500 | 11 | \$5,500 | 11 | \$5,500 |
| Conference Room, Meeting Room | RMS | \$5,000.00 | 3 | \$15,000 | 3 | \$15,000 | 2 | \$10,000 |
| Day Care Center | RMS | \$7,500.00 | 1 | \$7,500 | 1 | \$7,500 | | |
| Business Center | RMS | \$4,000.00 | 2 | \$8,000 | 2 | \$8,000 | 1 | \$4,000 |
| Kitchenette | RMS | \$6,500.00 | 1 | \$6,500 | 1 | \$6,500 | 1 | \$6,500 |
| Mail Center | RMS | \$7,500.00 | 1 | \$7,500 | 1 | \$7,500 | 1 | \$7,500 |
| Student Registration Kiosk | EA | \$2,500.00 | 2 | \$5,000 | 2 | \$5,000 | 2 | \$5,000 |
| Toilet room vanity | LF | \$250.00 | 40 | \$10,000 | 40 | \$10,000 | 40 | \$10,000 |
| Misc interior architectural woodwork associated with interior fit-out | GSF | \$2.50 | 36,140 | \$90,350 | 36,140 | \$90,350 | 34,270 | \$85,675 |
| 06-WOODS, PLASTICS, AND COMPOSITES TOTAL | | | | \$367,660 | | \$367,660 | | \$318,394 |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Stephen Palmer and Hillside Elementary
Needham, MA

SITE OPTION DIRECT TRADE COST DETAILS

| ELEMENT | | UNIT | UNIT RATE | OPTION FOUR 36,140 GSF | | OPTION FIVE 36,140 GSF | | OPTION SIX 34,270 GSF | |
|---------|--|------|-------------|---------------------------|-------------|---------------------------|-------------|--------------------------|-----------|
| | | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 84 | 07-THERMAL AND MOISTURE PROTECTION | | | | | | | | |
| 85 | | | | | | | | | |
| 86 | Waterproof elevator pit | EA | \$3,500.00 | 1 | \$3,500 | 1 | \$3,500 | 1 | \$3,500 |
| 87 | Waterproof basement wall | SF | \$15.00 | 4,560 | \$68,400 | 4,560 | \$68,400 | | |
| 88 | Dampproof foundation wall | SF | \$4.00 | 270 | \$1,080 | 270 | \$1,080 | 3,990 | \$15,960 |
| 89 | Insulation to basement/foundation wall | SF | \$2.50 | 4,560 | \$11,400 | 4,560 | \$11,400 | 3,990 | \$9,975 |
| 90 | Exterior wall air and vapor barrier | SF | \$6.75 | 8,350 | \$56,363 | 8,350 | \$56,363 | 11,034 | \$74,480 |
| 91 | Fireproofing spray on steel | GSF | \$3.00 | 36,140 | \$108,420 | 36,140 | \$108,420 | 34,270 | \$102,810 |
| 92 | Elevator roof exhaust | EA | \$2,500.00 | 1 | \$2,500 | 1 | \$2,500 | 1 | \$2,500 |
| 93 | White 60mil PVC roofing, fully adhered - change to 3-ply built-up roof | SF | \$33.00 | 10,500 | \$346,500 | 10,500 | \$346,500 | 16,000 | \$528,000 |
| 94 | Entry canopy | LOC | \$15,000.00 | 2 | \$30,000 | 2 | \$30,000 | 1 | \$15,000 |
| 95 | Egress canopy | LOC | \$5,000.00 | 2 | \$10,000 | 2 | \$10,000 | 2 | \$10,000 |
| 96 | Firestopping associated with interior fit-out | GSF | \$0.50 | 36,140 | \$18,070 | 36,140 | \$18,070 | 34,270 | \$17,135 |
| 97 | Caulking and sealants associated with exterior façade | SF | \$1.35 | 15,840 | \$21,384 | 15,840 | \$21,384 | 17,024 | \$22,982 |
| 98 | Caulking and sealants associated with interior fit-out | GSF | \$0.50 | 36,140 | \$18,070 | 36,140 | \$18,070 | 34,270 | \$17,135 |
| 99 | 07-THERMAL AND MOISTURE PROTECTION TOTAL | | | | \$695,687 | | \$695,687 | | \$819,477 |
| 100 | | | | | | | | | |
| 101 | | | | | | | | | |
| 102 | 08-OPENINGS | | | | | | | | |
| 103 | | | | | | | | | |
| 104 | Entry storefront | SF | \$110.00 | 240 | \$26,400 | 240 | \$26,400 | 240 | \$26,400 |
| 105 | Entrance pair of doors | PR | \$10,000.00 | 2 | \$20,000 | 2 | \$20,000 | 2 | \$20,000 |
| 106 | Egress stair curtainwall | SF | \$125.00 | 650 | \$81,250 | 650 | \$81,250 | 430 | \$53,750 |
| 107 | Ribbon window 5' high | SF | \$95.00 | 6,600 | \$627,000 | 6,600 | \$627,000 | 5,320 | \$505,400 |
| 108 | Interior door | LEAF | \$1,725.00 | 162 | \$279,450 | 162 | \$279,450 | 110 | \$189,750 |
| 109 | Access door | EA | \$350.00 | 6 | \$2,100 | 6 | \$2,100 | 4 | \$1,400 |
| 110 | Interior glazing | SF | \$75.00 | 1,130 | \$84,750 | 1,130 | \$84,750 | 410 | \$30,750 |
| 111 | 08-OPENINGS TOTAL | | | | \$1,120,950 | | \$1,120,950 | | \$827,450 |
| 112 | | | | | | | | | |
| 113 | | | | | | | | | |
| 114 | 09-FINISHES | | | | | | | | |
| 115 | | | | | | | | | |
| 116 | Exterior wall metal stud, sheathing, insul, drywall | SF | \$12.50 | 8,350 | \$104,375 | 8,350 | \$104,375 | 11,034 | \$137,925 |
| 117 | Interior face of basement wall | SF | \$6.50 | 4,560 | \$29,640 | 4,560 | \$29,640 | | |
| 118 | Interior drywall partitions | SF | \$15.00 | 45,165 | \$677,475 | 45,165 | \$677,475 | 16,170 | \$242,550 |
| 119 | Drywall ceilings; common areas, lobby | SF | \$15.00 | 1,805 | \$27,075 | 1,805 | \$27,075 | 1,200 | \$18,000 |
| 120 | | | | | | | | | |

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Opt 4-6 Direct Trade Details
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Stephen Palmer and Hillside Elementary
Needham, MA

SITE OPTION DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION FOUR 36,140 GSF | | OPTION FIVE 36,140 GSF | | OPTION SIX 34,270 GSF | |
|--|------|-------------|---------------------------|-------------|---------------------------|-------------|--------------------------|-----------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 121 Ceramic tile flooring, cove wall base; toilet rooms | SF | \$22.00 | 800 | \$17,600 | 800 | \$17,600 | 1,450 | \$31,900 |
| 122 12x24 porcelain wall tile at wet wall xfull height | SF | \$25.00 | 850 | \$21,250 | 850 | \$21,250 | 1,275 | \$31,875 |
| 123 Porcelain tile flooring; common area, lobby | SF | \$27.50 | 1,805 | \$49,638 | 1,805 | \$49,638 | 1,200 | \$33,000 |
| 124 ACT ceilings | SF | \$5.50 | 25,558 | \$140,569 | 25,558 | \$140,569 | 29,502 | \$162,258 |
| 125 toilet rooms | SF | \$5.75 | 800 | \$4,600 | 800 | \$4,600 | 1,450 | \$8,338 |
| 126 LVT flooring; staff break room, kitchen | SF | \$8.50 | 445 | \$3,783 | 445 | \$3,783 | 445 | \$3,783 |
| 127 Carpet tile flooring, cushion backing, 33-36oz | SF | \$5.00 | 25,113 | \$125,565 | 25,113 | \$125,565 | 29,057 | \$145,283 |
| 128 Paint wall surfaces | SF | \$1.00 | 116,450 | \$116,450 | 116,450 | \$116,450 | 44,339 | \$44,339 |
| 129 Sealed concrete; mech, shell (future) | SF | \$2.00 | 6,170 | \$12,340 | 6,170 | \$12,340 | 405 | \$810 |
| 130 Paint exposed underside of structure | SF | \$1.50 | 6,170 | \$9,255 | 6,170 | \$9,255 | 405 | \$608 |
| 131 09-FINISHES TOTAL | | | | \$1,339,614 | | \$1,339,614 | | \$860,667 |
| 132 | | | | | | | | |
| 133 | | | | | | | | |
| 134 10-SPECIALTIES | | | | | | | | |
| 135 | | | | | | | | |
| 136 Visual display surfaces | LS | \$20,000.00 | 1 | \$20,000 | 1 | \$20,000 | 1 | \$20,000 |
| 137 Code compliance signage and way finding | GSF | \$1.00 | 36,140 | \$36,140 | 36,140 | \$36,140 | 34,270 | \$34,270 |
| 138 Specialty signage at Lobby | RMS | \$15,000.00 | 1 | \$15,000 | 1 | \$15,000 | 1 | \$15,000 |
| 139 Fire extinguisher; x3 ea per floor | EA | \$450.00 | 12 | \$5,400 | 12 | \$5,400 | 6 | \$2,700 |
| 140 Toilet room partitions and accessories | RMS | \$10,000.00 | 6 | \$60,000 | 6 | \$60,000 | 4 | \$40,000 |
| 141 Wash room toilet accessories | RMS | \$2,500.00 | 1 | \$2,500 | 1 | \$2,500 | 1 | \$2,500 |
| 142 10-SPECIALTIES TOTAL | | | | \$139,040 | | \$139,040 | | \$114,470 |
| 143 | | | | | | | | |
| 144 | | | | | | | | |
| 145 11-EQUIPMENT | | | | | | | | |
| 146 | | | | | | | | |
| 147 Refrigerator/freezer, dishwasher, microwave; Kitchenette | RMS | \$6,600.00 | 1 | \$6,600 | 1 | \$6,600 | 1 | \$6,600 |
| 148 Projection screen | EA | \$3,500.00 | 3 | \$10,500 | 3 | \$10,500 | 2 | \$7,000 |
| 149 11-EQUIPMENT TOTAL | | | | \$17,100 | | \$17,100 | | \$13,600 |
| 150 | | | | | | | | |
| 151 | | | | | | | | |
| 152 12-FURNISHINGS | | | | | | | | |
| 153 | | | | | | | | |
| 154 Window treatment | SF | \$7.50 | 6,600 | \$49,500 | 6,600 | \$49,500 | 5,320 | \$39,900 |
| 155 12-FURNISHINGS TOTAL | | | | \$49,500 | | \$49,500 | | \$39,900 |
| 156 | | | | | | | | |
| 157 | | | | | | | | |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Stephen Palmer and Hillside Elementary
Needham, MA

SITE OPTION DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION FOUR 36,140 GSF | | OPTION FIVE 36,140 GSF | | OPTION SIX 34,270 GSF | |
|--|------|--------------|---------------------------|--------------------|---------------------------|--------------------|--------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 158 14-CONVEYING SYSTEMS | | | | | | | | |
| 159 | | | | | | | | |
| 160 Passenger elevator, 3500#, 150fpm, 3 stop | LS | \$175,000.00 | 1 | \$175,000 | 1 | \$175,000 | 1 | \$175,000 |
| 161 add/eliminate extra stop | STOP | \$40,000.00 | 1 | \$40,000 | 1 | \$40,000 | (1) | (\$40,000) |
| 162 side opening cab, standard finishes, 12x24 porcelain tile flooring | CAB | \$25,000.00 | 1 | \$25,000 | 1 | \$25,000 | 1 | \$25,000 |
| 163 14-CONVEYING SYSTEMS TOTAL | | | | \$240,000 | | \$240,000 | | \$160,000 |
| 164 | | | | | | | | |
| 165 | | | | | | | | |
| 166 21,22,23-MECHANICAL | | | | | | | | |
| 167 | | | | | | | | |
| 168 <i>Fire Protection</i> | | | | | | | | |
| 169 selective demo, cut, cap | MHRS | \$145.00 | 100 | \$14,500 | 100 | \$14,500 | 100 | \$14,500 |
| 170 sprinkler coverage system | GSF | \$7.00 | 36,140 | \$252,980 | 36,140 | \$252,980 | 34,270 | \$239,890 |
| 171 | | | | | | | | |
| 172 <i>Plumbing</i> | | | | | | | | |
| 173 selective demo, cut, cap | MHRS | \$170.00 | 100 | \$17,000 | 100 | \$17,000 | 100 | \$17,000 |
| 174 front end equipment and infrastructure | GSF | \$5.00 | 36,140 | \$180,700 | 36,140 | \$180,700 | 34,270 | \$171,350 |
| 175 bathroom fixtures, janitor (fixtures, piping, misc) | FIX | \$6,800.00 | 26 | \$176,800 | 26 | \$176,800 | 20 | \$136,000 |
| 176 floor drain w/ associated piping | EA | \$1,800.00 | 15 | \$27,000 | 15 | \$27,000 | 15 | \$27,000 |
| 177 roof drain w/ associated piping | OPEN | \$2,400.00 | 5 | \$12,000 | 5 | \$12,000 | 7 | \$16,800 |
| 178 misc. plumbing requirements, drawings, testing | GSF | \$1.25 | 36,140 | \$45,175 | 36,140 | \$45,175 | 34,270 | \$42,838 |
| 179 | | | | | | | | |
| 180 <i>HVAC</i> | | | | | | | | |
| 181 selective demo, cut, cap | MHRS | \$180.00 | 100 | \$18,000 | 100 | \$18,000 | 100 | \$18,000 |
| 182 multiple zone VRF system | GSF | \$48.00 | 36,140 | \$1,734,720 | 36,140 | \$1,734,720 | 34,270 | \$1,644,960 |
| 183 elevator machine room mechanically ventilated and air conditioning | RMS | \$5,000.00 | 1 | \$5,000 | 1 | \$5,000 | 1 | \$5,000 |
| 184 toilet room exhaust ducting and roof fan | RMS | \$7,500.00 | 6 | \$45,000 | 6 | \$45,000 | 4 | \$30,000 |
| 185 misc. HVAC requirements, lifting, drawings, testing | GSF | \$2.50 | 36,140 | \$90,350 | 36,140 | \$90,350 | 34,270 | \$85,675 |
| 186 21,22,23-MECHANICAL TOTAL | | | | \$2,619,225 | | \$2,619,225 | | \$2,449,013 |
| 187 | | | | | | | | |
| 188 | | | | | | | | |
| 189 | | | | | | | | |
| 190 | | | | | | | | |
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Stephen Palmer and Hillside Elementary
Needham, MA

SITE OPTION DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION FOUR 36,140 GSF | | OPTION FIVE 36,140 GSF | | OPTION SIX 34,270 GSF | |
|---|-------|--------------|---------------------------|--------------------|---------------------------|--------------------|--------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 195 26-ELECTRICAL | | | | | | | | |
| 196 | | | | | | | | |
| 197 Selective demo, cut, cap, make safe | MHRS | \$135.00 | 100 | \$13,500 | 100 | \$13,500 | 100 | \$13,500 |
| 198 Panels and feeders | GSF | \$6.50 | 36,140 | \$234,910 | 36,140 | \$234,910 | 34,270 | \$222,755 |
| 199 Feeds and connections | GSF | \$9.00 | 36,140 | \$325,260 | 36,140 | \$325,260 | 34,270 | \$308,430 |
| 200 MEP equipment wiring | GSF | \$2.75 | 36,140 | \$99,385 | 36,140 | \$99,385 | 34,270 | \$94,243 |
| 201 Lighting | GSF | \$8.00 | 36,140 | \$289,120 | 36,140 | \$289,120 | 34,270 | \$274,160 |
| 202 Exit and emergency lighting | GSF | \$2.50 | 36,140 | \$90,350 | 36,140 | \$90,350 | 34,270 | \$85,675 |
| 203 Lighting controls | GSF | \$1.00 | 36,140 | \$36,140 | 36,140 | \$36,140 | 34,270 | \$34,270 |
| 204 Branch devices and wiring | GSF | \$3.75 | 36,140 | \$135,525 | 36,140 | \$135,525 | 34,270 | \$128,513 |
| 205 Fire Alarm | GSF | \$5.00 | 36,140 | \$180,700 | 36,140 | \$180,700 | 34,270 | \$171,350 |
| 206 Tel/Data | GSF | \$5.50 | 36,140 | \$198,770 | 36,140 | \$198,770 | 34,270 | \$188,485 |
| 207 Security | GSF | \$1.50 | 36,140 | \$54,210 | 36,140 | \$54,210 | 34,270 | \$51,405 |
| 208 Access Control | GSF | \$1.00 | 36,140 | \$36,140 | 36,140 | \$36,140 | 34,270 | \$34,270 |
| 209 Misc electrical | GSF | \$1.50 | 36,140 | \$54,210 | 36,140 | \$54,210 | 34,270 | \$51,405 |
| 210 26-ELECTRICAL TOTAL | | | | \$1,748,220 | | \$1,748,220 | | \$1,658,460 |
| 211 | | | | | | | | |
| 212 | | | | | | | | |
| 213 31-EARTHWORK | | | | | | | | |
| 214 | | | | | | | | |
| 215 Bulk earthwork to basement slab on grade platform, disposal | CY | \$35.00 | 5,561 | \$194,639 | 5,561 | \$194,639 | | |
| 216 Gravel subbase to slab on grade | CY | \$40.00 | 428 | \$17,111 | 428 | \$17,111 | 652 | \$26,074 |
| 217 Excavate to level grade at 95' | CY | \$20.00 | | | | | - | \$0 |
| 218 31-EARTHWORK TOTAL | | | | \$211,750 | | \$211,750 | | \$26,074 |
| 219 | | | | | | | | |
| 220 | | | | | | | | |
| 221 32-EXTERIOR IMPROVEMENTS | | | | | | | | |
| 222 | | | | | | | | |
| 223 Parking lot and circulation | SY | \$36.00 | 3,657 | \$131,668 | 3,657 | \$131,668 | 6,656 | \$239,600 |
| 224 curbing | LF | \$45.00 | 2,105 | \$94,725 | 2,105 | \$94,725 | 1,185 | \$53,325 |
| 225 new curb cut | LOC | \$5,000.00 | 2 | \$10,000 | 2 | \$10,000 | 2 | \$10,000 |
| 226 parking space | SPACE | \$15.00 | 81 | \$1,215 | 81 | \$1,215 | 115 | \$1,725 |
| 227 parking space, ADA | SPACE | \$285.00 | 4 | \$1,140 | 4 | \$1,140 | 4 | \$1,140 |
| 228 Pedestrian pavement | SF | \$20.00 | 500 | \$10,000 | 500 | \$10,000 | 1,500 | \$30,000 |
| 229 Relocated ballpark on former Stephen Palmer Building | LS | \$115,000.00 | | | 1 | \$115,000 | | |
| 230 Rotated basketball court | LS | \$50,000.00 | | | 1 | \$50,000 | | |
| 231 | | | | | | | | |

PRELIMINARY SIX OPTIONS COST

Total Project Cost Estimate



Stephen Palmer and Hillside Elementary
Needham, MA

SITE OPTION DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION FOUR 36,140 GSF | | OPTION FIVE 36,140 GSF | | OPTION SIX 34,270 GSF | |
|---|------|-------------|---------------------------|------------------|---------------------------|------------------|--------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 232 Retaining wall | LF | \$500.00 | | | | | 890 | \$445,000 |
| 233 Environmental remediation | AL | \$1,000,000 | | | | | 1 | \$1,000,000 |
| 234 Soft landscaping; shrubs, ground cover, site improvements | SF | \$10.00 | 23,785 | \$237,850 | 43,785 | \$437,850 | 1 | \$300,000 |
| 235 tree | EA | \$1,500.00 | 35 | \$52,500 | 35 | \$52,500 | 30 | \$45,000 |
| 236 seeding | SF | \$0.25 | | | | | 144,736 | \$36,184 |
| 237 32-EXTERIOR IMPROVEMENTS TOTAL | | | | \$539,098 | | \$904,098 | | \$2,161,974 |
| 238 | | | | | | | | |
| 239 | | | | | | | | |
| 240 33-UTILITIES | | | | | | | | |
| 241 | | | | | | | | |
| 242 Street connection at water main | LOC | \$25,000.00 | 1 | \$25,000 | 1 | \$25,000 | 1 | \$25,000 |
| 243 new domestic water service, fire sprinkler water service | LF | \$100.00 | 100 | \$10,000 | 100 | \$10,000 | 400 | \$40,000 |
| 244 Sanitary service drain | LF | \$75.00 | 100 | \$7,500 | 100 | \$7,500 | 400 | \$30,000 |
| 245 street connection at sanitary main | LOC | \$25,000.00 | 1 | \$25,000 | 1 | \$25,000 | 1 | \$25,000 |
| 246 Stormwater management system - based on parking lot area | GSF | \$15.00 | 32,917 | \$493,755 | 32,917 | \$493,755 | 59,900 | \$898,500 |
| 247 Site electrical primary service | LF | \$150.00 | 100 | \$15,000 | 100 | \$15,000 | 400 | \$60,000 |
| 248 parking lot lighting | EA | \$5,000.00 | 10 | \$50,000 | 8 | \$40,000 | 8 | \$40,000 |
| 249 33-UTILITIES TOTAL | | | | \$626,255 | | \$616,255 | | \$1,118,500 |
| 250 | | | | | | | | |
| 251 | | | | | | | | |
| 252 | | | | | | | | |

SECTION 10
PRELIMINARY SIX OPTIONS CONCEPTUAL SCHEDULE

PRELIMINARY SIX OPTIONS CONCEPTUAL SCHEDULE

This conceptual schedule was prepared by the Town of Needham Building Design and Construction Department based on their expectations of funding, special conditions and requirements, and was used in the development of the conceptual cost estimates for the Six Options.

PRELIMINARY SIX OPTIONS CONCEPTUAL SCHEDULE

EMERY GROVER - Feasibility Study

Assuming Accelerated Schedules with Design Start in 2021

| DRAFT - 1/21/2019 | | (R-3) | 2020 | | | | | | | | | | | | 2021 | | | | | | | | | | | | 2022 | | | | | | | | | | | | 2023 | | | | | | | | | | | | 2024 | | | | | | | | | | | | 2025 | | | | | | | | | | | | 2026 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Option | Description | | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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SECTION 11
PRELIMINARY SIX OPTIONS COMPARATIVE MATRIX

PRELIMINARY OPTIONS COMPARATIVE MATRIX

Comparative Matrix of School Administration Options

| | Emery Grover | | | Stephen Palmer | | Hillside | NOTES |
|----------------------------------|-----------------------------------|---------------------------------------|---|----------------------------|----------------------------------|---|-------|
| | Option 1 | Option 2 | Option 3 | Option 4 | Option 5 | Option 6 | |
| | Emery Grover | Emery Grover | Emery Grover | Stephan Palmer | Stephan Palmer | Hillside Elem. | |
| | Demolish & Construct New Building | Façade Restoration with New Building | Renovate Existing with Addition | New Building on May Street | New Building on Great Plain Ave. | New Building | |
| Occupancy | June 2025 | June 2025 | June 2025 | June 2025 | Feb 2024 | August 2024 | |
| Zoning District | A-1 | A-1 | A-1 | SR-B | SR-B | GR | |
| Proposed Design Area | 27,270 | 28,331 | 27,385 | 36,140 | 36,140 | 34,270 | |
| Estimated Total Project Cost | \$23,500,000 | \$28,000,000 | \$22,000,000 | \$27,000,000 | \$26,500,000 | \$28,500,000 | |
| Full Program Used | reduced | reduced | reduced | full | full | full | |
| 1,200 sf Conference Center | no | no | 900 sf | yes | yes | yes | |
| 2,400 sf Day Care Center | no | no | no | yes | yes | yes | |
| 3,500 sf Full IT Department | no | no | no | yes | yes | yes | |
| Future Program Expansion | no | no | no | some | some | yes | |
| Parking Spaces | 62 | 53 | 53 | 95-100 | 95-100 | 115+ | |
| Parking Compliance with Zoning | no | no | no | yes | yes | yes | |
| Allowable FAR of Site | 0.5 | 0.5 | 0.5 | 0.3 | 0.3 | 0.3 | |
| Maximum Allowed Floor Area (FAR) | 23,077 | 23,077 | 23,077 | 52,925* | 52,925* | 321,472 | |
| FAR Compliance | no | no | no | yes* | yes* | yes | |
| Max Lot Coverage: Table 4.2.4 | no requirement | no requirement | no requirement | 15% | 15% | 15% up to 25% w/special permit | |
| Max Building Height | 3 story/40' | 3 story/40' | 3 story/40' pre-existing non-conforming | 3 story/45' | 3 story/45' | 3 story/45' | |
| Green Space Requirement | no | no | no | yes | yes | yes | |
| Is CPA Funding Available | no | partial | partial | no | no | no | |
| Zoning Variance(s) | FAR/ parking | FAR/ parking | FAR/ parking | no | no | no | |
| Design & Functionality | | | | | | | |
| Meets Department Needs | minimum | minimum | minimum | good | good | good | |
| Natural Light in Offices | good | good | poor | good | good | good | |
| Windows to Exterior | good | good | fair | good | good | good | |
| Complies with Stacking Diagram | good | good | good | good | good | good | |
| Welcome Lobby | good | good | minimal | good | good | good | |
| Circulation | good | good | fair | good | good | good | |
| Special Conditions | zoning by-law change required | zoning by-law change required | zoning by-law change required | lease buyout | lease buyout | | |
| Considerations | demolition delay | Historic Commission approval required | Historic Commission approval required | | | environmental conditions to be resolved | |

\$4 - \$4.5m: Option 4, 5, and 6 include the full program add of ~7,000 sf. In addition these options are on building sites allowing for larger interior public spaces, adding an additional ~2,000 sf, for a total add of 9,000 sf.

* Using combined site areas of Stephen Palmer and Greens Field Parcels with jurisdictional boundary.

SECTION 12
FINAL THREE OPTIONS

FINAL THREE OPTIONS

On March 23, 2020, we presented the preliminary options to the Permanent Public Building Committee. The results of that presentation narrowed the six options down to two; Option One and Option Three. The Building Committee reasoned as follows:

Option One proposed to tear down the existing building to construct a new facility closer to Highland Avenue. This option maximized available area behind the new building for parking. It also meant taking down a historic structure and town landmark. Having a new office building with the most parking available suggested further study.

Option One is to be finalized.

Option Two looked at preserving the front and partial side walls of the historic building, removing everything behind, and constructing a new building similar to Option One. This option became very expensive with bracing the old wall to a new structure, and did not result in sufficient parking.

Option Two was eliminated.

Option Three proposed to restore the exterior of Emery Grover, renovate the interior and add an addition on the rear, or east side of the building. This option warranted further study.

Option Three is to be finalized.

Options Four and Five looked to the Stephen Palmer block along Pickering, between Mays and Great Plain, with a possible new building location by tearing down Stephen Palmer, or constructing a new building at Green's Field on Great Plain Ave. With Stephen Palmer under a lease agreement through year 2027, and active town use of Green's Field, Options Four and Five were both deemed not viable.

Option Four and Five were eliminated.

Option Six studied the tear down of Hillside Elementary and constructing a new administration building. While the site offered ample room for parking and future expansion, the remoteness from town center, as well as existing environmental issues were of concern.

Option Six was eliminated.

FINAL THREE OPTIONS

The two options recommended by the Permanent Public Building Committee (One and Three) were updated, an alternate version added, and subsequently presented to the Planning Board on April 7, 2020. The options were renamed Option One, Option Two (previously Option Three), and added after the Planning Board meeting, Option Three.

Option One proposed to tear down the existing building and construct a new office building. This option would net 86 parking spaces between on-site and off-site. Among the final options presented, this option was in the middle in terms of construction cost.

Option Two (formerly Option Three) represented the restoration of the Emery Grover exterior, renovation and modernization of the interior, and an addition attached to the rear. This option netted 72 parking spaces between on-site and off-site, and presented the least construction cost among the three options.

Option Three was the same as Option Two but the addition would be rotated 90 degrees. The advantage of rotating the addition was the ability to bring in natural light from north, east, and south walls. It offered challenges with connectivity to the existing building and was the most expensive of the options. Option Three netted 66 parking spaces between on-site and off-site.

Because of the desirable opportunity for daylighting, Option Three was further explored with a parking garage to be constructed under the addition. This solution added a potential \$750,000 to the highest cost option and netted 74 parking spaces between on-site and off-site.

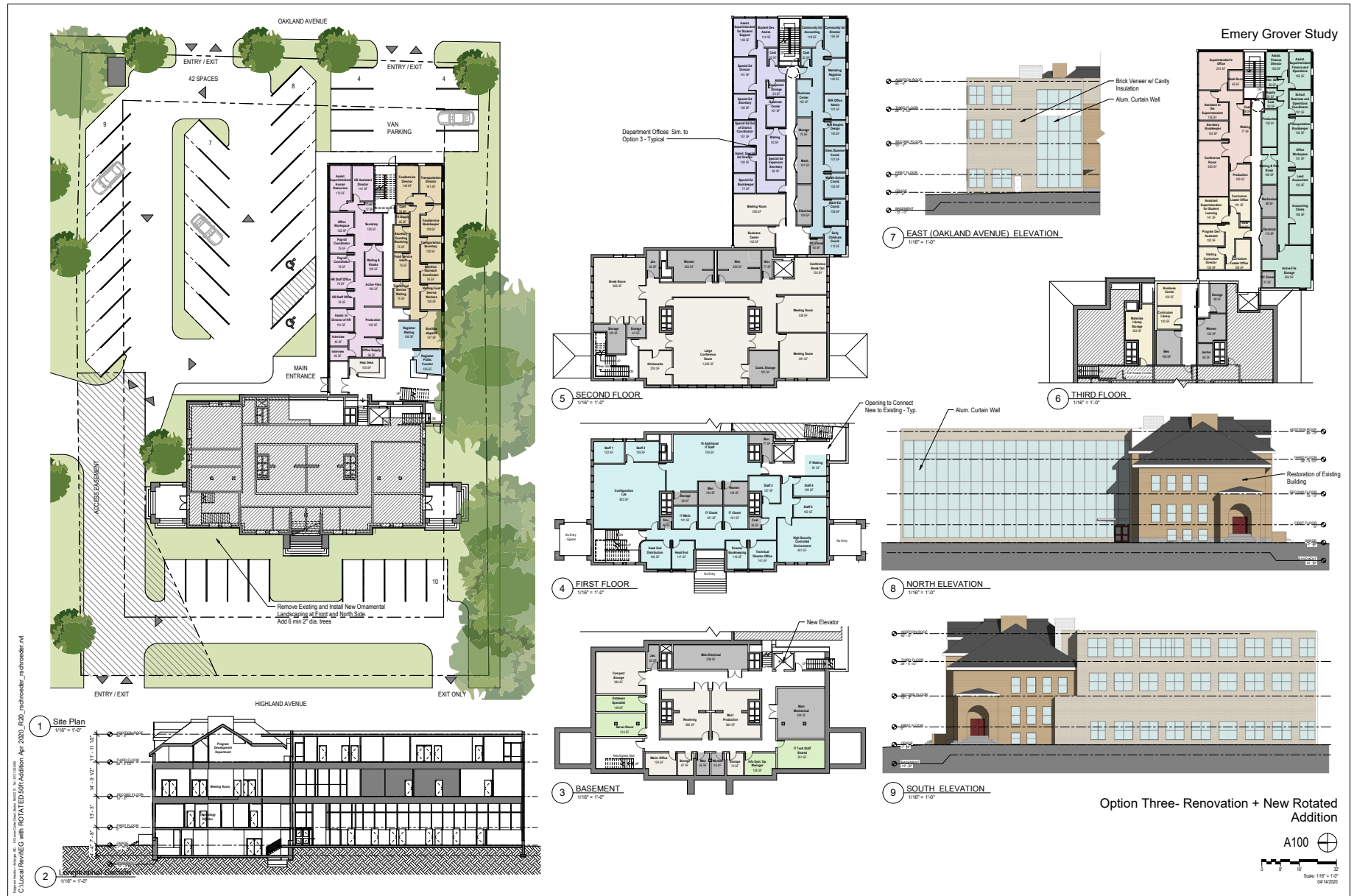
Option One: Tear Down Old Building, Build New



Option Two: Renovation and Addition

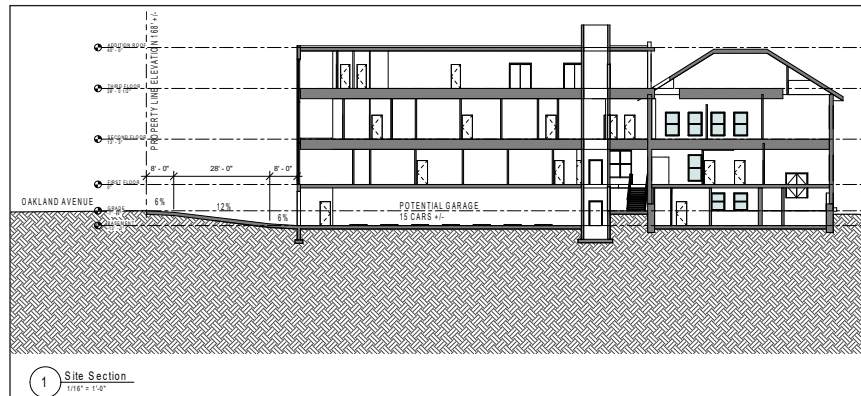


Option Three: Renovation and Addition Rotated



FINAL THREE OPTIONS

Option Three: Renovation and Addition, Rotated,
with Garage Underneath



SECTION 13
FINAL THREE OPTIONS COST

FINAL THREE OPTIONS COST

Total Project Cost Estimate

| TOTAL PROJECT COST WORKSHEET | | Emery Grover | | |
|---|--|--|--------------------------------------|--|
| HARD COST | | Option 1 | Option 2 | Option 3 |
| Construction Cost | | Emery Grover Demolish and Construct New Building | Emery Grover Renovation and Addition | Emery Grover Renovation and Addition Rotated |
| Construction Cost Estimate from CHA | | 18,777,000 | 18,559,000 | 19,513,000 |
| IT mainframe transfer, with complete MDF room | | 250,000 | 250,000 | 250,000 |
| Solar panels on roof of addition or new construction | | 500,000 | 500,000 | 500,000 |
| Utility Back Charge | | 35,000 | 35,000 | 35,000 |
| Furniture, Fixtures & Equipment | | 700,000 | 700,000 | 700,000 |
| Hard Cost Subtotal | | \$20,262,000 | \$20,044,000 | \$20,998,000 |
| SOFT COST | | | | |
| Permits & Approvals | | | | |
| Planning Board Site Plan Approval (peer review) | | 10,000 | 10,000 | 10,000 |
| Architecture & Engineering | | | | |
| Architect & Engineer (% of construction cost <u>New Construction</u>) 8% | | 1,620,960 | 1,603,520 | 1,679,840 |
| A&E Reimbursables | | 25,000 | 25,000 | 25,000 |
| FF&E Specification & Purchasing 10% | | 70,000 | 70,000 | 70,000 |
| Hazmat (inspection, specification, construction monitoring) | | 35,000 | 35,000 | 40,000 |
| Environmental (ground water and soil vapor) | | | | |
| Geotechnical Engineer | | 15,000 | 20,000 | 15,000 |
| Survey & Layout | | 25,000 | 25,000 | 25,000 |
| Testing & Inspections | | | | |
| Concrete & Steel, Soil Inspections | | 100,000 | 100,000 | 100,000 |
| Commissioning | | 50,000 | 50,000 | 50,000 |
| Project Management | | | | |
| Owner's Project Manager 2% | | 375,540 | 371,180 | 390,260 |
| Moving | | | | |
| Moving Expenses including two moves for Options 1 - 2 | | 80,000 | 80,000 | 80,000 |
| Advertising & Bidding | | | | |
| Public Bidding: Advertising & Document Website | | 15,000 | 15,000 | 15,000 |
| Legal | | | | |
| Other | | | | |
| Bonding Costs 0.30% | | 60,786 | 60,132 | 62,994 |
| Soft Cost Subtotal | | \$2,482,286 | \$2,464,832 | \$2,563,094 |
| CONTINGENCY | | | | |
| Contingency | | | | |
| 5% Construction & 10% Owner Contingency 15% | | 3,411,643 | 3,376,325 | 3,534,164 |
| Project Total | | \$26,155,929 | \$25,885,157 | \$27,095,258 |
| OTHER CONSIDERATIONS AND NOTES | | | | |
| Temporary School Administration Offices during construction | | | | |
| CPC Funding: Eligible Amount | | | to be determined | to be determined |
| CPC Funding: Available Amount | | | | |



**Needham School Administration
Emery Grover and Stephen Palmer Buildings
Hillside Elementary School Building
Needham, MA**

April 28, 2020

Concept Estimate

Architect:
Bargmann Hendrie + Archetype, Inc.
9 Channel Center Street, Suite 330
Boston, MA 02210
(617) 350-0450

Cost Consultant:
CHA Consulting Inc
1 Faneuil Hall Marketplace
South Market Bldg, Suite 4195
Boston, MA 02109
(617) 451-2717



Needham School Administration
Needham, MA

INTRODUCTION

Project Description:

This construction cost estimate evaluates six options to house the Needham School Administration departments

Option One: Emery Grover Tear Down

renovate Hillside Elementary School to build-out temporary swing space

abatement, building demolition, new 3 story building with basement

site demolition, remove oil tank, subsurface contamination cap, new site infrastructure, parking lot and improvements

Option Three: Emery Grover Restoration and Addition

renovate Hillside Elementary School to build-out temporary swing space

abatement, new 30' addition at rear of building, repair and restoration façade and slate roofing

selective site demolition, remove oil tank, subsurface contamination cap, new parking lot and site improvements

Option Three Rotated: Emery Grover Restoration and Addition

renovate Hillside Elementary School to build-out temporary swing space

brace historic façade, abatement, building demolition, new 3 story building with basement, restore historic façade

selective site demolition, remove oil tank, subsurface contamination cap, new parking lot and site improvements

Project Particulars:

Documents prepared by Bargmann Hendrie + Archetype, Inc.

Design Team clarifications and supplemental information during estimating production period

Detailed quantity takeoffs where possible from design documents and reports

CHA Consulting, Inc. experience with similar projects of this nature

Discussion and review with Bargmann Hendrie + Archetype, Inc. and their Consultant Design Team

Project Assumptions:

The project will be procured by GC/Filed Sub Bid as per MGL Chapter 149 bidding/pre-qualification process

The Total Estimated Construction Cost reflects the fair construction value of this project in a competitive

bidding market and includes cost escalation to cover the construction duration

Our costs assume that there will be at least three subcontractors submitting unrestricted bids in each trade bid category

Direct trade unit rates include escalation to mid-point of construction duration and prevailing wage labor rates.

These unit rates continue to be updated during the design period

Operation during normal working hours

Building will be unoccupied during construction

Noise and vibration disturbances are anticipated and will be minimized or avoided during normal business hours

Temporary electrical and water site utility connections will be available. General Conditions value includes utility

connections and consumption costs


Existing water pressure is adequate

Subcontractor's markups are included in each unit rate. These markups cover field and home office overhead and subcontractor's profit

Design and Pricing Contingency markup is an allowance for unforeseen design issues, design detail development and specification clarifications during the design period

FINAL THREE OPTIONS COST

Total Project Cost Estimate



Needham School Administration
Needham, MA

INTRODUCTION

Project Assumptions: cont'd

General Conditions covers facilities to support project, and site office overhead that is not attributable to the direct trade costs

Project Requirements value covers scaffolding, staging and access, temporary protection, and cleaning Options One, Two, Three; anticipated bid date Mar 2022, 38 month duration, move in May 2025


Escalation allowance from now to Bid Date has been carried in the Main Summary. This allowance is adjusted, and typically reduces during the design period, to more accurately reflect the current bidding climate

Construction Cost Estimate Exclusions:

- Rock excavation and dewatering
- Work beyond the boundary of the site
- Site or existing condition surveys and investigations
- Utility company back charges during construction
- Third Party testing and commissioning
- Police details and street/sidewalk permits
- Building permit fees

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Introduction
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Needham School Administration
Needham, MA

OPTIONS MAIN SUMMARY

| ELEMENT | OPTIONS | | |
|---|------------|--------------|-------------|
| Emery Grover Building | | | |
| Option One: Emery Grover Tear Down | 31,162 GSF | \$18,777,000 | \$602.56 |
| Option Three: Emery Grover Restoration and Addition | 32,907 GSF | \$18,559,000 | \$563.98 |
| Option Three Rotated: Emery Grover Restoration and Addition | 34,717 GSF | \$19,513,000 | \$562.06 |
| New below grade parking for 16 spaces | 16 SPACE | \$760,000 | \$47,500.00 |

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Option Main Summary
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Emery Grover Building
Needham, MA

EMERY GROVER BUILDING OPTIONS SUMMARY

| ELEMENT | | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|--|--------|--------------------------|----------|--------------------------|----------|----------------------------|----------|
| Direct Trade Costs | | | | | | | |
| Renovate Hillside Elementary School As Swing Space | | \$1,470,150 | \$47.18 | \$1,470,150 | \$44.68 | \$1,470,150 | \$42.35 |
| Direct Trade Costs Details | | \$12,299,151 | \$394.68 | \$11,892,844 | \$361.41 | \$12,707,930 | \$366.04 |
| Design and Pricing Contingency | 10.00% | \$1,377,000 | \$44.19 | \$1,337,000 | \$40.63 | \$1,418,000 | \$40.84 |
| Direct Trade Cost Total | | \$15,146,301 | \$486.05 | \$14,699,994 | \$446.71 | \$15,596,080 | \$449.23 |
| Mark-Ups and Burdens | | | | | | | |
| General Conditions, Project Requirements | | \$1,212,000 | \$38.89 | \$1,470,000 | \$44.67 | \$1,404,000 | \$40.44 |
| Performance and Sub-Contractor Bonds | 0.85% | \$140,000 | \$4.49 | \$138,000 | \$4.19 | \$145,000 | \$4.18 |
| General Liability Insurance | 1.25% | \$207,000 | \$6.64 | \$204,000 | \$6.20 | \$215,000 | \$6.19 |
| Profit | 3.50% | \$585,000 | \$18.77 | \$578,000 | \$17.56 | \$608,000 | \$17.51 |
| Estimated Construction Cost Total | | \$17,290,301 | \$554.85 | \$17,089,994 | \$519.34 | \$17,968,080 | \$517.56 |
| Escalation allowance from now to anticipated Bid | 8.59% | \$1,486,000 | \$47.69 | \$1,469,000 | \$44.64 | \$1,544,000 | \$44.47 |
| Estimated Construction Cost Total at Bid Opening | | \$18,777,000 | \$602.56 | \$18,559,000 | \$563.98 | \$19,513,000 | \$562.06 |
| | | | | | | | |

FINAL THREE OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST SUMMARY

| ELEMENT | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|--------------------------------------|--------------------------|-----------------|--------------------------|-----------------|----------------------------|-----------------|
| 02-EXISTING CONDITIONS | \$1,931,178 | \$61.97 | \$1,901,105 | \$57.77 | \$1,895,855 | \$54.61 |
| 03-CONCRETE | \$432,755 | \$13.89 | \$154,705 | \$4.70 | \$171,615 | \$4.94 |
| 04-MASONRY | \$305,182 | \$9.79 | \$758,812 | \$23.06 | \$857,641 | \$24.70 |
| 05-METALS | \$1,968,876 | \$63.18 | \$1,457,961 | \$44.31 | \$1,549,336 | \$44.63 |
| 06-WOODS, PLASTICS, AND COMPOSITES | \$340,927 | \$10.94 | \$391,557 | \$11.90 | \$403,711 | \$11.63 |
| 07-THERMAL AND MOISTURE PROTECTION | \$556,044 | \$17.84 | \$518,872 | \$15.77 | \$544,426 | \$15.68 |
| 08-OPENINGS | \$1,324,355 | \$42.50 | \$1,217,575 | \$37.00 | \$1,492,525 | \$42.99 |
| 09-FINISHES | \$1,177,458 | \$37.79 | \$1,164,777 | \$35.40 | \$1,210,264 | \$34.86 |
| 10-SPECIALTIES | \$152,712 | \$4.90 | \$123,307 | \$3.75 | \$125,117 | \$3.60 |
| 11-EQUIPMENT | \$20,600 | \$0.66 | \$27,600 | \$0.84 | \$27,600 | \$0.79 |
| 12-FURNISHINGS | \$15,750 | \$0.51 | \$24,975 | \$0.76 | \$24,975 | \$0.72 |
| 14-CONVEYING SYSTEMS | \$200,000 | \$6.42 | \$240,000 | \$7.29 | \$240,000 | \$6.91 |
| 21,22,23-MECHANICAL | \$2,304,578 | \$73.95 | \$2,340,221 | \$71.12 | \$2,455,609 | \$70.73 |
| 26-ELECTRICAL | \$1,506,576 | \$48.35 | \$1,590,336 | \$48.33 | \$1,677,216 | \$48.31 |
| 31-EARTHWORK | \$164,621 | | \$93,795 | | \$93,795 | |
| 32-EXTERIOR IMPROVEMENTS | \$555,940 | | \$572,745 | | \$623,745 | |
| 33-UTILITIES | \$811,750 | | \$784,650 | | \$784,650 | |
| Direct Trade Details SubTotal | \$13,769,301 | \$441.86 | \$13,362,994 | \$406.08 | \$14,178,080 | \$408.39 |

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Emery Direct Trade Summary
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Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|--|------|-------------|--------------------------|-----------|--------------------------|-----------|----------------------------|-----------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 02-EXISTING CONDITIONS | | | | | | | | |
| Renovate Hillside Elementary School to create temp swing space | | | 12,000 GSF | | | | | |
| temp protection and temp construction during demo | LS | \$10,000.00 | 1 | \$10,000 | 1 | \$10,000 | 1 | \$10,000 |
| demo interior partition | LF | \$50.00 | 180 | \$9,000 | 180 | \$9,000 | 180 | \$9,000 |
| remove bearing wall, temp shoring | LOC | \$10,000.00 | 2 | \$20,000 | 2 | \$20,000 | 2 | \$20,000 |
| demo classroom casework | LF | \$25.00 | 226 | \$5,650 | 226 | \$5,650 | 226 | \$5,650 |
| remove corridor locker and base | EA | \$250.00 | 80 | \$20,000 | 80 | \$20,000 | 80 | \$20,000 |
| gut demo toilet room | RMS | \$5,000.00 | 13 | \$65,000 | 13 | \$65,000 | 13 | \$65,000 |
| remove flooring and ceiling finishes | GSF | \$3.00 | 12,000 | \$36,000 | 12,000 | \$36,000 | 12,000 | \$36,000 |
| cart demo materials including MEP debris, disposal | CY | \$65.00 | 300 | \$19,500 | 300 | \$19,500 | 300 | \$19,500 |
| new interior partition, door | LF | \$200.00 | 2,000 | \$400,000 | 2,000 | \$400,000 | 2,000 | \$400,000 |
| new fit-out of gang restroom | RMS | \$10,000.00 | 6 | \$60,000 | 6 | \$60,000 | 6 | \$60,000 |
| new flooring, wall and ceiling finishes | GSF | \$12.50 | 12,000 | \$150,000 | 12,000 | \$150,000 | 12,000 | \$150,000 |
| code compliance upgrades to egress stair | FLT | \$7,500.00 | 2 | \$15,000 | 2 | \$15,000 | 2 | \$15,000 |
| new air distribution, lighting, power, low voltage systems | GSF | \$55.00 | 12,000 | \$660,000 | 12,000 | \$660,000 | 12,000 | \$660,000 |
| | | | | | | | | |
| Building Abatement - quantities from UEC Report | | | | | | | | |
| light pink 12x12 vinyl floor tile | SF | \$10.00 | 60 | \$600 | 60 | \$600 | 60 | \$600 |
| 12x12 grey w/green vinyl floor tile | SF | \$4.00 | 7,500 | \$30,000 | 7,500 | \$30,000 | 7,500 | \$30,000 |
| mastic for grey linoleum floor covering | SF | \$10.00 | 250 | \$2,500 | 250 | \$2,500 | 250 | \$2,500 |
| brown linoleum floor covering | SF | \$10.00 | 200 | \$2,000 | 200 | \$2,000 | 200 | \$2,000 |
| mastic for brown linoleum floor covering | SF | \$10.00 | 200 | \$2,000 | 200 | \$2,000 | 200 | \$2,000 |
| basement water tank pipe insulation | LF | \$50.00 | 3 | \$150 | 3 | \$150 | 3 | \$150 |
| misc air quantity and testing | LS | \$5,600.00 | 1 | \$5,600 | 1 | \$5,600 | 1 | \$5,600 |
| | | | | | | | | |
| Site limit of disturbance | | | 58,000 GSF | | | | | |
| remove above ground oil tank | LS | \$50,000.00 | 1 | \$50,000 | 1 | \$50,000 | 1 | \$50,000 |
| demo existing parking lot | SF | \$1.75 | 48,620 | \$85,085 | 45,940 | \$80,395 | 45,940 | \$80,395 |
| selective demo site improvements | GSF | \$1.00 | 3,505 | \$3,505 | 12,060 | \$12,060 | 12,060 | \$12,060 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

FINAL THREE OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|---|------|-------------|--------------------------|--------------------|--------------------------|--------------------|----------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 45 Emery Grover Building | | | 17,115 GSF | | | | | |
| 46 raze building | CFT | \$0.65 | 339,751 | \$220,838 | | | | |
| 47 remove slab on grade and foundations | GSF | \$10.00 | 5,875 | \$58,750 | | | | |
| 48 premium for working behind existing façade to remain | LF | \$150.00 | | | 150 | \$22,500 | 115 | \$17,250 |
| 49 gut demo interior fit-out and systems | GSF | \$10.00 | | | 17,115 | \$171,150 | 17,115 | \$171,150 |
| 50 cut new elevator shaft opening | OPEN | \$4,000.00 | | | 3 | \$12,000 | 3 | \$12,000 |
| 51 demo main stair | FLT | \$5,000.00 | | | 2 | \$10,000 | 2 | \$10,000 |
| 52 modify opening on exterior façade | OPEN | \$5,000.00 | | | 6 | \$30,000 | 6 | \$30,000 |
| 53 02-EXISTING CONDITIONS TOTAL | | | | <u>\$1,931,178</u> | | <u>\$1,901,105</u> | | <u>\$1,895,855</u> |
| 54 | | | | | | | | |
| 55 | | | | | | | | |
| 56 03-CONCRETE | | | | | | | | |
| 57 | | | | | | | | |
| 58 Strip perimeter footing | LF | \$50.00 | 330 | \$16,508 | 200 | \$10,017 | 250 | \$12,500 |
| 59 Isolated spread footing | EA | \$2,500.00 | 14 | \$35,000 | 8 | \$20,000 | 9 | \$22,500 |
| 60 Elevator pit | EA | \$7,500.00 | 1 | \$7,500 | | | | |
| 61 new pit in existing footprint | EA | \$10,000.00 | | | 1 | \$10,000 | 1 | \$10,000 |
| 62 Slab on grade, u/slab insul. | SF | \$10.00 | 8,163 | \$81,630 | 4,651 | \$46,510 | 5,078 | \$50,780 |
| 63 Basement wall | SF | \$50.00 | 3,960 | \$197,996 | | | | |
| 64 Premium for working behind existing façade to remain | LF | \$50.00 | | | 105 | \$5,250 | 60 | \$2,975 |
| 65 Foundation wall | SF | \$35.00 | 225 | \$7,875 | 801 | \$28,046 | 1,000 | \$35,000 |
| 66 Topping on upper floor metal deck | SF | \$3.75 | 22,999 | \$86,246 | 9,302 | \$34,883 | 10,096 | \$37,860 |
| 67 03-CONCRETE TOTAL | | | | <u>\$432,755</u> | | <u>\$154,705</u> | | <u>\$171,615</u> |
| 68 | | | | | | | | |
| 69 | | | | | | | | |
| 70 04-MASONRY | | | | | | | | |
| 71 | | | | | | | | |
| 72 Masonry veneer exterior wall, insul | SF | \$37.50 | 4,221 | \$158,282 | 4,651 | \$174,403 | 4,873 | \$182,719 |
| 73 Restore existing façade; repoint, clean | GSF | \$50.00 | | | 7,680 | \$384,009 | 9,490 | \$474,522 |
| 74 8" CMU partitions at basement level, elevator shaft | SF | \$20.00 | 7,345 | \$146,900 | 10,020 | \$200,400 | 10,020 | \$200,400 |
| 75 04-MASONRY TOTAL | | | | <u>\$305,182</u> | | <u>\$758,812</u> | | <u>\$857,641</u> |
| 76 | | | | | | | | |
| 77 | | | | | | | | |
| 78 | | | | | | | | |
| 79 | | | | | | | | |

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Emery Direct Trade Details
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Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | | UNIT | UNIT RATE | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|---------|---|------|-------------|--------------------------|-------------|--------------------------|-------------|----------------------------|-------------|
| | | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 80 | 05-METALS | | | | | | | | |
| 81 | | | | | | | | | |
| 82 | Structural steel framing; assume 12#/gsf | TNS | \$4,000.00 | 374 | \$1,495,776 | 167 | \$669,744 | 182 | \$728,352 |
| 83 | Metal floor deck | SF | \$3.50 | 22,999 | \$80,497 | 9,302 | \$32,557 | 10,096 | \$35,336 |
| 84 | infill former main stair opening | OPEN | \$7,500.00 | | | 2 | \$15,000 | 2 | \$15,000 |
| 85 | Restructure 3rd. Floor for conference space | GSF | \$75.00 | | | 900 | \$67,500 | 900 | \$67,500 |
| 86 | Seismic bracing for existing building to remain | GSF | \$20.00 | | | 18,954 | \$379,080 | 19,543 | \$390,860 |
| 87 | Metal roof deck | SF | \$3.25 | 8,163 | \$26,530 | 4,651 | \$15,116 | 5,078 | \$16,504 |
| 88 | Lintel at window head | LF | \$150.00 | 280 | \$42,000 | 176 | \$26,400 | 264 | \$39,600 |
| 89 | Preassembled metal egress stairs, folded steel plate treads, railings | FLT | \$30,000.00 | 6 | \$180,000 | 6 | \$180,000 | 6 | \$180,000 |
| 90 | Open steel stair, glass railings, stainless steel standoff support system | FLT | \$75,000.00 | 1 | \$75,000 | | | | |
| 91 | Misc metals associated with elevator; pit ladder, sill angles, hoist beam | LS | \$6,750.00 | 1 | \$6,750 | 1 | \$6,750 | 1 | \$6,750 |
| 92 | Misc metals associated with remainder of interior fit-out | GSF | \$2.00 | 31,162 | \$62,324 | 32,907 | \$65,814 | 34,717 | \$69,434 |
| 93 | 05-METALS TOTAL | | | | \$1,968,876 | | \$1,457,961 | | \$1,549,336 |
| 94 | | | | | | | | | |
| 95 | | | | | | | | | |
| 96 | 06-WOODS, PLASTICS, AND COMPOSITES | | | | | | | | |
| 97 | | | | | | | | | |
| 98 | Rough carpentry and blocking; exterior façade and roof | SF | \$2.00 | 20,999 | \$41,997 | 14,217 | \$28,434 | 17,016 | \$34,031 |
| 99 | Rough carpentry and blocking; drywall partitions and ceilings | SF | \$1.00 | 49,274 | \$49,274 | 46,106 | \$46,106 | 48,138 | \$48,138 |
| 100 | Exterior finish carpentry | LS | \$50,000.00 | 1 | \$50,000 | 1 | \$50,000 | 1 | \$50,000 |
| 101 | Restore barrel vault wood panel entry | OPEN | \$75,000.00 | | | 1 | \$75,000 | 1 | \$75,000 |
| 102 | Wood wall paneling | SF | \$50.00 | 500 | \$25,000 | 500 | \$25,000 | 500 | \$25,000 |
| 103 | Reception Help Desk | LF | \$750.00 | 33 | \$24,750 | 9 | \$6,750 | 9 | \$6,750 |
| 104 | Registrar Public Counter | LF | \$500.00 | 13 | \$6,500 | | | | |
| 105 | Conference Room, Meeting Room | RMS | \$5,000.00 | 4 | \$20,000 | 6 | \$30,000 | 6 | \$30,000 |
| 106 | Community Education | RMS | \$7,500.00 | | | 1 | \$7,500 | 1 | \$7,500 |
| 107 | Business Center | RMS | \$4,000.00 | 1 | \$4,000 | 1 | \$4,000 | 1 | \$4,000 |
| 108 | Kitchenette | RMS | \$6,500.00 | 1 | \$6,500 | 1 | \$6,500 | 1 | \$6,500 |
| 109 | Mail Center | RMS | \$7,500.00 | 2 | \$15,000 | 2 | \$15,000 | 2 | \$15,000 |
| 110 | Student Registration Kiosk | EA | \$2,500.00 | 2 | \$5,000 | 2 | \$5,000 | 2 | \$5,000 |
| 111 | Toilet room vanity | LF | \$250.00 | 60 | \$15,000 | 40 | \$10,000 | 40 | \$10,000 |
| 112 | Misc interior architectural woodwork associated with interior fit-out | GSF | \$2.50 | 31,162 | \$77,905 | 32,907 | \$82,268 | 34,717 | \$86,793 |
| 113 | 06-WOODS, PLASTICS, AND COMPOSITES TOTAL | | | | \$340,927 | | \$391,557 | | \$403,711 |
| 114 | | | | | | | | | |

FINAL THREE OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|--|------|-------------|--------------------------|--------------------|--------------------------|--------------------|----------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 115 07-THERMAL AND MOISTURE PROTECTION | | | | | | | | |
| 116 | | | | | | | | |
| 117 Waterproof elevator pit | EA | \$3,500.00 | 1 | \$3,500 | 1 | \$3,500 | 1 | \$3,500 |
| 118 Waterproof basement wall | SF | \$15.00 | 3,960 | \$59,399 | | | | |
| 119 Dampproof foundation wall | SF | \$4.00 | 225 | \$900 | 801 | \$3,205 | 1,000 | \$4,000 |
| 120 Insulation to basement/foundation wall | SF | \$2.50 | 3,960 | \$9,900 | 801 | \$2,003 | 1,000 | \$2,500 |
| 121 Exterior wall air and vapor barrier | SF | \$6.75 | 4,221 | \$28,491 | 4,651 | \$31,393 | 4,873 | \$32,889 |
| 122 Fireproofing spray on steel | GSF | \$3.00 | 31,162 | \$93,486 | 13,953 | \$41,859 | 15,174 | \$45,522 |
| 123 Elevator roof exhaust | EA | \$2,500.00 | 1 | \$2,500 | 1 | \$2,500 | 1 | \$2,500 |
| 124 White 60mil PVC roofing, fully adhered - change to 3-ply built-up roof | SF | \$33.00 | 8,163 | \$269,379 | 4,651 | \$153,483 | 5,078 | \$167,574 |
| 125 Repair slate roofing | SF | \$20.00 | | | 6,755 | \$135,108 | 6,755 | \$135,108 |
| 126 Repair/replace copper flashings, gutters, downspouts | LS | \$75,000.00 | | | 1 | \$75,000 | 1 | \$75,000 |
| 127 Entry canopy | LOC | \$15,000.00 | 2 | \$30,000 | 1 | \$15,000 | 1 | \$15,000 |
| 128 egress canopy | LOC | \$5,000.00 | 2 | \$10,000 | 2 | \$10,000 | 2 | \$10,000 |
| 129 Firestopping associated with interior fit-out | GSF | \$0.50 | 31,162 | \$15,581 | 32,907 | \$16,454 | 34,717 | \$17,359 |
| 130 Caulking and sealants associated with exterior façade | SF | \$1.35 | 12,836 | \$17,328 | 9,566 | \$12,914 | 11,938 | \$16,116 |
| 131 Caulking and sealants associated with interior fit-out | GSF | \$0.50 | 31,162 | \$15,581 | 32,907 | \$16,454 | 34,717 | \$17,359 |
| 132 07-THERMAL AND MOISTURE PROTECTION TOTAL | | | | \$556,044 | | \$518,872 | | \$544,426 |
| 133 | | | | | | | | |
| 134 | | | | | | | | |
| 135 08-OPENINGS | | | | | | | | |
| 136 | | | | | | | | |
| 137 Entry storefront | SF | \$110.00 | 95 | \$10,450 | 85 | \$9,350 | 85 | \$9,350 |
| 138 entrance pair of doors | PR | \$10,000.00 | 2 | \$20,000 | 1 | \$10,000 | 1 | \$10,000 |
| 139 Restore exterior door | OPEN | \$7,500.00 | | | 6 | \$45,000 | 6 | \$45,000 |
| 140 Curtainwall | SF | \$125.00 | 6,420 | \$802,480 | 3,510 | \$438,750 | 5,000 | \$625,000 |
| 141 Window | SF | \$95.00 | 2,100 | \$199,500 | 1,320 | \$125,400 | 1,980 | \$188,100 |
| 142 Remove window, replace with new | OPEN | \$6,500.00 | | | 67 | \$435,500 | 71 | \$461,500 |
| 143 Interior door | LEAF | \$1,725.00 | 125 | \$215,625 | 53 | \$91,425 | 53 | \$91,425 |
| 144 Access door | EA | \$350.00 | 8 | \$2,800 | 4 | \$1,400 | 4 | \$1,400 |
| 145 Interior glazing | SF | \$75.00 | 980 | \$73,500 | 810 | \$60,750 | 810 | \$60,750 |
| 146 08-OPENINGS TOTAL | | | | \$1,324,355 | | \$1,217,575 | | \$1,492,525 |
| 147 | | | | | | | | |
| 148 | | | | | | | | |
| 149 | | | | | | | | |



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|---|------|-------------|--------------------------|--------------------|--------------------------|--------------------|----------------------------|--------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 150 09-FINISHES | | | | | | | | |
| 151 | | | | | | | | |
| 152 Exterior wall metal stud, sheathing, insul, drywall | SF | \$12.50 | 4,221 | \$52,761 | 4,651 | \$58,134 | 4,873 | \$60,906 |
| 153 Upgrade existing façade to remain | SF | \$12.50 | | | 7,680 | \$96,002 | 9,490 | \$118,631 |
| 154 Interior face of basement wall | SF | \$6.50 | 3,960 | \$25,739 | | | | |
| 155 Interior drywall partitions | SF | \$15.00 | 39,024 | \$585,354 | 32,335 | \$485,025 | 32,335 | \$485,025 |
| 156 Drywall ceilings; common areas, lobby | SF | \$15.00 | 2,070 | \$31,050 | 1,440 | \$21,600 | 1,440 | \$21,600 |
| 157 Ceramic tile flooring, cove wall base; toilet rooms | SF | \$22.00 | 1,310 | \$28,820 | 1,450 | \$31,900 | 1,450 | \$31,900 |
| 158 12x24 porcelain wall tile at wet wall xfull height | SF | \$25.00 | 1,355 | \$33,875 | 1,275 | \$31,875 | 1,275 | \$31,875 |
| 159 Porcelain tile flooring; common area, lobby | SF | \$27.50 | 2,070 | \$56,925 | 1,440 | \$39,600 | 1,440 | \$39,600 |
| 160 ACT ceilings | SF | \$5.50 | 23,169 | \$127,429 | 27,967 | \$153,817 | 29,686 | \$163,274 |
| 161 toilet rooms | SF | \$5.75 | 1,310 | \$7,533 | 1,450 | \$8,338 | 1,450 | \$8,338 |
| 162 LVT flooring; staff break room, kitchen | SF | \$8.50 | 535 | \$4,548 | 420 | \$3,570 | 420 | \$3,570 |
| 163 Carpet tile flooring, cushion backing, 33-36oz | SF | \$5.00 | 22,634 | \$113,170 | 27,547 | \$137,733 | 29,266 | \$146,331 |
| 164 Paint wall surfaces | SF | \$1.00 | 99,563 | \$99,563 | 95,766 | \$95,766 | 97,798 | \$97,798 |
| 165 Sealed concrete; mech, shell (future) | SF | \$2.00 | 3,055 | \$6,110 | 405 | \$810 | 405 | \$810 |
| 166 Paint exposed underside of structure | SF | \$1.50 | 3,055 | \$4,583 | 405 | \$608 | 405 | \$608 |
| 167 09-FINISHES TOTAL | | | | \$1,177,458 | | \$1,164,777 | | \$1,210,264 |
| 168 | | | | | | | | |
| 169 | | | | | | | | |
| 170 10-SPECIALTIES | | | | | | | | |
| 171 | | | | | | | | |
| 172 Visual display surfaces | LS | \$20,000.00 | 1 | \$20,000 | 1 | \$20,000 | 1 | \$20,000 |
| 173 Code compliance signage and way finding | GSF | \$1.00 | 31,162 | \$31,162 | 32,907 | \$32,907 | 34,717 | \$34,717 |
| 174 Specialty signage at Lobby | RMS | \$15,000.00 | 1 | \$15,000 | 1 | \$15,000 | 1 | \$15,000 |
| 175 Fire extinguisher; x3 ea per floor | EA | \$450.00 | 9 | \$4,050 | 12 | \$5,400 | 12 | \$5,400 |
| 176 Toilet room partitions and accessories | RMS | \$10,000.00 | 8 | \$80,000 | 4 | \$40,000 | 4 | \$40,000 |
| 177 Wash room toilet accessories | RMS | \$2,500.00 | 1 | \$2,500 | 4 | \$10,000 | 4 | \$10,000 |
| 178 10-SPECIALTIES TOTAL | | | | \$152,712 | | \$123,307 | | \$125,117 |
| 179 | | | | | | | | |
| 180 | | | | | | | | |
| 181 | | | | | | | | |
| 182 | | | | | | | | |
| 183 | | | | | | | | |
| 184 | | | | | | | | |

FINAL THREE OPTIONS COST

Total Project Cost Estimate



EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|--|------|--------------|--------------------------|------------------|--------------------------|------------------|----------------------------|------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 11-EQUIPMENT | | | | | | | | |
| Refrigerator/freezer, dishwasher, microwave; Kitchenette | RMS | \$6,600.00 | 1 | \$6,600 | 1 | \$6,600 | 1 | \$6,600 |
| Projection screen | EA | \$3,500.00 | 4 | \$14,000 | 6 | \$21,000 | 6 | \$21,000 |
| 11-EQUIPMENT TOTAL | | | | \$20,600 | | \$27,600 | | \$27,600 |
| 12-FURNISHINGS | | | | | | | | |
| Window treatment | SF | \$7.50 | 2,100 | \$15,750 | 3,330 | \$24,975 | 3,330 | \$24,975 |
| 12-FURNISHINGS TOTAL | | | | \$15,750 | | \$24,975 | | \$24,975 |
| 14-CONVEYING SYSTEMS | | | | | | | | |
| Passenger elevator, 3500#, 150fpm, 3 stop | LS | \$175,000.00 | 1 | \$175,000 | 1 | \$175,000 | 1 | \$175,000 |
| add extra stop | STOP | \$40,000.00 | | | 1 | \$40,000 | 1 | \$40,000 |
| side opening cab, standard finishes, 12x24 porcelain tile flooring | CAB | \$25,000.00 | 1 | \$25,000 | 1 | \$25,000 | 1 | \$25,000 |
| 14-CONVEYING SYSTEMS TOTAL | | | | \$200,000 | | \$240,000 | | \$240,000 |
| 21,22,23-MECHANICAL | | | | | | | | |
| <i>Fire Protection</i> | | | | | | | | |
| selective demo, cut, cap | MHRS | \$145.00 | 80 | \$11,600 | 80 | \$11,600 | 80 | \$11,600 |
| sprinkler coverage system | GSF | \$7.00 | 31,162 | \$218,134 | 32,907 | \$230,349 | 34,717 | \$243,019 |
| <i>Plumbing</i> | | | | | | | | |
| selective demo, cut, cap | MHRS | \$170.00 | 80 | \$13,600 | 80 | \$13,600 | 80 | \$13,600 |
| front end equipment and infrastructure | GSF | \$5.00 | 31,162 | \$155,810 | 32,907 | \$164,535 | 34,717 | \$173,585 |
| bathroom fixtures, janitor (fixtures, piping, misc) | FIX | \$6,800.00 | 26 | \$176,800 | 20 | \$136,000 | 20 | \$136,000 |
| floor drain w/ associated piping | EA | \$1,800.00 | 15 | \$27,000 | 15 | \$27,000 | 15 | \$27,000 |
| roof drain w/ associated piping | OPEN | \$2,400.00 | 4 | \$9,600 | 2 | \$4,800 | 2 | \$4,800 |
| misc. plumbing requirements, drawings, testing | GSF | \$1.25 | 31,162 | \$38,953 | 32,907 | \$41,134 | 34,717 | \$43,396 |

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Emery Direct Trade Details
Page 12 of 14 Pages



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|--|------|------------|--------------------------|-------------|--------------------------|-------------|----------------------------|-------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 220 HVAC | | | | | | | | |
| 221 selective demo, cut, cap | MHRS | \$180.00 | 80 | \$14,400 | 80 | \$14,400 | 80 | \$14,400 |
| 222 Multiple zone VRF system | GSF | \$48.00 | 31,162 | \$1,495,776 | 32,907 | \$1,579,536 | 34,717 | \$1,666,416 |
| 223 Elevator machine room mechanically ventilated and air conditioning | RMS | \$5,000.00 | 1 | \$5,000 | 1 | \$5,000 | 1 | \$5,000 |
| 224 Toilet room exhaust ducting and roof fan | RMS | \$7,500.00 | 8 | \$60,000 | 4 | \$30,000 | 4 | \$30,000 |
| 225 misc. HVAC requirements, lifting, drawings, testing | GSF | \$2.50 | 31,162 | \$77,905 | 32,907 | \$82,268 | 34,717 | \$86,793 |
| 226 21,22,23-MECHANICAL TOTAL | | | | \$2,304,578 | | \$2,340,221 | | \$2,455,609 |
| 227 | | | | | | | | |
| 228 | | | | | | | | |
| 229 26-ELECTRICAL | | | | | | | | |
| 230 | | | | | | | | |
| 231 Selective demo, cut, cap, make safe | MHRS | \$135.00 | 80 | \$10,800 | 80 | \$10,800 | 80 | \$10,800 |
| 232 Panels and feeders | GSF | \$6.50 | 31,162 | \$202,553 | 32,907 | \$213,896 | 34,717 | \$225,661 |
| 233 Feeds and connections | GSF | \$9.00 | 31,162 | \$280,458 | 32,907 | \$296,163 | 34,717 | \$312,453 |
| 234 MEP equipment wiring | GSF | \$2.75 | 31,162 | \$85,696 | 32,907 | \$90,494 | 34,717 | \$95,472 |
| 235 Lighting | GSF | \$8.00 | 31,162 | \$249,296 | 32,907 | \$263,256 | 34,717 | \$277,736 |
| 236 Exit and emergency lighting | GSF | \$2.50 | 31,162 | \$77,905 | 32,907 | \$82,268 | 34,717 | \$86,793 |
| 237 Lighting controls | GSF | \$1.00 | 31,162 | \$31,162 | 32,907 | \$32,907 | 34,717 | \$34,717 |
| 238 Branch devices and wiring | GSF | \$3.75 | 31,162 | \$116,858 | 32,907 | \$123,401 | 34,717 | \$130,189 |
| 239 Fire Alarm | GSF | \$5.00 | 31,162 | \$155,810 | 32,907 | \$164,535 | 34,717 | \$173,585 |
| 240 Tel/Data | GSF | \$5.50 | 31,162 | \$171,391 | 32,907 | \$180,989 | 34,717 | \$190,944 |
| 241 Security | GSF | \$1.50 | 31,162 | \$46,743 | 32,907 | \$49,361 | 34,717 | \$52,076 |
| 242 Access Control | GSF | \$1.00 | 31,162 | \$31,162 | 32,907 | \$32,907 | 34,717 | \$34,717 |
| 243 Misc electrical | GSF | \$1.50 | 31,162 | \$46,743 | 32,907 | \$49,361 | 34,717 | \$52,076 |
| 244 26-ELECTRICAL TOTAL | | | | \$1,506,576 | | \$1,590,336 | | \$1,677,216 |
| 245 | | | | | | | | |
| 246 | | | | | | | | |
| 247 31-EARTHWORK | | | | | | | | |
| 248 | | | | | | | | |
| 249 Bulk earthwork to basement slab on grade platform, disposal | CY | \$35.00 | 4,323 | \$151,318 | 2,463 | \$86,216 | 2,463 | \$86,216 |
| 250 Gravel subbase to slab on grade | CY | \$40.00 | 333 | \$13,303 | 189 | \$7,579 | 189 | \$7,579 |
| 251 31-EARTHWORK TOTAL | | | | \$164,621 | | \$93,795 | | \$93,795 |
| 252 | | | | | | | | |
| 253 | | | | | | | | |
| 254 | | | | | | | | |

FINAL THREE OPTIONS COST

Total Project Cost Estimate



Emery Grover Building
Needham, MA

EMERY GROVER DIRECT TRADE COST DETAILS

| ELEMENT | UNIT | UNIT RATE | OPTION ONE 31,162 GSF | | OPTION TWO 32,907 GSF | | OPTION THREE 34,717 GSF | |
|---|-------|-------------|--------------------------|------------------|--------------------------|------------------|----------------------------|------------------|
| | | | QUANTITY | COST | QUANTITY | COST | QUANTITY | COST |
| 32-EXTERIOR IMPROVEMENTS | | | | | | | | |
| Parking lot and circulation | SY | \$36.00 | 4,911 | \$176,800 | 4,640 | \$167,040 | 4,640 | \$167,040 |
| curbing | LF | \$45.00 | 1,370 | \$61,650 | 1,380 | \$62,100 | 1,380 | \$62,100 |
| new curb cut | LOC | \$5,000.00 | 3 | \$15,000 | 3 | \$15,000 | 3 | \$15,000 |
| parking space | SPACE | \$15.00 | 59 | \$885 | 50 | \$750 | 50 | \$750 |
| parking space, ADA | SPACE | \$285.00 | 3 | \$855 | 3 | \$855 | 3 | \$855 |
| Additional parking at off site location (Stephen Palmer site) | SPACE | \$1,500.00 | 50 | \$75,000 | 50 | \$75,000 | 50 | \$75,000 |
| Pedestrian pavement | SF | \$20.00 | 1,500 | \$30,000 | 1,500 | \$30,000 | 1,500 | \$30,000 |
| Soft landscaping; shrubs, ground cover, site improvements | SF | \$10.00 | 16,275 | \$162,750 | 18,900 | \$189,000 | 24,000 | \$240,000 |
| tree | EA | \$1,500.00 | 22 | \$33,000 | 22 | \$33,000 | 22 | \$33,000 |
| 32-EXTERIOR IMPROVEMENTS TOTAL | | | | \$555,940 | | \$572,745 | | \$623,745 |
| 33-UTILITIES | | | | | | | | |
| Street connection at water main; Highland Ave. | LOC | \$25,000.00 | 1 | \$25,000 | 1 | \$25,000 | 1 | \$25,000 |
| new domestic water service, fire sprinkler water service | LF | \$100.00 | 150 | \$15,000 | 210 | \$21,000 | 210 | \$21,000 |
| Sanitary service drain | LF | \$75.00 | 150 | \$11,250 | 210 | \$15,750 | 210 | \$15,750 |
| street connection at sanitary main; Highland Ave. | LOC | \$25,000.00 | 1 | \$25,000 | 1 | \$25,000 | 1 | \$25,000 |
| Stormwater management system - based on parking lot area | GSF | \$15.00 | 44,200 | \$663,000 | 41,760 | \$626,400 | 41,760 | \$626,400 |
| Site electrical primary service | LF | \$150.00 | 150 | \$22,500 | 210 | \$31,500 | 210 | \$31,500 |
| parking lot lighting | EA | \$5,000.00 | 10 | \$50,000 | 8 | \$40,000 | 8 | \$40,000 |
| 33-UTILITIES TOTAL | | | | \$811,750 | | \$784,650 | | \$784,650 |

SECTION 14
FINAL THREE OPTIONS CONCEPTUAL SCHEDULE

This conceptual schedule was prepared by the Town of Needham Building Design and Construction Department based on their expectations of funding, special conditions, and requirements, and was used in the development of the conceptual cost estimates for the Six Options.

[illegible]

Design Funds

Construction Funds

SECTION 15
FINAL THREE OPTIONS COMPARATIVE MATRIX

FINAL THREE OPTIONS COMPARATIVE MATRIX

Comparative Matrix of School Administration Options

ZONING MATRIX

Options One, Two, and Three

- Zoning by-law amendment required for FAR to exceed 0.5
- Zoning waiver required for number of parking spaces provided on site.
- Zoning waiver required for additional future parking at Stephen Palmer site.
- Zoning waiver required for remote parking at a distance greater than 300 feet.

Options Two and Three

- Zoning waiver required for side yard setback (pre-existing non-conforming is 11 feet)
- Zoning waiver required for height of building exceeding 40 feet by aligning floors.
- Zoning waiver required for existing non-conforming driveway opening on Highland Avenue.

Emery Grover School Administration Study
May 020, 2020

COMPARATIVE MATRIX OF SCHOOL ADMINISTRATION FINAL THREE OPTIONS

| | Emery Grover Site - 1330 Highland Avenue | | | NOTES |
|----------------------------------|--|---------------------------------------|--|-------|
| | Option 1 | Option 2 | Option 3 | |
| | Emery Grover | Emery Grover | Emery Grover | |
| | Demolish & Construct New Building | Renovate Existing with Addition | Renovate Existing with Addition Rotated | |
| Occupancy | June 2025 | June 2025 | June 2025 | |
| Zoning District | A-1 | A-1 | A-1 | |
| Proposed Design Area | 31,162 | 32,907 | 34,717 | |
| Estimated Total Project Cost | \$26,160,000 | \$25,890,000 | \$27,100,000 | |
| Full Program Used | reduced | reduced | reduced | |
| 1,200 sf Conference Center | yes | yes | yes | |
| 3,500 sf Full IT Department | yes | yes | yes | |
| Future Program Expansion | no | no | no | |
| Parking Spaces | 86 | 72 | 66 | |
| Parking Compliance with Zoning | no | no | no | |
| Allowable FAR of Site | 0.5 | 0.5 | 0.5 | |
| Maximum Allowed Floor Area (FAR) | 23,077 | 23,077 | 23,077 | |
| FAR Compliance | no | no | no | |
| Max Lot Coverage: Table 4.2.4 | no requirement | no requirement | no requirement | |
| Max Building Height | 3 story/40' | 3 story/40' | 3 story/40' pre-existing non-conforming | |
| Green Space Requirement | no | no | no | |
| Is CPA Funding Available | no | partial | partial | |
| Zoning Variance(s) | FAR/ parking | FAR/ parking | FAR/ parking | |
| Design & Functionality | | | | |
| Meets Department Needs | yes | yes | yes | |
| Natural Light in Offices | good | good | good | |
| Windows to Exterior | good | good | good | |
| Complies with Stacking Diagram | good | good | good | |
| Welcome Lobby | good | good | good | |
| Circulation | good | good | good | |
| Special Conditions | zoning by-law change required | zoning by-law change required | zoning by-law change required | |
| Considerations | demolition delay | Historic Commission approval required | Historic Commission approval required | |
| | | | | |

Includes hard & soft costs, FF&E, IT Hub relocation, solar panels, contingency

Includes 24 spaces at Stephen Palmer

Refer to Zoning Matrix

A summary of the Needham zoning by-laws related to the three final options on the site included the following:

- Zoning District is A-1
- FAR not to exceed 0.50
- Site area 1.06 acres, or 46,174 square feet.
- Maximum FAR for this site 23,077 GSF
- 3 stories maximum
- 40-foot height limit.
- Parking at one space per 300 square feet of office use.

Areas of non-conformance with zoning existed for all options:

Option One – Tear Down / New Building is 31,162 GSF, which exceeded the FAR requirement of 0.5 at 0.66

Option Two – Renovation and Addition was 32,907 GSF, which exceeded the FAR requirement at 0.70

Option Three – Renovation and Addition Rotated is 34,717 GSF, which exceeded the FAR requirement at 0.75

The renovation and addition Options Two and Three were currently four stories at over 50 feet in height. Both were pre-existing non-conforming features.

The existing Emery Grover south portico did not meet the side yard setback and was pre-existing non-conforming. The new addition, however, was conforming.

The zoning by-law parking requirement per 5.1.2 was one space per 300 sq.ft office:

- 101 parking spaces were required for the new building option
- 114 parking spaces were required for the renovation and addition option

Option One - New building on-site parking provided 62 spaces including three handicap spaces.

Option Two - Renovation and addition on-site parking provided 42 spaces including two handicap spaces.

Option Three – Renovation and addition rotated on-site parking provided 48 spaces including two handicap spaces

Option Three – Renovation and addition rotated with Garage on-site parking provided 50 spaces.

Since on-site parking was insufficient for both options, the Permanent Public Building Committee was considering off-site parking at the Stephen Palmer building site on Pickering Street.

Remote parking on Pickering Street at the Stephen Palmer building would provide 24 additional spaces. The distance to this parking lot is greater than 500 feet. Remote parking must be within 300 feet of the site per zoning.

All options would require the following zoning amendments and waivers:

- Zoning by-law amendment required for FAR to exceed 0.5. This will require Town Meeting approval.
- Zoning waiver required for number of parking spaces provided on site.
- Zoning waiver required for additional future remote parking at Stephen Palmer site.
- Zoning waiver required for remote parking at a distance greater than 300 feet.
- Options Two and Three renovation and addition option further required the following zoning waivers in addition to those listed above:
 - Zoning waiver required for height of building exceeding 40 feet by aligning floors (pre-existing non-conforming).
 - Zoning waiver required for side yard setback (existing is 11 feet) (pre-existing non-conforming).
 - Zoning waiver required for existing non-conforming driveway opening on Highland Avenue.

SECTION 16
COMMUNITY PRESERVATION ACT (CPA)
FUNDING ANALYSIS

COMMUNITY PRESERVATION ACT (CPA) FUNDING ANALYSIS

In this report, the Town of Needham completed a comprehensive review of alternatives for accommodating the Needham School Department needs for the next 25 to 50 years and concluded that the renovation and addition to the existing Emery Grover Building was the preferred option. While the demolition and construction of a new building on the site has advantages, it would not preserve an important historic edifice that anchors the north end of Needham's downtown business district. The study also reviewed the potential sale of the site to a private developer for reuse as apartment or office space. The highest value for a private developer was also determined to be for the land, with demolition of the existing building. The total value of the potential sale was in the \$1 to \$3 million-dollar range but might be zero dollars if an historic easement were placed on the property. The Town may not find any buyers in the current market conditions. If the Town was interested in preserving this historic building, the Town would need to take the lead in funding the renovation and reuse of the building for future generations. CPA funding was an important part for financing the renovation project.

The Emery Grover Building was listed on the National Register of Historic Places, and was specifically noted as an important "Historic Resource" on page 18 of the Town of Needham Community Preservation Plan, prepared by the Community Preservation Committee (CPC), 2014. Without question, Emery Grover was eligible for CPA funds as a local, state, and national historic resource. The Community Preservation Fund on page 19 outlined the Historic Preservation Goals set forth by the Town: "to preserve buildings, structures, vessels, archaeological sites, or real property that are listed or eligible for listing on the Massachusetts State Register of Historic Places or have been determined by the Needham Historical Commission to be significant in the history, archaeology, architecture or culture of the Town."

Part C of the Plan's Historic Preservation section outlined factors for consideration by the Committee toward approval of funding through the Community Preservation Act.

- Preserves and protects historic and cultural properties and sites to the extent allowed under the CPA.
- Demonstrates a public benefit to preserve historic resources. Town-owned facilities may be preferred in the Committee's evaluation process.
- Incorporates the remodeling, reconstruction, renovation and making of extraordinary repairs to historic resources, such as improvements intended to make historic facilities functional for their intended use, including but not limited to, handicapped accessibility and building code requirements.

Bullet points one and two were clearly covered by specific notation in the Plan. The third bullet point was the basis for the examination and analysis of the proposed costs to proceed with Option Two and/or Option Three in this report, as both options incorporated the existing building through remodeling, reconstruction, renovation, and the making of extraordinary repairs to historic resources. Both options include historic restoration of the exterior of the building, including significant interior work to make the Emery Grover Building functional for its continued use as the Needham School Administration Building.

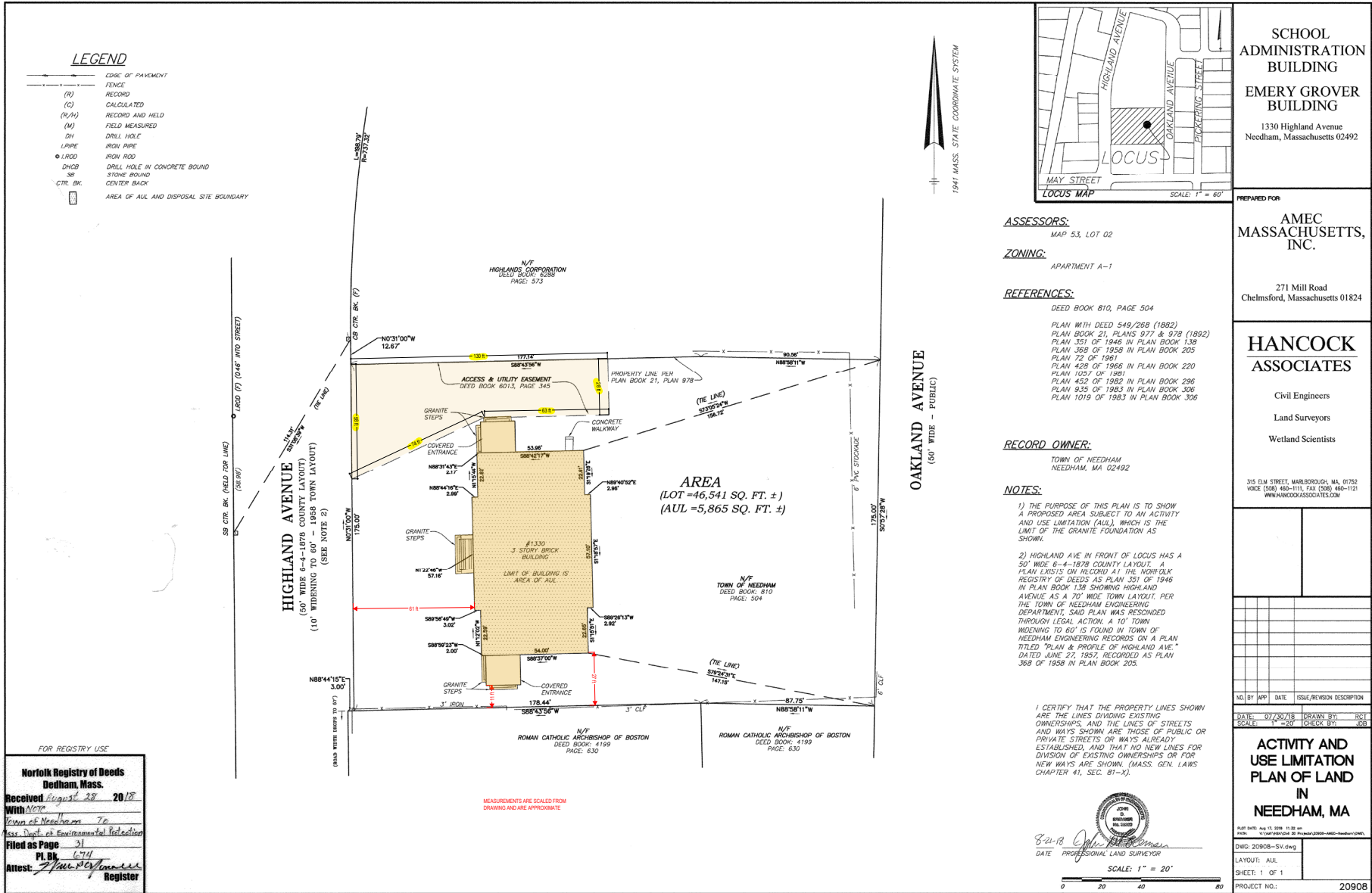
The exterior restoration and interior remodeling required comprehensive Americans with Disabilities Act (ADA), and 521 CMR Massachusetts Architectural access Board (MAAB) retrofitting, including access into the building, access vertically by elevator, safe egress from the building with new egress stairs, proper lighting, signage, etc. It also included the requirement for a fully code-compliant facility in all regards, including restrooms, mechanical / electrical / plumbing (MEP), fire sprinklers, and fire alarm. Rehabilitation as defined by the CPC Plan on page 20 was the guide for this eligibility analysis.

Other elements that were required to make this building functional for its intended use as the administration building were places of public interface, including help desks, and conference rooms. Providing code-compliant access to the building includes providing parking, zoning-mandated landscaping, and stormwater management. It also includes upgraded and new utilities to serve the building.

The following financial analysis reviewed each category of construction cost and set a specific value of eligible CPA funding that the Town could apply for under two of the three final options, Options Two and Three, based on the cost estimate included in this report dated April 28, 2020. Line items in the analysis were based on the percentage of the total floor plate separated between the existing building and the proposed addition.

For each option, existing and new percentages totaled 100 percent. Values are factored by the percentage of work in the existing building versus the addition. Specific determinations were made by reviewing the proposed design plans for functions that are not distributed across the complete floor, such as toilet rooms which occur within the existing building but not within the addition. Once a percentage of the construction costs was determined to be CPF eligible, that same percentage is applied to the soft costs for the project to get a total potentially eligible CPF value for each of the two options.

Using this methodology, both of these alternatives could be eligible for over 50% of the hard and soft project costs totaling about \$12 million dollars. While this should be considered a maximum eligible funding level for the Emery Grover project, the CPC must look at many factors to determine the appropriate actual funding level balancing requests for housing, open space, and other historic preservation projects. Town Meeting would eventually need to ratify the CPC-recommended funding for the project and appropriate the balance of the funding from other sources in order for the project to proceed.



COMMUNITY PRESERVATION ACT (CPA) FUNDING ANALYSIS

| DRAFT | | | Option Two Hard Costs - 32,907 GSF | | | Option Three Hard Costs - 34,717 GSF | | |
|----------------------------------|------------------------|---|------------------------------------|----------------------------|----------------|--------------------------------------|----------------------------|----------------|
| Line | | | 53.7 | 46.3 | 100.0 | 51.5 | 48.5 | 100.0 |
| Item | Eligible Category | Comments | % of Building Eligible | % of Building Not Eligible | Estimate Total | % of Building Eligible | % of Building Not Eligible | Estimate Total |
| HARD COSTS | | | | | | | | |
| Site Limit of Disturbance | | | | | | | | |
| 37 | Functionality | remove above ground oil tank behind building | \$50,000 | \$0 | \$50,000 | \$50,000 | \$0 | \$50,000 |
| 38 | | demo existing parking lot | \$80,395 | \$0 | \$80,395 | \$80,395 | \$0 | \$80,395 |
| 39 | | selective demo site improvements | \$12,060 | \$0 | \$12,060 | \$12,060 | \$0 | \$12,060 |
| Elevator | | | | | | | | |
| 50 | ADA/MAAB Accessibility | cut new shaft opening | \$12,000 | \$0 | \$12,000 | \$12,000 | \$0 | \$12,000 |
| 61 | | new pit in existing footprint | \$10,000 | \$0 | \$10,000 | \$10,000 | \$0 | \$10,000 |
| 74 | | 8" CMU partitions: bsmnt/elev shaft | \$200,400 | \$0 | \$200,400 | \$200,400 | \$0 | \$200,400 |
| 91 | | metal: elev, pit ladder, hoist beam | \$6,750 | \$0 | \$6,750 | \$6,750 | \$0 | \$6,750 |
| 117 | | waterproof elevator pit | \$3,500 | \$0 | \$3,500 | \$3,500 | \$0 | \$3,500 |
| 200 | | 3500lb passenger elevator | \$175,000 | \$0 | \$175,000 | \$175,000 | \$0 | \$175,000 |
| 201 | | extra stop | \$40,000 | \$0 | \$40,000 | \$40,000 | \$0 | \$40,000 |
| 202 | | cab, standard finishes | \$25,000 | \$0 | \$25,000 | \$25,000 | \$0 | \$25,000 |
| 123 | | elevator roof exhaust | \$2,500 | \$0 | \$2,500 | \$2,500 | \$0 | \$2,500 |
| 223 | | elevator machine room exhaust, ducting, roof fan | \$5,000 | \$0 | \$5,000 | \$5,000 | \$0 | \$5,000 |
| Egress Stairs | | | | | | | | |
| 89 | ADA/MAAB Accessibility | Metal egress stairs (replace exist & new addition) | \$180,000 | \$0 | \$180,000 | \$180,000 | \$0 | \$180,000 |
| Exterior Restoration | | | | | | | | |
| 73 | Historic Preservation | restore existing masonry façade | \$384,009 | \$0 | \$384,009 | \$474,522 | \$0 | \$474,522 |
| 86 | | seismic bracing existing building | \$379,080 | \$0 | \$379,080 | \$390,860 | \$0 | \$390,860 |
| 98 | | rough carpentry: façade and roof | \$28,434 | \$0 | \$28,434 | \$34,031 | \$0 | \$34,031 |
| 100 | | exterior finish carpentry | \$50,000 | \$0 | \$50,000 | \$50,000 | \$0 | \$50,000 |
| 101 | | restore barrel vault wood entry | \$75,000 | \$0 | \$75,000 | \$75,000 | \$0 | \$75,000 |
| 125 | | repair slate roofing | \$135,108 | \$0 | \$135,108 | \$135,108 | \$0 | \$135,108 |
| 126 | | repair/replace copper gutter & flash | \$75,000 | \$0 | \$75,000 | \$75,000 | \$0 | \$75,000 |
| 130 | | caulking/sealant exterior façade | \$6,935 | \$5,979 | \$12,914 | \$8,300 | \$7,816 | \$16,116 |
| 139 | | restoration of original entry door | \$45,000 | \$0 | \$45,000 | \$45,000 | \$0 | \$45,000 |
| 142 | | remove and replace windows | \$435,500 | \$0 | \$435,500 | \$461,500 | \$0 | \$461,500 |
| 153 | | Upgrade existing façade finishes | \$96,002 | \$0 | \$96,002 | \$118,631 | \$0 | \$118,631 |
| 52 | | modify opening on exterior façade | \$30,000 | \$0 | \$30,000 | \$30,000 | \$0 | \$30,000 |
| Interior Renovations | | | | | | | | |
| 85 | Functionality | restructure 3rd floor (attic) | \$67,500 | \$0 | \$67,500 | \$67,500 | \$0 | \$67,500 |
| 92 | code | Misc metals associated with remainder of interior fit-out | \$35,342 | \$30,472 | \$65,814 | \$35,759 | \$33,675 | \$69,434 |
| 99 | | rough carpentry: partitions and ceilings | \$24,759 | \$21,347 | \$46,106 | \$24,791 | \$23,347 | \$48,138 |
| 103 | | reception help desk | \$6,750 | \$0 | \$6,750 | \$6,750 | \$0 | \$6,750 |
| 105 | | conference rooms & meeting rooms | \$30,000 | \$0 | \$30,000 | \$15,450 | \$14,550 | \$30,000 |
| | | Misc interior architectural woodwork associated with | | | | | | |
| 112 | | interior fit-out | \$44,178 | \$38,090 | \$82,268 | \$44,698 | \$42,095 | \$86,793 |
| 155 | | interior partitions | \$260,458 | \$224,567 | \$485,025 | \$249,788 | \$235,237 | \$485,025 |
| 129 | | Firestopping associated with interior fit-out | \$8,836 | \$7,618 | \$16,454 | \$8,940 | \$8,419 | \$17,359 |
| 131 | | Caulking and sealants associated with interior fit-out | \$8,836 | \$7,618 | \$16,454 | \$8,940 | \$8,419 | \$17,359 |
| 143 | | Interior door | \$49,095 | \$42,330 | \$91,425 | \$47,084 | \$44,341 | \$91,425 |
| 160 | | ACT ceilings | \$82,600 | \$71,217 | \$153,817 | \$84,086 | \$79,188 | \$163,274 |
| 163 | | Carpet tile flooring, cushion backing, 33-36oz | \$73,963 | \$63,770 | \$137,733 | \$75,360 | \$70,971 | \$146,331 |
| 164 | | Paint wall surfaces | \$51,426 | \$44,340 | \$95,766 | \$50,366 | \$47,432 | \$97,798 |

COMMUNITY PRESERVATION ACT (CPA) FUNDING ANALYSIS

| DRAFT | | | Option Two Hard Costs - 32,907 GSF | | | Option Three Hard Costs - 34,717 GSF | | |
|-------|------------------------|--|------------------------------------|----------------------------|----------------|--------------------------------------|----------------------------|----------------|
| Line | | | 53.7 | 46.3 | 100.0 | 51.5 | 48.5 | 100.0 |
| Item | Eligible Category | Comments | % of Building Eligible | % of Building Not Eligible | Estimate Total | % of Building Eligible | % of Building Not Eligible | Estimate Total |
| | Toilet Rooms | | | | | | | |
| 111 | ADA/MAAB Accessibility | vanities | \$10,000 | \$0 | \$10,000 | \$10,000 | \$0 | \$10,000 |
| 176 | Functionality | toilet partitions | \$40,000 | \$0 | \$40,000 | \$40,000 | \$0 | \$40,000 |
| 177 | | toilet accessories | \$10,000 | \$0 | \$10,000 | \$10,000 | \$0 | \$10,000 |
| 224 | | toilet room exhaust ducting, roof fan | \$30,000 | \$0 | \$30,000 | \$30,000 | \$0 | \$30,000 |
| 157 | | Ceramic tile flooring, cove wall base; toilet rooms | \$31,900 | \$0 | \$31,900 | \$31,900 | \$0 | \$31,900 |
| 158 | | 12x24 porcelain wall tile at wet wall xfull height | \$31,875 | \$0 | \$31,875 | \$31,875 | \$0 | \$31,875 |
| 161 | | toilet room ceilings | \$8,338 | \$0 | \$8,338 | \$8,338 | \$0 | \$8,338 |
| | Specialties | | | | | | | |
| 173 | ADA/MAAB | code compliance signage and way finding | \$17,671 | \$15,236 | \$32,907 | \$17,879 | \$16,838 | \$34,717 |
| 174 | Code | Specialty signage at Lobby | \$15,000 | \$0 | \$15,000 | \$15,000 | \$0 | \$15,000 |
| | Mechanical | | | | | | | |
| 209 | Functionality | sprinkler demo | \$11,600 | \$0 | \$11,600 | \$11,600 | \$0 | \$11,600 |
| 210 | Code | sprinkler coverage system | \$123,697 | \$106,652 | \$230,349 | \$125,155 | \$117,864 | \$243,019 |
| | Plumbing | | | | | | | |
| 213 | functionality | plumbing demo | \$13,600 | \$0 | \$13,600 | \$13,600 | \$0 | \$13,600 |
| 214 | Code | front end equipment and infrastructure | \$88,355 | \$76,180 | \$164,535 | \$89,396 | \$84,189 | \$173,585 |
| 215 | | plumbing fixtures | \$136,000 | \$0 | \$136,000 | \$136,000 | \$0 | \$136,000 |
| 216 | | floor drains | \$27,000 | \$0 | \$27,000 | \$27,000 | \$0 | \$27,000 |
| 218 | | misc. plumbing requirements, shop drawings, testing | \$41,134 | \$0 | \$41,134 | \$43,396 | \$0 | \$43,396 |
| | HVAC | | | | | | | |
| 221 | Functionality | HVAC demo | \$14,400 | \$0 | \$14,400 | \$14,400 | \$0 | \$14,400 |
| 222 | Code | multizone VRF system | \$848,211 | \$731,325 | \$1,579,536 | \$858,204 | \$808,212 | \$1,666,416 |
| 225 | | misc. HVAC requirements, lifting, shop drawings, testing | \$44,178 | \$38,090 | \$82,268 | \$44,698 | \$42,095 | \$86,793 |
| | Electrical | | | | | | | |
| 231 | Functionality | electrical demo, make safe | \$10,800 | \$0 | \$10,800 | \$10,800 | \$0 | \$10,800 |
| 232 | Code | panels and feeders | \$114,862 | \$99,034 | \$213,896 | \$116,215 | \$109,446 | \$225,661 |
| 233 | | feeds and connections | \$159,040 | \$137,123 | \$296,163 | \$160,913 | \$151,540 | \$312,453 |
| 234 | | MEP equipment wiring | \$48,595 | \$41,899 | \$90,494 | \$49,168 | \$46,304 | \$95,472 |
| 235 | | lighting | \$141,368 | \$121,888 | \$263,256 | \$143,034 | \$134,702 | \$277,736 |
| 236 | | exit and emergency lighting | \$44,178 | \$38,090 | \$82,268 | \$44,698 | \$42,095 | \$86,793 |
| 237 | | lighting controls | \$17,671 | \$15,236 | \$32,907 | \$17,879 | \$16,838 | \$34,717 |
| 238 | | branch devices and wiring | \$66,266 | \$57,135 | \$123,401 | \$67,047 | \$63,142 | \$130,189 |
| 239 | | fire alarm | \$88,355 | \$76,180 | \$164,535 | \$89,396 | \$84,189 | \$173,585 |
| 240 | | tel/data | \$97,191 | \$83,798 | \$180,989 | \$98,336 | \$92,608 | \$190,944 |
| 241 | | security | \$26,507 | \$22,854 | \$49,361 | \$26,819 | \$25,257 | \$52,076 |
| 242 | | access control | \$17,671 | \$15,236 | \$32,907 | \$17,879 | \$16,838 | \$34,717 |
| 243 | | misc. electrical | \$26,507 | \$22,854 | \$49,361 | \$26,819 | \$25,257 | \$52,076 |

COMMUNITY PRESERVATION ACT (CPA) FUNDING ANALYSIS

| DRAFT | | | Option Two Hard Costs - 32,907 GSF | | | Option Three Hard Costs - 34,717 GSF | | |
|--|------------------------|--|------------------------------------|---------------------------------------|-------------------------|--------------------------------------|---------------------------------------|-------------------------|
| Line Item | Eligible Category | Comments | 53.7 % of Building Eligible | 46.3 % of Building Not Eligible | 100.0 Estimate Total | 51.5 % of Building Eligible | 48.5 % of Building Not Eligible | 100.0 Estimate Total |
| Exterior Improvements | | | | | | | | |
| 257 | ADA/MAAB Accessibility | parking lot and circulation | \$89,700 | \$77,340 | \$167,040 | \$86,026 | \$81,014 | \$167,040 |
| 258 | Code | curbing | \$33,348 | \$28,752 | \$62,100 | \$31,982 | \$30,119 | \$62,100 |
| 259 | Functionality | new curb cut Highland Ave | \$8,055 | \$6,945 | \$15,000 | \$7,725 | \$7,275 | \$15,000 |
| 260 | | parking space | \$403 | \$347 | \$750 | \$386 | \$364 | \$750 |
| 261 | | ADA parking space | \$459 | \$396 | \$855 | \$440 | \$415 | \$855 |
| 262 | | additional parking offsite at Stephen Palmer | | \$75,000 | \$75,000 | | \$75,000 | \$75,000 |
| 263 | | pedestrian pavement | \$16,110 | \$13,890 | \$30,000 | \$15,450 | \$14,550 | \$30,000 |
| 264 | | soft landscape, shrubs, ground cover, site improvements | \$101,493 | \$87,507 | \$189,000 | \$123,600 | \$116,400 | \$240,000 |
| 265 | | tree | \$17,721 | \$15,279 | \$33,000 | \$16,995 | \$16,005 | \$33,000 |
| Utilities | | | | | | | | |
| 271 | Code | street connection at water main Highland Ave | \$13,425 | \$11,575 | \$25,000 | \$12,875 | \$12,125 | \$25,000 |
| 272 | Functionality | new domestic water service, fire sprinkler water service | \$11,277 | \$9,723 | \$21,000 | \$10,815 | \$10,185 | \$21,000 |
| 273 | | sanitary service drain | \$8,458 | \$7,292 | \$15,750 | \$8,111 | \$7,639 | \$15,750 |
| 274 | | street connection at sanitary main Highland Ave | \$13,425 | \$11,575 | \$25,000 | \$12,875 | \$12,125 | \$25,000 |
| 275 | | stormwater management system - parking lot | \$626,400 | \$0 | \$626,400 | \$626,400 | \$0 | \$626,400 |
| 276 | | site electrical primary service | \$16,916 | \$14,585 | \$31,500 | \$16,223 | \$15,278 | \$31,500 |
| 277 | | parking lot lighting | \$40,000 | \$0 | \$40,000 | \$40,000 | \$0 | \$40,000 |
| Contingency & Escalation | | | | | | | | |
| | | Design and Pricing Contingency (10%) | \$717,969 | \$619,031 | \$1,337,000 | \$730,270 | \$687,730 | \$1,418,000 |
| Mark-Ups and Burdens | | | | | | | | |
| | | General Conditions | \$789,390 | \$680,610 | \$1,470,000 | \$723,060 | \$680,940 | \$1,404,000 |
| | | Bonds (0.85) | \$74,106 | \$63,894 | \$138,000 | \$74,675 | \$70,325 | \$145,000 |
| | | General Liability Insurance (1.25%) | \$109,548 | \$94,452 | \$204,000 | \$110,725 | \$104,275 | \$215,000 |
| | | Profit | \$310,386 | \$267,614 | \$578,000 | \$313,120 | \$294,880 | \$608,000 |
| Escalation | | | | | | | | |
| | | From now until anticipated Bid (8.59%) | \$788,853 | \$680,147 | \$1,469,000 | \$795,630 | \$749,283 | \$1,544,913 |
| All Other Hard Costs Not Eligible | | | | | | | | |
| | | Hillside and all other ineligible costs | \$0 | \$4,061,061 | \$4,061,061 | \$0 | \$4,429,275 | \$4,429,275 |
| HARD COSTS SUBTOTAL | | | \$9,475,828 | \$9,083,172 | | \$9,604,899 | \$9,908,101 | |

COMMUNITY PRESERVATION ACT (CPA) FUNDING ANALYSIS

| DRAFT | | | Option Two Hard Costs - 32,907 GSF | | | Option Three Hard Costs - 34,717 GSF | | |
|-----------------------|--------------------------|--|------------------------------------|---------------------------------------|-------------------------|--------------------------------------|---------------------------------------|-------------------------|
| Line Item | Eligible Category | Comments | 53.7 % of Building Eligible | 46.3 % of Building Not Eligible | 100.0 Estimate Total | 51.5 % of Building Eligible | 48.5 % of Building Not Eligible | 100.0 Estimate Total |
| | | | Eligible Multiplier | | Total Construction Cost | Eligible Multiplier | | Total Construction Cost |
| | SOFT COSTS | Percentage Multiplier | 51.06% | 48.94% | \$18,559,000 | 49.22% | 50.78% | \$19,513,000 |
| | | Based on Percentage of total Construction Costs p.5 CHA Estimate April 28, 2020 | | | | | | |
| | Permits and Approvals | | \$5,106 | \$4,894 | \$10,000 | \$5,150 | \$4,850 | \$10,000 |
| | Architecture/Engineering | Planning Board Site Plan Approval (per review) | | | | | | |
| | | Design Fees: Architect / Engineering (8%) | \$818,723 | \$784,763 | \$1,603,520 | \$826,869 | \$853,023 | \$1,679,840 |
| | | A&E Reimbursables | \$12,764 | \$12,235 | \$25,000 | \$12,306 | \$12,695 | \$25,000 |
| | | FF&E Specification and Purchasing (10%) | \$35,741 | \$34,258 | \$70,000 | \$34,456 | \$35,546 | \$70,000 |
| | | Hazmat (inspection, specification, construction monitoring) | \$17,870 | \$17,129 | \$35,000 | \$17,228 | \$17,773 | \$35,000 |
| | | Geotechnical Engineer | \$10,212 | \$9,788 | \$20,000 | \$7,383 | \$7,617 | \$15,000 |
| | | Survey and Layout | \$12,764 | \$12,235 | \$25,000 | \$12,306 | \$12,695 | \$25,000 |
| | Testing | | | | | | | |
| | | concrete, steel, soil testing and inspections | \$51,058 | \$48,940 | \$100,000 | \$49,223 | \$50,780 | \$100,000 |
| | | commissioning | \$25,529 | \$24,470 | \$50,000 | \$24,612 | \$25,390 | \$50,000 |
| | Project Management | | | | | | | |
| | | Owner's Project Manager | \$189,517 | \$181,655 | \$371,180 | \$192,098 | \$198,174 | \$390,260 |
| | Moving | | | | | | | |
| | | Moving out, moving back (2 moves) | \$40,846 | \$39,152 | \$80,000 | \$39,378 | \$40,624 | \$80,000 |
| | Advertising and Bidding | | | | | | | |
| | | Public bidding, advertising, document management website | \$7,659 | \$7,341 | \$15,000 | \$7,383 | \$7,617 | \$15,000 |
| | Legal | | | | | | | |
| | Other Costs | | | | | | | |
| | | Bonding Costs (0.30%) | \$30,702 | \$29,429 | \$60,132 | \$31,008 | \$31,988 | \$62,994 |
| | Owner Contingency | | | | | | | |
| | | 5% Construction & 10% Owner Contingency (15%) | \$1,723,879 | \$1,652,373 | \$3,376,325 | \$1,739,624 | \$1,794,648 | \$3,534,164 |
| | SOFT COSTS | SUBTOTAL | \$2,982,370 | \$2,858,663 | \$5,841,033 | \$2,999,025 | \$3,093,421 | \$6,092,446 |
| TOTAL ELIGIBLE | | | \$12,458,199 | | | \$12,603,924 | | |

COMMUNITY PRESERVATION ACT (CPA) FUNDING ANALYSIS

Notes from Community Preservation Plan 2014

C Historic Preservation Factors for Consideration

Incorporates the remodeling, reconstruction, renovation and making of extraordinary repairs to historic resources, such as improvements intended to make historic facilities functional for their intended use, including but not limited to, handicapped accessibility and building code requirements.

Appendix

Capital improvements, or the making of extraordinary repairs, to historic resources, open spaces, lands for recreational use and community housing for the purpose of making such historic resources, open spaces, lands for recreational use and community housing functional for their intended uses including, but not limited to, improvements to comply with the Americans with Disabilities Act and other federal, state or local building or access codes; provided, that with respect to historic resources, "rehabilitation" shall comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior's Standards for the Treatment of Historic Properties codified in 36 C.F.R. Part 68; and provided further, that with respect to land for recreational use, "rehabilitation" shall include the replacement of playground equipment and other capital improvements to the land or the facilities thereon which make the land or the related facilities more functional for the intended recreational use.

APPENDIX

APPENDIX

National Register

NPS Form 10-900
(Rev. 5-85)

RECEIVED OMB No. 1024-0018
JUL 24 1987
NATIONAL REGISTER

**United States Department of the Interior
National Park Service**

**National Register of Historic Places
Registration Form**

This form is for use in nominating or requesting determinations of eligibility for individual properties or districts. See instructions in *Guidelines for Completing National Register Forms* (National Register Bulletin 16). Complete each item by marking "x" in the appropriate box or by entering the requested information. If an item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, styles, materials, and areas of significance, enter only the categories and subcategories listed in the instructions. For additional space use continuation sheets (Form 10-900a). Type all entries.

1. Name of Property
historic name Emery Grover Building (preferred)
other names/site number Needham High School

2. Location
street & number 1330 Highland Avenue N/A not for publication
city, town Needham N/A vicinity
state Massachusetts code 025 county Norfolk code 021 zip code 02192

3. Classification

| | | |
|--|---|-------------------------------------|
| Ownership of Property | Category of Property | Number of Resources within Property |
| <input type="checkbox"/> private | <input checked="" type="checkbox"/> building(s) | Contributing |
| <input checked="" type="checkbox"/> public-local | <input type="checkbox"/> district | <u>1</u> |
| <input type="checkbox"/> public-State | <input type="checkbox"/> site | |
| <input type="checkbox"/> public-Federal | <input type="checkbox"/> structure | |
| | <input type="checkbox"/> object | |
| | | <u>1</u> Total |

Name of related multiple property listing: N/A

4. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act of 1966, as amended, I hereby certify that this ☒ nomination ☐ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property ☒ meets ☐ does not meet the National Register criteria. ☐ See continuation sheet.

Valerie A. Talman July 20, 1987
Signature of certifying official Executive Director, State Historic Preservation Office
Massachusetts Historical Commission
State or Federal agency and bureau

In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. ☐ See continuation sheet.

Signature of commenting or other official _____ Date _____
State or Federal agency and bureau _____

5. National Park Service Certification

I, hereby, certify that this property is:

☒ entered in the National Register.
☐ See continuation sheet.

☐ determined eligible for the National Register. ☐ See continuation sheet.

☐ determined not eligible for the National Register.

☐ removed from the National Register.

☐ other, (explain): _____

Shelby Byer Entered in the National Register 8/20/87
Signature of the Keeper Date of Action

6. Function or Use Emery Grover Building, Needham, Massachusetts

| | |
|---|--|
| Historic Functions (enter categories from instructions) | Current Functions (enter categories from instructions) |
| <u>Education, Secondary School</u> | <u>Educational, Administration</u> |
| _____ | _____ |
| _____ | _____ |

7. Description

| | |
|---|--|
| Architectural Classification (enter categories from instructions) | Materials (enter categories from instructions) |
| <u>Second Renaissance Revival</u> | foundation <u>granite</u> |
| _____ | walls <u>brick</u> |
| _____ | roof <u>slate</u> |
| _____ | other _____ |

Describe present and historic physical appearance.

The Emery Grover Building is located at 1330 Highland Avenue in Needham, Massachusetts, on the primary thoroughfare between the town's two primary villages, Needham and Needham Heights. It was built in 1898 as the town's high school. The mixed-use neighborhood combines residential and small commercial establishments near the town hall. To the south is St. Joseph's Roman Catholic Church (1965-1966), and to the north the site of a more recent high school (1924), now occupied by Town House condominiums (1984). The building is set back about 75 feet from Highland Avenue, with a semi-circular drive.

The Emery Grover Building was built in the Second Renaissance Revival style and designed by Boston architects Whitman and Hood. It is a yellow brick, two-story building on a raised granite basement under a low hipped roof of monson granite and measures 66 by 102 feet. Cubic masonry was emphasized with strong horizontals articulated at cornice, belt courses, and foundation, with period inspired detailing at edges and openings.

The primary west facade features a projecting central pavilion three bays wide, approximately 3/5th of the full width, with the placement on the first floor level of two semi-elliptical windows on either side of a large arched entrance, and six arched windows on the second floor. The architectural surround of windows and entrance is a carefully articulated brick arch, each decorated by a large keystone. The impost blocks are a part of the belt courses at all upper levels. An additional granite belt course defines the level of the first floor. On either side of the central pavilion are two windows on each floor with brick lintels and keystones. Above the central pavilion in the hipped roof are three dormers. The center dormer has three windows and is decorated by a white painted wooden pediment with volutes on either side, all of which originally supported a large circular clock, which has been removed.

☒ See continuation sheet

NPS Form 10-900-a
(8-89)

OMB Approval No. 1024-0018

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 7 Page 1Emery Grover Building,
Needham, Massachusetts

The east (rear) of the building echoes the pattern of the facade's projecting central pavilion with three large arched windows on the first floor. Six slender arched windows on the second floor are false windows, filled in with brick with the exception of the four top semi-elliptical sections. On each of the north and south sides of the building is an entrance protected by a porch with arched opening and granite steps.

The interior of the original high school had three classrooms and offices for the superintendent of schools, the principal, the school committee, and the teachers on the first floor. On the second floor in the center, which would be the area contained within the projecting central pavilion as seen from the outside, was a large auditorium seating 275 and a stage placed against the rear wall of the building. Also on the second floor were two classrooms, a recitation room, and a room to be used as a library. On the third floor were laboratories and darkrooms, and in the basement, heating plant, manual training facility, and restrooms. The interior on both floors has been altered with the creation of office areas formed by temporary partitions in about 1972.

Archaeology

While no archaeological sites are recorded within the property several have been reported that are in close proximity. It is likely that sites may have been present, but the intense level of development and small size of the property suggests that the likelihood of significant prehistoric survivals is low. These factors also suggest that the potential for significant historic sites is low. Most of the town's early development appears concentrated west of the town center or along the Charles River. This area was not intensively developed until the middle of the nineteenth century. This property was built in 1898 and may contain occupation related features which could add to the understanding of the students social and cultural development during the period.

8. Statement of Significance Emery Grover Building, Needham, Massachusetts

Certifying official has considered the significance of this property in relation to other properties:

☐ nationally ☐ statewide ☒ locallyApplicable National Register Criteria ☒ A ☐ B ☒ C ☐ DCriteria Considerations (Exceptions) ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G

Areas of Significance (enter categories from instructions)

ArchitectureCommunity Planning and DevelopmentEducation

Period of Significance

1898-1924

Significant Dates

1898

Cultural Affiliation

N/A

Significant Person

N/A

Architect/Builder

Whitman and Hood, Boston, Massachusetts

State significance of property, and justify criteria, criteria considerations, and areas and periods of significance noted above.

The Emery Grover Building, Needham, built in 1898 to serve as the town's first high school, retains integrity of location, design, materials, workmanship, and association with the development--at times fractious--of Needham in the late 19th century. The building is architecturally significant as an imposing example of the Second Renaissance Revival style. The Emery Grover Building thus fulfills Criteria A and C of the National Register of Historic Places on the local level.

Twice in its history the town of Needham has been torn apart by disagreements and arguments over the site of a public building. The first of these, the argument between the east and west ends of the town over where the meetinghouse should stand, began in the eighteenth century, lasted a hundred years, and literally tore the town apart when in 1881 the west end was incorporated as the town of Wellesley.

The second argument, which began even before the first had ended, concerned where the town's first high school building should stand. It began in 1863 when the town first officially considered the need for a separate high school building, lasted until 1898, and still simmered for years thereafter. At that time the town of Needham consisted of two competing villages: Highlandville (now Needham Heights) to the north, and Needham Plains (now the present town center) to the south, with much empty land between them.

Over the years, the two villages had developed distinctly different characteristics. Highlandville was essentially an English village, populated and controlled by the English knitters who had migrated from England to set up their knitting shops and build their homes in the north end of town, some of them arriving before the Civil War. In 1875 there were thirty-eight separate knitting shops in the town, and most were in Highlandville. They were a clannish group, and a strong, sometimes acrimonious, rivalry grew up between them and the people of "the Plains," which was still a Yankee village, populated and largely controlled by descendants of the original Yankee settlers. Highlandville was becoming an industrial community, while "the Plains" still bore the traces of its agricultural beginnings.

☒ See continuation sheet

APPENDIX

National Register

NPS Form 10-900-a
(9-88)

OMB Approval No. 1024-0018

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 8 Page 1

Emery Grover Building,
Needham, Massachusetts

The rivalry between the two villages took many forms, the most visible among them being public sites and buildings. When "the Plains" established a village green (now Needham Square), Highlandville cleared a space for its own green (now Avery Square). When "the Plains" erected a bandstand on its green Highlandville demanded and got a bandstand for its green. This rivalry reached its bitter peak in 1883, when the question arose as to where the new high school should be built. Highlandville chose a site for the building within its traditional limits, and "the Plains" picked another, well within its own limits. It was only after the appointment and dissolution of one building committee, a court injunction, and the appointment of a second building committee that the problem was resolved. The resolution came only when John Moseley, a public-spirited landowner, offered to donate to the town as a site for the high school a plot of land almost equidistant between the sites favored by the two villages.

The building committee submitted its majority report in the 1898 Annual Town Report. This report listed Whitman and Hood as the architects and F. G. Colburn and Co. as the builders. However, on the same page the Treasurer says that he paid \$570.36 to one "Mr. Brigham," the architect engaged by the first building committee who had been dismissed by the second committee. It is therefore not possible to discern which architect was responsible for the design of the exterior. The majority report listed the cost of the building, \$32,923, "seventy-seven dollars less than the original appropriation." The report noted:

"It (the High School) is well adapted to the purposes for which it was designed. Its exterior appearance is attractive, although rigid economy of ornament was imposed by the limits of the appropriation for its construction. It has been visited by many persons acquainted with high-school architecture and construction and declared to be unexcelled by any other high school building erected in Massachusetts for an equal amount of money."

However, a 47-page minority report was submitted by John Titus, a member of the building committee. Mr. Titus set the theme for his report by stating that the building committee was "a body conceived in sin and delivered in iniquity." The attack includes accusations of bid-rigging, illegal collusion in the award of contracts, political cronyism in the dismissal of one architect and the hiring of another, with studied hints of malfeasance. The last fifteen pages of the minority report examine the completed structure and list the faults in its design and construction. Mr. Titus was leading citizen and lawyer in Highlandville, and Mr. Pope, chairman of the Building Committee was a wealthy landowner in the Plains. There is little doubt that the personal and public feud between Mr. Pope and Mr. Titus was a continuation of the Highlandville-Plains feud.

continued

NPS Form 10-900-a
(9-88)

OMB Approval No. 1024-0018

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 8 Page 2

Emery Grover Building,
Needham, Massachusetts

The building housed all high-school activities until 1924, when increased enrollment required a larger building, and the second high-school building was erected on an adjacent plot. The building was then used to house special and overflow classes. And it was at this time that it was given its present name, in honor of Judge Emery Grover, who had been a member of the school committee for twenty-four years, from 1884 to 1904. The building has held the administrative offices of the school department since about 1972.

9. Major Bibliographical References Emery Grover Building, Needham, MassachusettsClarke, George D., The History of Needham. Cambridge: University Press, 1912

Needham Town Records, Needham Free Public Library.

Needham Historical Society files.

Previous documentation on file (NPS):

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
- ☐ previously listed in the National Register
- ☐ previously determined eligible by the National Register
- ☐ designated a National Historic Landmark
- ☐ recorded by Historic American Buildings
- ☐ Survey # _____
- ☐ recorded by Historic American Engineering Record # _____

☐ See continuation sheet**Primary location of additional data:**

- ☒ State historic preservation office
- ☐ Other State agency
- ☐ Federal agency
- ☐ Local government
- ☐ University
- ☐ Other

Specify repository:
MHC #54**10. Geographical Data**Acreage of property 0 1.1 acre
Quad: Newton Scale 1:25000**UTM References**

A 19 31 56 20 46 83 41 0

Zone Easting Northing

C _____

B _____

D _____

☐ See continuation sheet**Verbal Boundary Description**

Westerly by Highland Avenue by 187 ft. more or less; Northerly by the newly constructed Town Houses by 263 ft. more or less; Easterly by Oakland Avenue by 175 ft. more or less; Southerly by land of the Roman Catholic Church (St. Joseph's) by 263 ft. more or less. All as shown on Assessors plan No. 53, dated July 1975.

☐ See continuation sheet**Boundary Justification**

The lot described above is that historically associated with the property.

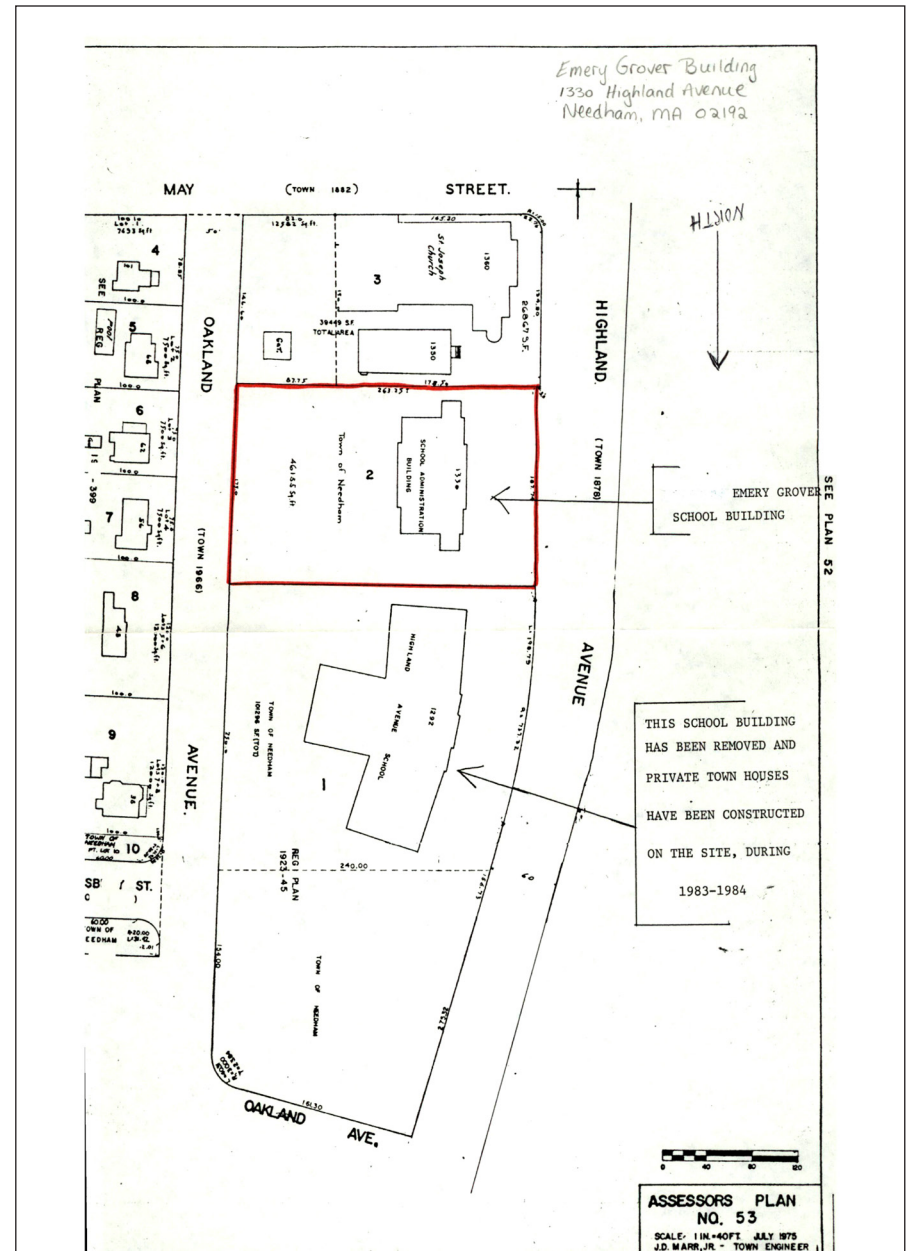
☐ See continuation sheet**11. Form Prepared By**

name/title Mrs. Warner B. Hartford, Needham Historical Commission, Chair, with Claire Dempsey

organization Massachusetts Historical Commission date April 27 1987

street & number 80 Boylston Street telephone (617) 727-8470

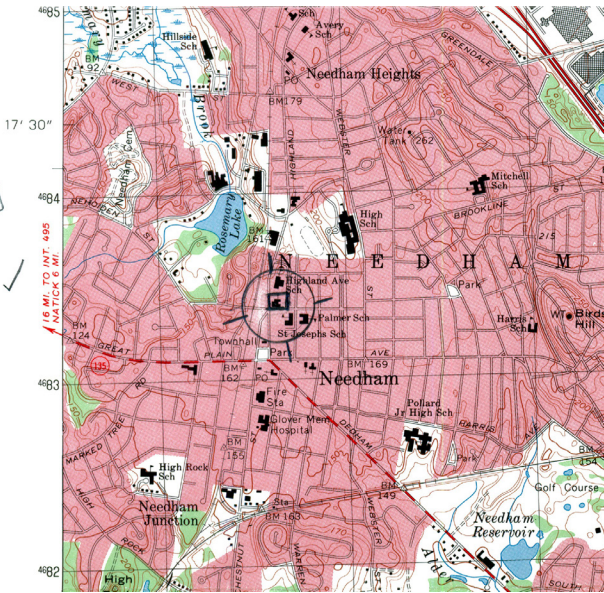
city or town Boston state Massachusetts zip code 02116



APPENDIX

National Register

Emery Grover Building
1330 Highland Avenue
Needham, MA 02192 ✓
Quad: Newton
Scale 1:25000
UTM References:
19 / 315620 / 4683410



1. West facade. (Photograph: Kenneth Watson, December 1985)



2. West facade (oblique). (Photograph: Kenneth Watson, December 1985)

APPENDIX

Needham Inventory

Massachusetts Cultural Resource Information System Scanned Record Cover Page

Inventory No: NEE.34
Historic Name: Grover, Emery Building
Common Name: Needham High School
Address: 1330 Highland Ave
City/Town: Needham
Village/Neighborhood: Needham
Local No: 53, 54
Year Constructed: 1898
Architect(s): Brigham; Colburn, F. G. and Company; Whitman and Hood
Architectural Style(s): Classical Revival
Use(s): Business Office; Other Governmental or Civic; Public School
Significance: Architecture; Community Planning; Education
Area(s):
Designation(s): Nat'l Register Individual Property (08/20/1987)
Building Materials(s): Roof: Slate
 Wall: Brick; Granite; Wood; Stone, Cut
 Foundation: Granite; Stone, Cut



The Massachusetts Historical Commission (MHC) has converted this paper record to digital format as part of ongoing projects to scan records of the Inventory of Historic Assets of the Commonwealth and National Register of Historic Places nominations for Massachusetts. Efforts are ongoing and not all inventory or National Register records related to this resource may be available in digital format at this time.

The MACRIS database and scanned files are highly dynamic; new information is added daily and both database records and related scanned files may be updated as new information is incorporated into MHC files. Users should note that there may be a considerable lag time between the receipt of new or updated records by MHC and the appearance of related information in MACRIS. Users should also note that not all source materials for the MACRIS database are made available as scanned images. Users may consult the records, files and maps available in MHC's public research area at its offices at the State Archives Building, 220 Morrissey Boulevard, Boston, open M-F, 9-5.

Users of this digital material acknowledge that they have read and understood the MACRIS Information and Disclaimer (<http://mhc-macris.net/macrisdisclaimer.htm>)

Data available via the MACRIS web interface, and associated scanned files are for information purposes only. THE ACT OF CHECKING THIS DATABASE AND ASSOCIATED SCANNED FILES DOES NOT SUBSTITUTE FOR COMPLIANCE WITH APPLICABLE LOCAL, STATE OR FEDERAL LAWS AND REGULATIONS. IF YOU ARE REPRESENTING A DEVELOPER AND/OR A PROPOSED PROJECT THAT WILL REQUIRE A PERMIT, LICENSE OR FUNDING FROM ANY STATE OR FEDERAL AGENCY YOU MUST SUBMIT A PROJECT NOTIFICATION FORM TO MHC FOR MHC'S REVIEW AND COMMENT. You can obtain a copy of a PNF through the MHC web site (www.sec.state.ma.us/mhc) under the subject heading "MHC Forms."

Commonwealth of Massachusetts
 Massachusetts Historical Commission
 220 Morrissey Boulevard, Boston, Massachusetts 02125
www.sec.state.ma.us/mhc

This file was accessed on: Tuesday, May 19, 2020 at 4:31: PM

FORM B - BUILDING
 MASSACHUSETTS HISTORICAL COMMISSION
 Office of the Secretary, State House, Boston

Handwritten: A. NEED, NEW TW, NRI, 8/20/87

In Area no. NEE.34 **Form no.** 353/54

Town Needham **34**

Address 1330 Highland Avenue
Name EMERY GROVER BUILDING
Present use School Department Headquarters and offices
Present owner Town of Needham

Description:
Date 1898
Source Town Records
Style
Architect Whitman + Hood (*Handwritten:* Clark Historical, Needham, p.355)
Exterior wall fabric Yellow Brick
Outbuildings (describe)
Other features 2 1/2-story building
 low hipped roof with dormers; projecting central pavilion with arched central portal and a series of arched windows
Altered **Date** above.
Moved **Date**

5. Lot size:
One acre or less **Over one acre**
Approximate frontage
Approximate distance of building from street

4. Map. Draw sketch of building location in relation to nearest cross streets and other buildings. Indicate north.

Handwritten map sketch showing:
 SCHOOL BLDG, CHURCH, MAY ST, HIGHLAND AVE, and a north arrow.

6. Recorded by NEEDHAM HISTORICAL COMMISSION
Organization
Date **Approved by:**
Date:

DO NOT WRITE IN THIS SPACE
 USGS Quadrant
 MHC Photo no. **RECEIVED**
 JAN 14 1988 (over)
 MASS. HIST. COMM.
 5M-2-75-R061465 (20M-2476)

EMERY GROVER BUILDING 1898

Page 2

The exterior clock and the interior clock and bell system were given to the school by Mr. F. P. Grover, the exterior standard lamps were given by Mr. C. W. Pope, and the school flag was the gift of Mr. George K. Clarke, school committee-man and later town historian.

Until 1910, third- and fourth-year students from Dover attended this school. The building contained all of the high-school activities until 1924, when the town's second high-school building was erected on adjoining property, and for a number of years thereafter some high-school classes were held in this building. Overflow classes were held in this building even after the second high-school building became a junior high school. The building now houses only school department activities and offices.

7. Original owner (if known)

Original use

Subsequent uses (if any) and dates

8. Themes (check as many as applicable)

| | | | | | |
|-----------------------|-------------------------------------|--------------|-------------------------------------|----------------|-------|
| Aboriginal | _____ | Conservation | _____ | Recreation | _____ |
| Agricultural | _____ | Education | <input checked="" type="checkbox"/> | Religion | _____ |
| Architectural | <input checked="" type="checkbox"/> | Exploration/ | _____ | Science/ | _____ |
| The Arts | _____ | settlement | _____ | Invention | _____ |
| Commerce | _____ | Industry | _____ | Social/ | _____ |
| Communication | _____ | Military | _____ | humanitarian | _____ |
| Community development | <input checked="" type="checkbox"/> | Political | _____ | Transportation | _____ |

9. Historical significance (include explanation of themes checked above)

EMERY GROVER BUILDING 1898

This building was dedicated on September 1, 1898, as Needham's first high-school building.

The first high-school classes were organized in 1864, with twenty-eight students, and a high school instructor was appointed. The first high-school classes were held in an upper room at the Centre School, on the Corner of Central Avenue and Nehoiden Street. The next year the classes were moved into Village Hall, later called Parker Hall, on Great Plain Avenue on the site of the present Norfolk County Trust Building, which was near the railroad, which brought students from Dover. In this same year students attending the Oakland Institute, a local private school, entered the high-school program. In 1870 the school moved to the Keith Building, also in the Square, and in 1871 high-school classes were moved to a room in the Kimball School, on School Street.

There was talk about a town high-school building as early as 1863, but it was not until 1896 that the Town Meeting appropriated the money, \$30,000, for a separate high-school building. Then followed one of the bitterest conflicts in the town's history, over the location of the new building. Highlandville (Needham Heights) wanted the school to be located near the corner of Highland Avenue and Rosemary Street; "the Plains" wanted a site near the corner of School and Lincoln Streets. The conflicts were finally resolved only when Mr. John Moseley offered to give the town the land on which the building now stands. Mr. Moseley's offer did not immediately end the conflict, but his offer was finally accepted and construction was begun.

(con't)

10. Bibliography and/or references (such as local histories, deeds, assessor's records, early maps, etc.)

History of Needham by George K. Clarke
Needham High Schools, Past, Present and Future, Article by Mrs. John F. Mills,
1887
Files of the Needham Historical Society
Town newspapers in archives at Public Library

APPENDIX

Needham Inventory

FORM B - BUILDING
 MASSACHUSETTS HISTORICAL COMMISSION
 Office of the Secretary, State House, Boston

NEE. 34

| | |
|-------------|----------|
| In Area no. | Form no. |
| | 54 |

Town Needham 34

Address 1330 Highland Ave.

Name Grover School

Present use School administration building

Present owner Town of Needham

Description:

Date 1898

Source porch cornerstone

Style Colonial Revival

Architect _____

Exterior wall fabric yellow brick

Outbuildings (describe) _____

Other features 2½-story building with low hipped roof and projecting eaves. Granite foundation and belt

Altered _____ Date _____

Moved _____ Date _____

5. Lot size:

One acre or less X Over one acre _____

Approximate frontage 100'

Approximate distance of building from street 30'

6. Recorded by Harriet White

Organization MAPC

Date 8/78

4. Map. Draw sketch of building location in relation to nearest cross streets and other buildings. Indicate north.

37M-7-77

7. Original owner (if known) Town of Needham

Original use school

Subsequent uses (if any) and dates see front

8. Themes (check as many as applicable)

| | | |
|-----------------------------|--------------------|----------------------|
| Aboriginal _____ | Conservation _____ | Recreation _____ |
| Agricultural _____ | Education <u>X</u> | Religion _____ |
| Architectural _____ | Exploration/ _____ | Science/ _____ |
| The Arts _____ | settlement _____ | invention _____ |
| Commerce _____ | Industry _____ | Social/ _____ |
| Communication _____ | Military _____ | humanitarian _____ |
| Community development _____ | Political _____ | Transportation _____ |

9. Historical significance (include explanation of themes checked above)

Other features: _____

10. Bibliography and/or references (such as local histories, deeds, assessor's records, early maps, etc.)

INVENTORY FORM CONTINUATION SHEET

MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, Boston

NEE. 34

| | |
|------------------------------|----------|
| Community: Needham | Form No: |
| Property Name: Grover School | |

Indicate each item on inventory form which is being continued below.

Other Features:

course. Central, hipped roof pavilion with triple portal. Center portal is recessed arch with coffered entrance. Two flanking arches are windows of divided fixed sash. 3 dormers on pavilion roof. 2 small hipped roof dormers w. grey slate. Center dormer has curvilinear roof. Porte cochere on each side of building.

Corner blocks of porch: one reads 1865, the other 1898. Assumed this building was erected in 1898 to replace earlier structure of 1865.

All 2nd story pavilion windows are round-headed divided sash. Massive panelled brick chimney. 2 ornate metal lamp posts on front porch.

Semi-circular driveway.

Staple to Inventory form at bottom

MHC STAFF OPINION: ELIGIBILITY FOR NATIONAL REGISTER

NEE. 34

DATE: 6/14/85

DATE REVIEW DUE: 6/24/85

PROPERTY: Emory Grover School, Needham (MHC #54)

STAFF IN CHARGE OF REVIEW: Friedberg

ACTION:

AGENCY:

Does this property meet the NR criteria?

Opinion:

☒ Yes☐ No

More information

Criteria:

☒ A☐ B☒ C☐ D

Level:

☒ Local☐ State☐ National

Statement of Significance by

Zimmerman
(staff)

Built as Needham's 1st High School, 1898. Later ^{1920s} replaced this bldg in function. A good example of Classical Revival architecture by a local architect.

Stands adjacent to Highland Ave. It stands in the midst of the town's "administrative" center, surrounded by

Information required to form opinion:

Ave school and a church. Should it be done as inst. complex? w/school + church; or school alone? ☒ NO Needham Survey is unevaluated.

Result:

Agreed Eligible:

DOE by SOI:

Determined Not Eligible:

Date: Sig of Highland

Date: Ave school is

Date: unclear, while

Grover is known →

as individual

September 1982

APPENDIX

Dore + Whittier Correspondence

December 13, 2019

Steven Popper, Director
Building Design & Construction Department
500 Dedham Ave.
Needham, MA 02492



Dear Steve,

While investigating options for the ongoing Needham Schools Masterplan, the question has been posed as to what would be involved in re-using the Hillside School as a temporary school "swing space" while another school is built or renovated within the Town. We have reviewed our previous existing conditions assessment from 2015, the current Police and Fire Department temporary facilities Contract Drawings, and discussed the potential of re-occupancy of the Hillside building for educational purposes with David Roche, Building Commissioner for the Town of Needham. This letter summarizes our findings.

Although the Hillside building was originally constructed as a school and granted a Certificate of Occupancy for Educational use, the building was re-classified as a Business occupancy in order to be used as a temporary facility for the Police and Fire Departments. Under the building code (International Existing Building Code – Chapter 10), a business occupancy is less restrictive (a lower hazard group) than an educational occupancy. This is important because going back to an educational occupancy in a more restrictive classification would require full compliance with the building code for a new school building with respect to various life-safety and accessibility aspects of the building. These code-required improvements include the items listed below.

- The building would change from a Risk Category II to Risk Category III in the Structural Design chapter of the building code (International Building Code - Chapter 16) and be required to comply with the current code seismic, wind, and snow loads. Additionally, structural improvements would be required where the gravity loads are increased on any element by more than 5%.
- The building would be required to have a sprinkler system installed.
- A new code compliant fire alarm system would be required.
- The electrical service would be required to be upgraded as for new construction and the number of electrical outlets required by NFPA 70 would need to be added. Additionally, all unsafe aspects of the electrical system would require correction.
- Because higher ventilation rates are required for an educational occupancy, a new mechanical system in full compliance with the International Mechanical Code would be required.
- The energy code does not require full-building compliance for alterations to existing buildings, but where envelope elements are altered, they would need to be brought into compliance. However, providing a new, modern mechanical system without addressing the thermal and air-leakage issues inherent in the existing building would result in a vastly oversized mechanical system and annual energy losses that would likely exceed the current energy use of the building.

- Any spatial reconfigurations would need to comply with accessibility regulations. Additionally, incorporating the new systems and components required by the International Existing Building Code (IEBC) described above would likely result in costs that exceed 30% of the full and fair cash value of the building.

- The current full and fair cash value of the building is \$8,322,100 based on the latest assessor's record. The dollar threshold for full compliance with AAB regulations would be 30% of this value, or \$2,496,630.

Exceeding this 30% threshold would require the entire building and site to comply with accessibility regulations. This would include the reconfiguration of all classroom entry doors, the installation of an elevator, and reconfiguration of all plumbing facilities among other required improvements.

As you can see, change of occupancy classification – particularly to a higher risk category – results in a snowball effect of code compliance requirements. This scope of work also roughly aligns with the scope of work described as Option A in our 2015 feasibility study. At that time, the estimated cost of the work was \$13.086M. Escalated to this coming summer, we would expect that cost to be closer to \$16.7M. Note that this escalated cost does include new windows, but does not include other thermal envelope upgrades to exterior walls and the roof that would be recommended to right-size the HVAC equipment. It also does not include the structural upgrades required for a change in the risk category as the original study assumed work under an existing occupancy classification as a school. A more detailed study would be required to determine these costs.

The purpose of this letter is to offer insight only into what would be required to re-occupy the Hillside school building as an educational use and is not an exhaustive evaluation of site development or consideration of other factors that would influence this decision. A more comprehensive evaluation would be incorporated as part of the overall masterplan.

As always, please let us know if you need additional input on this subject.

Sincerely,

DORE + WHITTIER

David S. Mentzer, AIA, NCARB, CDT, LEED AP®, MCPPO

CC: Hank Haff, David Roche, DMW, GG, MRB, File

Meetings, presentations, and conference calls with Town and School Administration officials over the course of this study are listed below.

| | |
|---------------------------|--|
| April 12, 2019 | Permanent Building Committee: Kick-off Meeting |
| May 19, 2019 | Henry Haff, Steven Popper, Anne Gulati, Joel Bargmann, Reese Schroeder |
| May 24, 2019 | Meeting: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| June 24, 2019 | Permanent Public Building Committee |
| August 19, 2019 | Permanent Public Building Committee |
| September 6, 2019 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| September 19, 2019 | Working Group (Introduction of Group) |
| October 10, 2019 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| October 21, 2019 | Permanent Public Building Committee |
| October 24, 2019 | Working Group |
| October 31, 2019 | Conference Call: Henry Haff, Reese Schroeder |
| November 18, 2019 | Permanent Public Building Committee |
| November 20, 2019 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| November 21, 2019 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| December 09, 2019 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| December 11, 2019 | Working Group |
| December 16, 2019 | Permanent Public Building Committee |
| January 08, 2020 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| January 14, 2020 | Conference Call: Henry Haff, Steven Popper, Reese Schroeder |
| January 16, 2020 | Community Preservation Committee - Informal |
| January 20, 2020 | Permanent Public Building Committee |
| January 21, 2020 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| January 24, 2020 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| January 30, 2020 | Working Group |
| January 31, 2020 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| March 16, 2020 | Conference Call: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| March 23, 2020 | Permanent Public Building Committee via Zoom meeting |
| April 07, 2020 | Needham Planning Board via Zoom web meeting |
| April 21, 2020 | Zoom Conference: Henry Haff, Steven Popper, Joel Bargmann, Reese Schroeder |
| April 27, 2020 | Permanent Public Building Committee via Zoom web meeting |
| May 05, 2020 | Needham School Committee via Zoom web meeting |

APPENDIX

Previous Assessments of Emery Grover

Past

Excerpts of notes and newspaper articles compiled and attached with a letter to Hank Haff, 9 July 2019 from Gloria Greis, Executive Director, Needham History Center & Museum.

2 **TIMELINE: The Emery Grover School**

In 1896 the School Committee was in favor of a new High School building "on Lincoln Street or in that locality", to replace the Kimball School. This led to a bitter, town-wide debate over the location of the new school.

On March 9, 1897 John Moseley offered the town a lot of land east of Highland Avenue and north of St. Joseph's church for a high school building, with 175 foot frontage and extending east to the proposed "Oakland Avenue". On April 1, the town accepted Moseley's offer. The Architectural firm of Whitman and Hood prepared the plans and F.G. Colburn was the Builder. On September 1st, 1897 the completed building was named the "Emery Grover High School" after Judge Emery Grover, and dedicated.

1916 Complaints about the Emery Grover School, listed in this year's Annual Town Report, included these items: "The wiring is defective and electric lights cannot be used. The clock is out of order and warning bells are irregular or absent. The second floor toilets are out of repair and in disuse. Larger desks are needed. Typewriters are so worn that good work is not possible. Settees should be replaced with arm chairs to allow written work to be done. Also, there is inadequate window space and the rooms are too dark."

1921 The Emery Grover School was overcrowded. A new site with a new building was needed to replace it. A Consultant reported: "The building and its equipment are the poorest in the Commonwealth for a school of its size. Not only does it lack practically every modern facility, but ... it would be impossible, without (prohibitive expense) to make it over into a modern structure."

1923 The new brick Senior High School was erected just northward of the Emery Grover, which now became the Junior High.

1929 The new Senior High School was built on Richwagen's Hill above Memorial Field. The brick building then became the Junior High School and the Emery Grover became an Elementary School.

Handwritten notes:
- "Brick known as the Highland Avenue School. Demolished in the 1950s, it was replaced on Oakley Hill in its place."
- "The current building above Memorial Field."
- "1935 1923 5-46"
- "1935 the first steps were repaired. Later the south end entrance became unsafe and was repaired."
- "1944 The top floor of the Emery Grover required rebuilding, having been condemned since 1935. The building now housed the School Department Offices. It still serves that purpose today."
- "1947 The School Department reported that the Emery Grover was sound, but that it was functionally a poor building and its external appearance was far from being a credit to Needham."
- "On August 20, 1987 the Emery Grover School building, #1330 Highland Avenue, was accepted by the U.S. Department of the Interior for listing in the National Register of Historic Places. *Twinn*"
- "1897"
- "1935 the EGB was condemned in 1935 after several years of roof leaks, electrical failures, etc. It was also deemed unstable. The steel I-Beams inserted"

3 **Building crumbles, but carries on**

Originally the town's high school, the Emery Grover building had problems even in its early years. It is shown here on a postcard from 1908.

Emery Grover's problems go back decades

By Amanda McGregor

The Emery Grover building at 1330 Highland Ave. has had its fair share of deficiencies — even in the golden years of its youth. Home to the school administration and the Municipal Building Maintenance Department, the 105-year old building faces deterioration, maintenance and accessibility issues that may find the town at a loss of what to do with it down the line.

It is a building that has long been considered less than ideal for its uses, yet somehow the town has managed to squeeze life out of it, year after year, for more than a century. "Emery Grover's falling apart," said Mark LaFleur, director of the building maintenance

EMERY GROVER, page 17

Historic Condition Issues

- 1935 top floor condemned as unsafe, rebuilt 1944.
- Wood stairs noted as sagging in 1947 report: building "may be condemned within a few years."
- 2002 Town approved \$150,000 to repair South Portico to "effectively add 5 years onto the life of the structure"

EMERY GROVER, from page 1

department. "On the horizon, they'll have to make that decision. Until then, we'll keep patching it together."

Dedicated in 1898 — when there were six students in Needham's graduating class — it was built as the town's first high school for \$30,000 and used as such until 1923. But as early as 1915, the building was cited for defective wiring, insufficient circuitry for electrical needs, toilets in disrepair on the second floor, and inadequate window space and light.

A total of 97 students were enrolled in grades 10 through 13 at the high school in 1898, when the Harvard-educated male principal's annual salary was \$1,300, and the two female teachers, educated at Wellesley and Tufts colleges, earned \$575 and \$525.

In 1921, the three-classroom school was deemed overcrowded, and archival town documents from that year read, "The building and its equipment are the poorest in the Commonwealth for a school of its size."

Another building was constructed in the lot adjacent to Emery Grover — where the Highland Court condominiums now sit — and the high school moved there until the current Needham High School was built in 1980. In the meantime, Emery Grover was converted into a middle school, but the building's ailments persisted, according to Polly Attridge, activist for the Needham Historical Society.

In 1935, Emery Grover's third-floor was condemned after it was deemed unsafe and deteriorated. The top floor was rebuilt in 1944, at which point the town's school administration offices moved into the building, where they have resided ever since.

The building continues to face ad-

1997

Report prepared by Kaestle Boos Associates, Inc. Architects, 1997 as part of the Needham Townwide Comprehensive Facilities Study.



Needham Townwide Comprehensive Facilities Study
Needham, Massachusetts
KB# 97079

Municipal Facilities
Emery Grover Building

Patricia Ruane, Superintendent
1330 Highland Avenue

SITE SUMMARY

Site Description
Assessor's Plan 53 Parcel 2 0.93 AC.

The Emery Grover Building is located near the Senior Center and Greene's Field, facing Highland Avenue in front and Oakland Avenue to the rear. The building is located on a hill above Highland Avenue. The only entrance to the building is in the front, and has a few steps up to the entrance. This site is limited in terms of size, access and expansion potential.

Handicapped Accessibility

Although there is a sign marking a handicapped-accessible parking space. There are no existing, viable handicapped-accessible access routes to this building. This site needs to be brought into compliance with ADA accessibility codes.

On-Site Traffic Flow

There is a single, two-way driveway from the street to the small parking area behind the building. Traffic cannot travel around the perimeter of the building. If the school administration plans to expand its services in the future, parking and traffic flow may become a problem at this site.

Site Expansion/Development Potential

The building is located on a parcel less than one acre in area. As far as building expansion goes, this site is probably built out to its maximum potential. Also, the fact that this is a historic building may also limit any expansion possibilities. The parking area and entrances require renovations if this building shall continue to be used as a public facility.

NEEDS SUMMARY

Description

This handsome, turn-of-the-century former school is another traditional symbol of Needham's educational history. However, it is plagued by serious deficiencies and problems which render it inadequate for continued use as an administration building. Emery Grover's continued service to the community would have to begin with a thorough and expensive restoration. The finished product could be a community asset for another 100 years.

Space and Program Needs

The School Administration cannot properly function in this building. Administrative services have been decentralized and personnel are shuffled around the school system to take advantage of any available space. Central Administration space requirements and community accessibility could be more efficiently and economically served at another facility.



Needham Townwide Comprehensive Facilities Study
Needham, Massachusetts
KB# 97079

Municipal Facilities
Emery Grover Building

Facility Evaluation

| Program Use | Site Area (acres) | Bldg. Area (sq. ft.) | Capacity | Exist. Space Deficit | 1997/98 Enrollment | Bldg. Cap. Utilization | Physical | Infrastructure | Safety/Code | HC Accessibility | Technology | Community Use | Site | Physical | Flexibility |
|-------------|-------------------|----------------------|----------|----------------------|--------------------|------------------------|----------|----------------|-------------|------------------|------------|---------------|------|----------|-------------|
| Admin | 0.93 | 10,000 | - | - | - | - | D- | D | D- | F | D- | D | 2 | 4 | 4 |

ARCHITECTURAL SUMMARY

Introduction

The Administration Building, built in 1898, is known as the Emery Grover Building. It was elected to the National Register of Historic Places in 1987. The building was originally built as a school, and later converted to the Administration Building. The offices divide up former classrooms and lecture rooms, though many original walls remain. The stairs are constructed of wood, and remain as the only egress stairs for the building today. The building celebrates its 100th anniversary this year, and although the exterior is a handsome facade, the interior exhibits serious wear. Whether this building can be saved is an economic question that this report cannot answer, however, I do believe that the building itself is worth saving. It is clear that much of the interior building systems will have to be replaced.

Exterior - General

The architecture of the exterior is perhaps the most important aspect of this building, and no doubt the one that contributes most heavily towards the building being registered on the National Register of Historic Places. Well detailed and meticulously executed, the features of the exterior are augmented not only by the choice of the brick, but also the use of granite as waterables, foundations and stairs. The building does suffer from a general lack of maintenance for quite a few years, and there is some significant work to be done if this building is to be saved.

Exterior - Walls

The exterior is a masonry construction. The foundation wall is grey granite, and the superstructure is a buff roman course brick. This brick coursing is 1 3/4" high and 12" wide. While it presents a very handsome appearance, giving it a very nice texture, when there are four courses to seven inches as opposed to today's modular which has three courses to eight inches there is simply that many more mortar joints for something to go wrong. In fact, the building does exhibit quite a bit of stress with regard to loose and missing mortar. Window lintels are a skewed arch, and some are semi-circular arch. All are done in brick. Many are exhibiting slippage due to lost mortar, and keystone dislocation due to stresses and lost mortar. This is especially apparent in the south portico which should be repaired as an imminent safety measure. In addition to that many areas of the brick are in need of repointing due to leaching of the brick from moisture freezing and thawing over the winter cycle. No signs of exterior wall failure with regard to interior water damage were uncovered.

Exterior - Windows

The exterior windows are the original double hung wood windows. Some areas of the semi-circular arched windows have been replaced with double hung as opposed to fixed windows, which was the original design. However, as they have been replaced with the wood windows of the building itself, so it is questionable as to whether these were

Summary of Findings

- Noncompliance with ADA
- Site limitations for expansion
- Physical condition issues
- Building infrastructure issues
- Life safety/code deficiencies
- Attic stairs are condemned
- Possible hazardous materials

APPENDIX

Previous Assessments of Emery Grover

2006

Report prepared by DiNisco Design Partnership LTD, Architects, 2006 as part of the Needham Facilities Master Plan Study.

FACILITIES MASTER PLAN - Needham, MA

2 - EXISTING SITE & BUILDING EVALUATIONS Sites & Buildings



Figure 2-17 Pickering Street

Pickering Street 1.6 Acres - Stephen Palmer Building 2.5 Acres - Green's Field

The existing senior center occupies a portion of the basement (6,440 SF) in the Stephen Palmer Building. The rest of this building is used for 28 rent-controlled apartments, under a 50-year lease to a private manager (the lease expires in 2029). This building is located at the northern end of two contiguous town parcels, the balance of which is occupied by Greene's Field, a Town park including a playground, and baseball field. Parking to the north of Stephen Palmer Building is for apartment tenants and the parking to the south is for the Senior Center which is inadequate. There is no room on this site for building additions or parking areas without encroaching onto the adjacent playground.

The existing building was constructed in 1914 as a school. A major addition was completed in 1930 and the building was renovated in 1979 when it was converted to apartments. The basement space is inadequate and inappropriate for its use as a Senior Center and offices for the Council on Aging. It has limited handicapped accessibility and the building systems require modernization.



Figure 2-18 Emery Grover

Emery Grover 1.1 Acres

The Emery Grover Building is currently occupied by the School Administration and the Municipal Building Maintenance Department. This building is listed on both the Federal and State Historic Registries. Emery Grover has a strong civic presence and is located in the downtown business district near Town Hall on Highland Avenue. Parking areas surround the building on three sides.

Originally constructed in 1898 as a high school, it continued this use until 1924 when increased enrollment required a larger building at which time it was used for special classes. Subsequently, it was converted into its current use as School Administration offices.

Emery Grover suffers deficiencies similar to Town Hall for its current use:

- Inadequate space for the School Administration. Requiring some offices to be located elsewhere.
- Inefficient layout of interior spaces.
- Antiquated building systems.
- Exterior building envelope in need of major repairs.
- No handicapped accessibility



Figure 2-19 Rosemary Lake

Rosemary Lake 37.0 Acres

Rosemary Pool Complex is located on the eastern edge of Rosemary Lake, located adjacent to the downtown business district off Rosemary Street, across from the newly renovated Needham Free Public Library. Three gravel parking areas at different elevations are connected by asphalt driveways.

The pool complex was constructed in 1972. The eastern portion of Rosemary Lake was contained by steel walls on three sides, forming an outdoor swimming pool. Water from Rosemary Lake is pumped, filtered and chlorinated for use in the pool. The adjacent two-level Bath House includes pool equipment, toilets and showers, private concession and a site office.

Development of this site has been previously studied (See Inventory of Previous Studies, Volume 3 - Appendix). There are significant difficulties to developing this site including topography, wetlands and Rosemary Lake. However the previous study has determined that a large building (79,000 GSF) with integrated parking structure (102,000 GSF) is feasible (See Rosemary Lake, Option 1, Volume 2 and previous study).



Figure 2-20 Daley Building

Daley Building 1.2 Acres

The Daley Building provides maintenance and storage facilities for the Municipal Buildings Maintenance Department and School Department. This site is located off of Highland Avenue behind Fire House No. 2. There is minimal street frontage for site access.

The Daley Building is a one-story brick and block structure housing supplies, storage, woodshop and mechanical - electrical plumbing shop. In addition service vehicles are also stored here.

Given its small size and constrained access, this site was not considered feasible for the various programmatic requirements under consideration.

- Inadequate space for school administration
- Inefficient layout of interior spaces
- Antiquated building systems
- Building envelope: major repairs
- Noncompliance with ADA

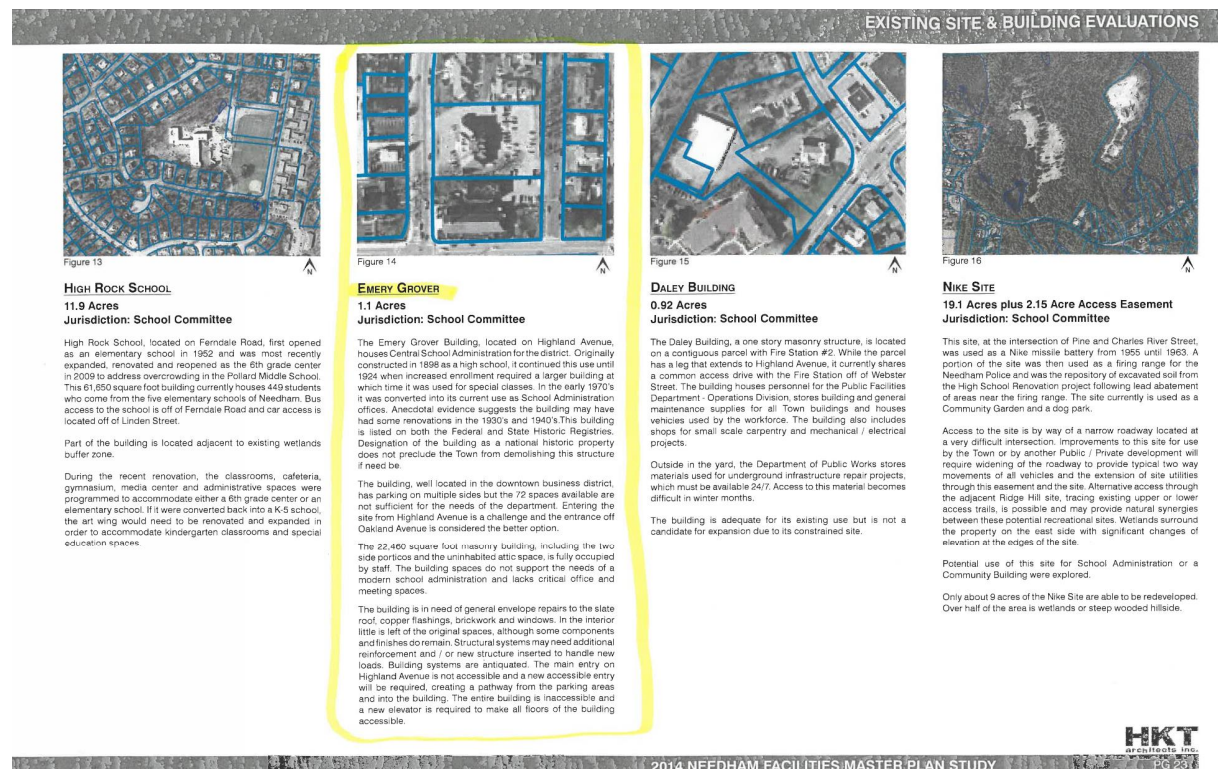
15 NOVEMBER 2006

DiNisco Design Partnership
ARCHITECTS AND PLANNERS

Page 2-6

2014

Report prepared by HKT Architects, 2014 as part of the Needham Facilities Master Plan Study.



APPENDIX

Reference Documents

The following is a partial list of documents reviewed as part of existing conditions review at Emery Grover Building, Stephen Palmer site, and Hillside Elementary. GIS maps provided were the basis for alternative site building studies. Other documents, photographs, meeting minutes, online research, and Town correspondence are included by reference.

Emery Grover Building

1. Emery Grover 1897 Architect Drawings; Massachusetts State Archives
2. 2010 Emery Grover Existing Conditions, edited; BH+A
3. School Administration Building Study, August 2013; Design LAB Architects
4. Administration Building 2017 AHERA report; Universal Environmental Consultants
5. Needham IRA Completion Report; AMEC Massachusetts, Inc., January 2018
6. Needham Well Abandonment Logs; Technical Drilling Services, Inc.; October 15, 2018
7. Needham AUL, 1330 Highland Avenue, Final Filing August 28, 2018
8. Temp Location Confidential Spaces; School Administration, May 31, 2019
9. Needham History Center & Museum letter to Hank Haff, July 9, 2019
10. Figure 2 - PSS Site Plan: 1330 Highland Avenue underground utilities plan; AMEC Massachusetts, Inc., August 22, 2019
11. Needham AUL survey plan
12. Emery Grover Property Card

Stephen Palmer Site

13. Stephen Palmer Plan of Land-Not Reg or Signed.pdf
14. Needham Public Schools letter; Greene's Field, April 3, 1972
15. 2001 email from Paul S. Alpert to Jerry Wass: Stephan Palmer Ground Lease
16. Greene's Field Property Card

Hillside Elementary School

17. 1959 Hillside Elementary School plans
18. 1968 Hillside Elementary School Addition plans
19. 1997 Arthur Building Systems, Inc. Modular Classroom addition; April 23, 1997
20. Hillside Environmental
 - a. Hillside School Pre-Feasibility Study Environmental Evaluation; Dore & Whittier Architects, Inc., October 5, 2012
 - b. Focused Subsurface Investigation for Hillside Elementary School Property; Lord Associates, Inc., April 4, 2013
 - c. Phase 4 Plan – Final Draft 1 23 15 MDL; Lord Associates, Inc., January 23, 2015
 - d. Microwave Development Laboratories, Inc. Public Meeting to Present Phase IV Supplemental Remedy Plan; Lord Associates, Inc., February 24, 2015
21. Needham Public Safety Temp Facility: Police and Fire: Construction Drawings, issued November 07, 2018.
22. As-built Survey Hillside School; Waterman Associates, December 5, 2019
23. General
24. Town of Needham Community Preservation Plan, Amended March 26, 2014
25. GIS Maps – Town Sites 4.12.19, received from Town of Needham at Kick-Off Meeting
26. Town of Needham Zoning By-Law; May 2018
27. Town of Needham Zoning Map, 2015, Rev 4-6-18

The initial Program of Required Departments, Functions, Spaces, and Adjacencies was provided by the School Administration Department and subsequently modified and amended. Space square footages provided were included in a working spreadsheet to calculate department subtotals, program totals for both minimum and “full” programs based on “unit” count, net square footage per unit, and total net square footage. Totals of both minimum and full programs were subsequently reformatted into stacking diagram spreadsheets to further define adjacencies.

Permanent employee counts were calculated based on assumed occupancy by desk, tables, and workstations. This count was compared to actual population of 66 people provided by the Administration. The count of 66 permanent employees was as follows:

- 44 permanent residents.
- 4 bus/van drivers have a ‘home base’ at Emery Grover
- 8 kitchen managers conduct daily business in the Food Services Department

Total daily complement: 66 people (excluding visitors and users of the conference spaces)

This count was used to determine the minimum parking spaces required to meet the daily demand, and included the construction of a 24-car parking lot at Stephen Palmer on Pickering Street, as indicated in the diagram below.

Summary of Parking Requirements

- Food service = 4
- Business = 7
- SpEd/Student Services = 6
- Transportation = 3
- Superintendent = 2
- Community Education = 7
- HR/Payroll = 7
- Curriculum/Program Development = 4
- Production Center = 1
- Technology = 4
- District IT = 3
- Subtotal = 48
- Transitional visitor parking = 18

Total parking need on a daily basis = 66

Summary of Parking Requirements

School Administration Parking Needs

Full Time Equivalent (FTE) Employees with IT = 48
+
Transitional Visitor Parking (typical day) = 18
Total Parking Need on a Daily Basis = 66

Overflow Parking during Conference Functions

- Remotely
- Oakland Avenue
- Highland Avenue

- Option One – Tear Down / New Construction
 - 62 Cars + 24 off-site = 86 Parking Spaces
- Option Two (formerly Three) – Renovation and Addition
 - 48 Cars + 24 off-site = 72 Parking Spaces
- Option Three Rotated – Renovation and Addition
 - 42 Cars + 24 off-site = 66 Parking Spaces
- Option Three Rotated – Renovation and Addition w/Garage
 - 50 Cars + 24 off-site = 74 Parking Spaces



Food Service = 4
Business = 7
SpEd/Student Services = 6
Transportation = 3
Superintendent = 2
Community Education = 7
HR/Payroll = 7
Curriculum/Program Development = 4
Production Center = 1
Technology = 4
District IT = 3
Subtotal = 48

May 5, 2020



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NEEDHAM PUBLIC SCHOOLS

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E-MAIL anne_gulati@needham.k12.ma.us

INTEROFFICE MEMORANDUM

TO: Needham School Committee
FROM: Anne Gulati, Assistant Superintendent for Finance & Operations
SUBJECT: FY20 PRELIMINARY Fourth Quarter School Operating Budget Report
DATE: July 8, 2020

Report on Posted QIV Transactions through June 20, 2020:

| QIVP Expenditure Category | TM Budget (1) | Budget Transfers (2) | Amended Budget | QIVP Actual | YTD Actual | Addtl Encumbered | Balance Remaining | QIVP Target % | QIVP % Exp | QIVP % Exp+Enc |
|------------------------------|------------------|-------------------------|-------------------|----------------|---------------|---------------------|----------------------|------------------|---------------|-------------------|
| Salaries | 65,050,923 | 13,646 | 65,064,569 | 24,111,125 | 63,980,294 | 157,682 | 926,592 | 100.0% | 98.3% | 98.6% |
| Purch of Svc & Expense | 10,950,092 | (78,164) | 10,871,928 | 2,727,377 | 8,968,490 | 1,376,682 | 526,756 | 100.0% | 82.5% | 95.2% |
| Capital Outlay | 4,750 | 64,518 | 69,268 | - | 64,518 | 16,860 | (12,110) | 100.0% | 93.1% | 117.5% |
| Totals | 76,005,765 | 0 | 76,005,765 | 26,838,502 | 73,013,302 | 1,551,225 | 1,441,238 | 100.0% | 96.1% | 98.1% |

(1) Approved May 2019 Town Meeting

(2) Cumulative Fiscal Year Transfers To Date

The FY20 budget reflects the May 2019 Town Meeting appropriation of \$76,005,765, plus cumulative budget transfers made since the beginning of the fiscal year. (A listing of the budget transfers made during the first quarter is included as Attachment A.) In prior years, the amended budget also included encumbrances rolled forward from the preceding fiscal year. Since FY05, however, these ‘prior-year encumbrances’ have been segregated to a separate fund within the Town’s accounting system, and are not included in the operating budget. A summary of prior-year encumbrance activity is presented below.

As of June 30, the regular School Operating Budget was 96.1% expended. A total of 98.3% of the appropriated salary budget has been spent to date, while the purchase of service and expense accounts are 82.5% expended and the capital accounts are 93.1% expended. One payroll remains to be posted, the accrual payroll of July 10, 2020, as well as several adjusting journal entries.

In addition, funds have been encumbered to pay \$157,682 in remaining salaries and wages during the rest of this fiscal year, as well as to purchase an additional \$1.4 million in goods and services. (An encumbrance is a ‘reservation’ of budget funds, which have been set aside to pay anticipated expenditures.) When these additional encumbrances are added to year-to-date expenditures, the overall ‘expenditure’ rate climbs to 98.1% of total budgeted funds.

Attachment B presents year-to-date expenditure, encumbrance and target rate information for all school operating budget line items.

Prior-Year Encumbrance Summary:

| Prior Year Expenditure Category | Prior Year Encumbrance | Spent | Liquidated | Remaining Encumbered |
|------------------------------------|---------------------------|---------|------------|-------------------------|
| Salaries | - | - | - | - |
| Purch of Svc & Expense | 1,056,664 | 903,754 | 0 | 152,909 |
| Capital Outlay | - | - | - | - |
| Totals | 1,056,664 | 903,754 | 0 | 152,909 |

Prior year encumbrances totaling \$1,056,664 were carried forward from FY19. As of June 30, \$903,754 (85.5%) had been used to pay prior year invoices received after July 1. Additional encumbrances totaling \$152,909 (14.5%) were liquidated because they were no longer needed.

Grants, Donations & Revolving Funds:

Needham also receives revenue from state, federal and local granting agencies, donors and school-sponsored fee-based programs. A summary of fourth quarter balances is presented below:

| GRANT, DONATION & REVOLVING SUMMARY | CARRY OVER BUDGET | CURRENT RECEIPTS | YTD ACTUAL | CURRENT ENCUMBERED | TOTAL EXPENDED | BALANCE REMAINING | STATUS |
|--|------------------------------|-----------------------------|-----------------------|-------------------------------|---------------------------|------------------------------|--------------------|
| FEDERAL GRANTS | NA | 1,673,311 | 1,526,974 | 25,620 | 1,552,594 | 120,717 | OPEN UNTIL JUNE 30 |
| STATE GRANTS | NA | 3,411,425 | 2,926,472 | 6,795 | 2,933,266 | 478,159 | OPEN UNTIL JUNE 30 |
| LOCAL GRANTS | 85,446 | 110,498 | 107,052 | 10,827 | 117,879 | 78,065 | ROLLING ACCOUNT |
| LOCAL GIFT/DONATION | 113,587 | 131,490 | 102,722 | 8,397 | 111,119 | 133,958 | ROLLING ACCOUNT |
| REVOLVING FUND | 1,333,727 | 6,037,015 | 5,304,645 | 131,860 | 5,436,504 | 1,934,239 | ROLLING ACCOUNT |
| | 1,532,761 | 11,363,739 | 9,967,865 | 183,497 | 10,151,362 | 2,745,138 | |

To date, Needham has been awarded \$5.2 million in new federal, state and local grants, of which 88.6% have been expended or encumbered. In FY19, the federal grant period was adjusted to end on June 30, however DESE will allow districts to continue spending past the deadline for an additional 12 months in order to provide for special education needs and professional development/curriculum planning evens for teachers. The 4120,717 remaining federal grant balance will roll forward to FY21, as will funds in the Circuit Breaker (state revenue) account.

The Needham Public Schools also operates donation and revolving accounts. Donation accounts contain funds given by PTC's, other organizations and private individuals to support instruction and co-curricular activities, such as athletics. As of June 30, \$131,490 in donated funds had been received. Additionally, the School Department receives in-kind donations of goods and services, the value of which is not reflected in the totals above. Since donation accounts are rolling accounts, any unexpended funds at year-end will roll forward to FY21 as available revenue.

Finally, the School Department operates several fee-based programs. These programs, which include Food Services, Athletics and Community Education, are mostly self-sustaining; program expenses are paid from fees charged to program participants. (The Operating Budget funds portions of the athletics, transportation and preschool programs.) Since balances in these accounts also roll forward from year to year, these accounts are called "revolving funds." By June 30, \$6.0 million in user fees had been collected to support these programs. Unexpended funds at year's end will roll forward to FY21 as available revenue.

A report summarizing FY20 fourth quarter expenditure activity in school grant, donation and revolving accounts is presented as Attachment C.

Trust & Agency Accounts:

The School Department also has funds in several investment accounts that are held in trust for a specific purpose, or on behalf of another party. The Town's Trust Fund Commissioners are responsible for investing and managing the trust funds, which consist of scholarships for students and funds to support operations. The School Department also acts as fiscal agent for monies that students collect in support of their own activities. These student activity funds do not belong to the School Department, but rather belong to the students. Trust and agency accounts exist outside of the regular School Operating Budget in separate accounts. A summary of the third quarter balances in these accounts, is presented below:

| SCHOOL TRUST & AGENCY FUNDS SUMMARY | 7/1/19 BEGINNING (REV) BOOK VALUE | YTD CONTRIBUTIONS | YTD DISBURSEMENTS | YTD EARNINGS | 06/30/20 ENDING BOOK VALUE | YTD UNREALIZED GAIN/(LOSS) | 06/30/20 ESTIMATED MARKET VALUE | STATUS |
|--|--|------------------------------|------------------------------|-------------------------|---|---|--|-----------------|
| TRUSTS & SCHOLARSHIPS | 4,645,396 | 36,424 | 186,495 | 90,630 | 4,585,955 | 72,035 | 4,657,990 | ROLLING ACCOUNT |
| STUDENT ACTIVITY FUNDS | 359,687 | 485,040 | 416,238 | 116 | 428,605 | - | 428,605 | ROLLING ACCOUNT |
| | 5,005,082 | 521,465 | 602,733 | 90,746 | 5,014,560 | 72,035 | 5,086,595 | |

The current book value of the trust and agency funds is \$5.0 million. Since the beginning of the fiscal year, donors have contributed \$36,424 to support scholarship activity at Needham High School. The current balance in the student activity accounts is \$428,605, which reflects current year fundraising of \$485,040 and expenditures to date of \$416,238.

A report summarizing FY20 fourth quarter expenditure activity in the school trust and agency accounts is presented as Attachment D.

School Cash Capital Funds:

Expenditure activity in school cash capital accounts is presented in the chart below. The chart includes only those projects for which funds have been appropriated to the School Committee. Construction projects are managed by the Permanent Public Building Committee (PPBC), facility maintenance projects are managed by the Public Facilities Department and athletic facility projects are overseen by the Parks and Recreation Department. These cash capital accounts remain open until project completion.

| <u>Cash Capital Project Description</u> | ORIGINAL BUDGET | REVISED BUDGET | YTD ACTUAL | CURRENT ENCUMBERED | TOTAL EXPENDED | VARIANCE | STATUS |
|--|----------------------------|---------------------------|-----------------------|-------------------------------|---------------------------|-----------------|---------------|
| A32 ATM 05/19 SCHOOL FURNITURE & MUSICAL EQUIP | 35,000 | 35,000 | 6,354 | - | 6,354 | 28,646 | OPEN |
| A32 ATM 05/19 SCHOOL PHOTOCOPIER REPL | 52,470 | 52,470 | 52,470 | - | 52,470 | - | CLOSED |
| A32 ATM 05/19 SCHOOL TECHNOLOGY EQUIP REPL | 632,350 | 632,350 | - | - | - | 632,350 | OPEN |
| A37 ATM 05/19 SCHOOL FLEET REPLACEMENT PROG VEH | 76,776 | 76,776 | - | 76,776 | 76,776 | - | OPEN |
| A37 ATM 05/19 SCHOOL BUS REPLACEMENT PROG VEH | 81,942 | 81,942 | 81,477 | - | 81,477 | 465 | CLOSED |
| A37 ATM 05/19 NHS LOCKER RECONFIG & ADD - ADD'L EQ | 50,000 | 50,000 | - | 36,524 | 36,524 | 13,476 | OPEN |
| A37 ATM 05/19 NEWMAN PRESCHOOL PLAYGROUND | 69,200 | 69,200 | - | - | - | 69,200 | OPEN |
| | 997,738 | 997,738 | 140,301 | 113,300 | 253,601 | 744,137 | |

ALG/alg
Attachment(s)

Attachment A

| Account | Description | QIII Revised Budget | QIVP Revised Budget | QIVP Txfr |
|--|--|------------------------|------------------------|------------------|
| 0001.3122.005.10.2305.099.99.520.010.5110.300.01 | SALARY RESERVE SALARIES PERMANENT | 578,254 | 370,027 | (208,227) |
| | SUBTOTAL | 578,254 | 370,027 | (208,227) |
| | | | | - |
| | | | | - |
| | | | | - |
| 0001.3010.040.99.1435.099.99.520.030.5300.300.04 | SCHOOL COMMITTEE PROF & TECH | - | 142,000 | 142,000 |
| 0001.3110.005.21.2356.099.99.520.030.5320.300.04 | Prof Dev Broadmeadow Tuition Reimbursement | 6,722 | 10,472 | 3,750 |
| 0001.3110.005.22.2356.099.99.520.030.5320.300.04 | Prof Dev Eliot Tuition Reimbursement | 4,868 | 8,618 | 3,750 |
| 0001.3110.005.23.2356.099.99.520.030.5320.300.04 | Prof Dev - WILL - Tuition Reimbursement | 6,026 | 9,776 | 3,750 |
| 0001.3110.005.24.2356.099.99.520.030.5320.300.04 | Prof Dev Mitchell Tuition Reimbursement | 6,258 | 10,008 | 3,750 |
| 0001.3110.005.25.2356.099.99.520.030.5320.300.04 | Prof Dev Newman Reimbursement | 7,881 | 11,631 | 3,750 |
| 0001.3110.005.26.2356.099.99.520.030.5320.300.04 | Prof Dev High Rock Tuition Reimbursement | 6,026 | 9,776 | 3,750 |
| 0001.3110.005.30.2356.099.99.520.030.5320.300.04 | Prof Dev Pollard Tuition Reimbursement | 11,821 | 15,571 | 3,750 |
| 0001.3110.005.40.2356.099.99.520.030.5320.300.04 | Prof Dev High School Tuition Reimbursement | 20,398 | 24,148 | 3,750 |
| 0001.3132.005.21.2356.099.99.520.030.5710.300.06 | CURRICULUM DEV-BROADMEADOW-IN-STATE TRAVEL | 200 | - | (200) |
| 0001.3132.005.21.2415.099.99.520.030.5512.300.05 | CURR DEV ED SUPPLIES - TEACH AIDS | - | 347 | 347 |
| 0001.3132.005.22.2356.099.99.520.030.5710.300.06 | CURRICULUM DEV-ELIOT-IN-STATE TRAVEL | 200 | - | (200) |
| 0001.3132.005.22.2415.099.99.520.030.5512.300.05 | CURR DEV ED SUPPLIES - TEACH AIDS | - | 275 | 275 |
| 0001.3132.005.23.2356.099.99.520.030.5710.300.06 | CURRICULUM DEV - WILL - IN-STATE TRAVEL | 200 | - | (200) |
| 0001.3132.005.23.2415.099.99.520.030.5512.300.05 | CURR DEV ED SUPPLIES - TEACH AIDS | - | 347 | 347 |
| 0001.3132.005.24.2356.099.99.520.030.5710.300.06 | CURRICULUM DEV-MITCHELL-IN-STATE TRAVEL | 200 | - | (200) |
| 0001.3132.005.24.2415.099.99.520.030.5512.300.05 | CURR DEV ED SUPPLIES - TEACH AIDS | - | 347 | 347 |
| 0001.3132.005.25.2356.099.99.520.030.5710.300.06 | CURRICULUM DEV-NEWMAN-IN-STATE TRAVEL | 200 | - | (200) |
| 0001.3132.005.25.2415.099.99.520.030.5512.300.05 | CURR DEV ED SUPPLIES - TEACH AIDS | - | 544 | 544 |
| 0001.3132.005.40.2410.099.99.520.030.5517.300.05 | CURR DEV ED SUPPLIES - WKBKS/TXTBKS | 1,230 | 370 | (860) |
| 0001.3133.005.10.2430.099.99.520.030.5510.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | 5,964 | 6,634 | 670 |
| 0001.3133.005.10.2440.099.99.520.030.5380.300.04 | GEN SUP/SVC/EQUIP OTHER PURCH SVCS | 14,500 | 34,235 | 19,735 |
| 0001.3133.005.10.2451.099.99.520.030.5525.300.05 | GEN SUP/SVC/EQUIP | 3,244 | 7,797 | 4,553 |
| 0001.3133.005.21.2410.099.99.520.030.5517.300.05 | GEN SUP/SVC/EQUIP - BRM - ED SUPPL WKBKS/TEXTBOO | - | 1,989 | 1,989 |
| 0001.3133.005.21.2430.099.99.520.030.5510.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | 5,000 | 43,315 | 38,315 |
| 0001.3133.005.21.2454.099.99.520.030.5525.300.05 | GEN SUP/SVC - BRM- INSTR HDWRE OTHR - INSTR TECH | 1,114 | 1,549 | 435 |
| 0001.3133.005.22.2410.099.99.520.030.5517.300.05 | GEN SUP/SVC/EQUIP - ELI - ED SUPPL WKBKS/TEXTBOOK | - | 1,989 | 1,989 |
| 0001.3133.005.22.2430.099.99.520.030.5510.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | 4,800 | 37,799 | 32,999 |
| 0001.3133.005.22.2454.099.99.520.030.5525.300.05 | GEN SUP/SVC - ELI- INSTR HDWRE OTHR - INSTR TECH | 1,114 | 1,549 | 435 |
| 0001.3133.005.23.2410.099.99.520.030.5517.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | - | 1,989 | 1,989 |
| 0001.3133.005.23.2430.099.99.520.030.5510.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | 4,500 | 40,139 | 35,639 |
| 0001.3133.005.24.2410.099.99.520.030.5517.300.05 | GEN SUP/SVC/EQUIP - MIT - ED SUPPL WKBKS/TEXTBOO | - | 1,989 | 1,989 |
| 0001.3133.005.24.2430.099.99.520.030.5510.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | 3,700 | 43,720 | 40,020 |
| 0001.3133.005.24.2454.099.99.520.030.5525.300.05 | GEN SUP/SVC - MIT- INSTR HDWRE OTHR - INSTR TECH | 1,114 | 1,549 | 435 |
| 0001.3133.005.25.2410.099.99.520.030.5517.300.05 | GEN SUP/SVC/EQUIP - NEW - ED SUPPL WKBKS/TEXTBOC | - | 1,989 | 1,989 |
| 0001.3133.005.25.2430.099.99.520.030.5510.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | 9,003 | 56,012 | 47,009 |
| 0001.3133.005.25.2454.099.99.520.030.5525.300.05 | GEN SUP/SVC - NEW- INSTR HDWRE OTHR - INSTR TECH | 1,114 | 1,549 | 435 |
| 0001.3133.005.26.2430.099.99.520.030.5510.300.05 | GENERAL SUPPLIES, SERVICES & EQUIP | 4,451 | 29,451 | 25,000 |
| 0001.3133.005.30.2430.099.99.520.030.5510.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | 17,000 | 42,000 | 25,000 |
| 0001.3133.005.40.2430.099.99.520.030.5510.300.05 | GEN SUP/SVC/EQUIP EDUCATION SUPPL | 18,000 | 51,079 | 33,079 |
| 0001.3250.005.25.2210.090.99.520.030.5420.300.05 | NEWMAN OFFICE SUPPLIES | - | 114 | 114 |
| 0001.3250.005.25.2356.090.99.520.030.5303.300.04 | NEWMAN - P&T SEMINARS & TRAINING | - | 75 | 75 |
| 0001.3250.005.25.2356.090.99.520.030.5710.300.06 | NEWMAN ELEM-NEWMAN-IN-STATE TRAVEL | - | 4 | 4 |
| 0001.3250.005.25.2358.090.99.520.030.5303.300.04 | NEWMAN ELEM - OUTSIDE PD PROV - SEMINARS & TRAINI | 1,000 | 2,734 | 1,734 |
| 0001.3250.005.25.2358.090.99.520.030.5720.300.06 | NEWMAN ELEM - OUTSIDE PD PROV - OUT STATE TRAVEL/ | 2,500 | - | (2,500) |
| 0001.3250.005.25.2358.090.99.520.030.5780.300.06 | NEWMAN ELEM - OUTSIDE PD PROV - OTHER EXPENSES | 2,600 | 133 | (2,467) |
| 0001.3250.040.25.2210.090.99.520.030.5730.300.06 | NEWMAN DUES & MEMBERSHIPS | - | 178 | 178 |
| 0001.3250.040.25.2210.090.99.520.030.5780.300.06 | NEWMAN OTHER EXPENSES | - | 753 | 753 |
| 0001.3250.040.25.2455.090.99.520.030.5305.300.04 | NEWMAN ELEM - INSTR SOFTWARE & LICENSES - P&T SOF | - | 2,110 | 2,110 |
| 0001.3300.005.30.2356.099.99.520.030.5303.300.04 | POLLARD MIDDLE SCH-POLLARD-SEMINAR TRAINING | - | 8,500 | 8,500 |
| 0001.3300.005.30.2358.099.99.520.030.5710.300.06 | POLLARD MIDDLE SCH - IN-STATE TRAVEL | - | 500 | 500 |
| 0001.3300.005.30.2358.099.99.520.030.5730.300.06 | POLLARD MIDDLE SCH - DUES & MBRSHPS | - | 1,706 | 1,706 |
| 0001.3300.005.30.2415.099.99.520.030.5512.300.05 | POLLARD ED SUPPL - INSTR MAT | 8,000 | 3,361 | (4,639) |
| 0001.3300.005.30.2430.099.99.520.030.5510.300.05 | POLLARD EDUCATIONAL SUPPLIES | 51,205 | 34,624 | (16,581) |
| 0001.3300.005.30.2440.099.99.520.030.5345.300.04 | POLLARD PRINTING & MAILING | 500 | 650 | 150 |
| 0001.3300.005.30.2440.099.99.520.030.5380.300.04 | POLLARD OTHER PURCHASED SERVICES | 16,323 | 4,192 | (12,131) |
| 0001.3300.005.30.2452.099.99.520.030.5525.300.05 | POLLARD - INSTR HDWRE STAFF DEVICES - INSTR TECH | - | 439 | 439 |
| 0001.3300.040.30.2210.090.99.520.030.5730.300.06 | POLLARD DUES & MEMBERSHIPS | - | 774 | 774 |
| 0001.3300.040.30.2210.099.99.520.030.5420.300.05 | POLLARD OFFICE SUPPLIES | 1,500 | 2,355 | 855 |
| 0001.3300.040.30.2210.099.99.520.030.5780.300.06 | POLLARD OTHER EXPENSES | - | 1,288 | 1,288 |
| 0001.3300.040.30.2455.099.99.520.030.5305.300.04 | POLLARD - INSTR SOFTWARE & LICENSES - P&T SOFTWARE | 5,000 | 24,139 | 19,139 |
| 0001.3520.040.10.2356.099.99.520.030.5710.300.06 | HEALTH/NURSING: SCH HLTH SERV-DISTR-IN-STATE TRA | 445 | 5 | (440) |
| 0001.3520.040.10.2356.099.99.520.030.5780.300.06 | HEALTH/NURSING: SCH HLTH SERV-DISTR-ALL OTR EXP | 613 | - | (613) |
| 0001.3520.040.10.3200.099.99.520.030.5257.300.04 | HEALTH/NURSE R & M EQUIP | 245 | - | (245) |
| 0001.3520.040.10.3200.099.99.520.030.5305.300.04 | HEALTH/NURSING - P&T SOFTWARE LIC | 12,032 | 12,939 | 907 |
| 0001.3520.040.10.3200.099.99.520.030.5380.300.04 | HEALTH/NURSE OTHER PURC SVCS | - | 295 | 295 |
| 0001.3520.040.10.3200.099.99.520.030.5420.300.05 | HEALTH/NURSE OFFICE SUPPLIES | 132 | 20 | (112) |
| 0001.3520.040.10.3200.099.99.520.030.5710.300.06 | HEALTH/NURSE IN-STATE TRAVEL | 300 | 113 | (187) |
| 0001.3520.040.22.3200.099.99.520.030.5380.300.04 | HEALTH/NURSE OTHER PURCHASED SVCS | 419 | 529 | 110 |
| 0001.3520.040.23.3200.099.99.520.030.5500.300.05 | HEALTH/NURSE MED & SURGICAL SUPPLIE | 57 | 338 | 281 |
| 0001.3520.040.30.3200.099.99.520.030.5380.300.04 | HEALTH/NURSE OTHER PURCHASED SVCS | 773 | 774 | 1 |
| 0001.3520.040.40.3200.099.99.520.030.5380.300.04 | HEALTH/NURSE OTHER PURCHASED SVCS | 1,617 | 1,620 | 3 |
| 0001.3531.010.99.9300.099.99.520.030.5320.300.99 | SPEC ED OUT-OF-DIST TUITION | 3,567,578 | 3,225,578 | (342,000) |
| | SUBTOTAL | 3,839,687 | 3,983,396 | 143,709 |
| | | | | |
| 0001.3133.040.99.7300.099.99.520.200.5850.300.99 | GEN SUP/SVC/EQUIP ADDITIONAL EQUIP | - | 64,518 | 64,518 |
| | SUBTOTAL | - | 64,518 | 64,518 |
| | | | | |
| | GRAND TOTAL | 4,417,941 | 4,417,941 | 0 |

NEEDHAM PUBLIC SCHOOLS

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E-MAIL anne_gulati@needham.k12.ma.us

INTEROFFICE MEMORANDUM

TO: Needham School Committee
FROM: Anne Gulati, Assistant Superintendent for Finance and Operations
SUBJECT: FY20 Preliminary Fourth Quarter School Operating Budget Supplemental Projection Report
DATE: July 8, 2020

| <u>QIVP Expenditure Category</u> | <u>TM Budget (1)</u> | <u>Budget Transfers (2)</u> | <u>Amended Budget</u> | <u>QIVP Actual</u> | <u>YTD Actual</u> | <u>Addtl Encumbered</u> | <u>Balance Remaining</u> | <u>Proj Addtl Expense</u> | <u>Proj Ending Balance</u> |
|--|--------------------------|---------------------------------|---------------------------|------------------------|-----------------------|---|------------------------------|-------------------------------|--------------------------------|
| Salaries | 65,050,923 | 13,646 | 65,064,569 | 24,111,125 | 63,980,294 | 157,682 | 926,592 | (62,398) | 988,990 |
| Purch of Svc & Expense | 10,950,092 | (78,164) | 10,871,928 | 2,727,377 | 8,968,490 | 1,376,682 | 526,756 | - | 526,756 |
| <u>Capital Outlay</u> | <u>4,750</u> | <u>64,518</u> | <u>69,268</u> | <u>-</u> | <u>64,518</u> | <u>16,860</u> | <u>(12,110)</u> | <u>-</u> | <u>(12,110)</u> |
| Totals | 76,005,765 | 0 | 76,005,765 | 26,838,502 | 73,013,302 | 1,551,225 | 1,441,238 | (62,398) | 1,503,636 |
| (1) Approved May 2019 Town Meeting | | | | | | Plus Additional Circuit Breaker (QIVP) Funds | | <u>396,783</u> | |
| (2) Cumulative Fiscal Year Transfers To Date | | | | | | Projected Ending Balance | | 1,900,419 | |
| | | | | | | <u>Uses of Projected Ending Balance</u> | | | |
| | | | | | | Carry Forward in Circuit Breaker Account/ Prepaid Tuition | | 1,587,132 | |
| | | | | | | Return to General Fund | | <u>313,287</u> | |
| | | | | | | Projected Ending Balance | | 1,900,419 | |

Budgetary projections have been completed for all school operating accounts, including salaries, special education (SpEd) out-of-district tuitions, SpEd professional services, transportation and legal expenses. The following expenditure projections are intended to supplement the regular FY20 QIV Financial Report, dated July 8, 2020, which reported on transaction activity through June 30, 2020. Although FY 2019/20 closed at the end of June, several transactions have yet to be posted to the FY20 school accounts, including the accrual payroll of July 10, 2020, as well as several adjusting journal entries.

Based on the aforementioned projections, the School Department anticipates a June 30, 2020 ending budget balance of \$1,900,419. On a preliminary basis, the School Department proposes the following:

- \$1,587,132, to provide for unbudgeted school needs in FY21, including special education expenses and COVID-19-related school needs; and
- \$313,287 to return to the General Fund.

Of the projected ending balance, \$1,263,816 was identified on the FY20 Third Quarter School Operating Budget Projection report, dated May 25, 2020. As noted in that report, this balance largely results from two budget holdbacks, a lengthy hiring freeze, as well as budget savings from the COVID-19 school closure:

- Savings from budget holdbacks (\$421,614);
- Savings from ongoing salary turnover and lengthy hiring freeze since January (\$254,651); and

- Savings from the COVID-19 school closure (\$500,070), including: savings from Spring coaching stipends paid at 25% (\$154,759), unused substitute budget funds (\$255,710), unused curriculum development funds (\$56,026) and unused professional development monies (\$33,575.)

Since the third quarter report was completed, \$636,603 in additional budget savings have been generated largely from June encumbrance liquidations, including liquidations of special education professional service and tuition expenditures, and a small amount of additional salary savings. A comparison of QIII and QIV projected expenditures appears below.

Comparison of QIII and QIV Projections:

| | QIVP | QIII Projection | Difference |
|---|------------------|------------------|------------------|
| Salary Expenditures | 64,075,577 | 64,205,561 | (129,984) |
| Legal Expenditures | 143,478 | 155,000 | (11,522) |
| SpEd Transportation | 1,448,090 | 1,465,550 | (17,460) |
| Regular Ed. Transportation | 586,315 | 580,194 | 6,121 |
| SpEd Contractual Services | 734,216 | 886,067 | (151,851) |
| SpEd Out-of-District Tuition | 1,946 | 1,946 | - |
| Regular Ed. Out-of-District Tuition | 5,648,492 | 5,728,750 | (80,258) |
| SpEd Legal Settlements | 179,386 | 141,886 | 37,500 |
| Other Budgeted Expenditures | <u>3,309,207</u> | <u>3,598,356</u> | <u>(289,149)</u> |
| Subtotal Expenditures | 76,126,707 | 76,763,310 | (636,603) |
| Compare to Budget * | 78,027,126 | 78,027,126 | - |
| Under/(Over) | 1,900,419 | 1,263,817 | 636,603 |
| * Budget Includes \$76,005,765 School Operating and \$2,021,361 in FY20 Circuit Breaker Funds. Circuit Breaker funds include FY20 Reimbursement of \$1,587,132 and \$434,229 in FY19 Reimbursement received this fiscal year. | | | |

The above chart compares projected expenditures from the QIII and QIV reports. The chart shows that that the School Department is projected to end the fiscal year with about \$636,603 more than initially projected in May, due to the following:

- \$194,609 from special education tuition, contractual services and legal settlement accounts. These savings represent planned placements and professional services expenditures, which the Special Education Department determined in June would no longer be needed during this fiscal year.
- \$289,149 in June encumbrance liquidations across all other school accounts; and
- \$129,984 in additional salary turnover savings.

As proposed above, the School Department plans to use \$1,587,132 of the projected ending balance to address the following unbudgeted needs, similar to what was proposed in May:

- \$700,000 to provide for unbudgeted special education expenditures in SY 2020/21. Although out-of-district tuition expenditures are projected to remain within budget next year, we anticipate the need for additional summer programming for students who have struggled with the shift to online learning, and for requests for compensatory services in the fall. In addition, given the state's anticipated budget deficit

for FY21, it is likely that Circuit Breaker reimbursement will be reduced below the budgeted 75% (\$1.6 million) reimbursement amount. If this happens, the school budget for out-of-district tuition will experience a corresponding revenue shortfall.

- \$887,132 to provide for unbudgeted COVID-19 expenses in SY 2020/21. These needs may include supplies and equipment for personal protective equipment, student supplies to prevent sharing, health service supplies and materials, additional staffing costs, technology and transportation (additional buses.) The COVID-19 reserve is \$323,316 higher than the \$563,816 proposed in May as part of the Third Quarter report.

The proposed \$1,587,132 reserve is equivalent to the District's FY20 Circuit Breaker allocation, and will be carried forward to FY21 in the Circuit Breaker reserve account.

The remaining ending balance amount, of \$313,287, will be returned to the Town's General Fund.

ALG/alg

Revolving Fund FY21 Budget Request

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

Fund Description:

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

Enabling Legislation:

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

Critical Issues:

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

Description of Revenues:

Revenues represent pass-through funds collected from students to replace lost or damaged equipment. In FY20, \$244 was recovered. The \$300 revenue projection for FY21 is an estimate of funds to be collected, based on FY21 year billings for lost/damaged equipment.

Staffing:

No salaries are paid from this fund.

Expenses:

Expenses are the cost of replacement of lost or damaged equipment. The \$300 expenditure projection for FY21 is based on current year billings for lost/damaged equipment.

District's Vision, Mission, Goals and Objectives:

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

FY21 Proposed Budget:

Attached.

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

| | | | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 | |
|---|------|-----|------|------|------|----|-----|--------|------|------|-----|-------------|--------------------------------|------------------------------|--------|---------|---------|---------|--------|-------|
| | | | | | | | | | | | | | | Actual | Actual | Actual | Budget | Proj | Budget | |
| Revenues | | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3134 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$0 | \$0 | \$79 | \$0 | \$0 | \$18 | |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3134 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collectio | \$0 | \$321 | \$1,271 | \$1,200 | \$244 | \$300 | |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3134 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| | | | | | | | | | | | | | | Subtotal Revenues | \$0 | \$321 | \$1,350 | \$1,200 | \$244 | \$318 |
| Expenditures | | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE | | | | Object | Ext | | | | | FY17 | FY18 | FY19 | FY20 | FY19 | FY20 | |
| | | | | Fun | Subj | Gr | Act | TM | Code | SchA | Obj | Building | Object Code Description | Actual | Actual | Budget | Budget | Proj | Budget | |
| 2350 | 3134 | 090 | 10 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | District | INSTR EQUIP | \$0 | \$0 | \$91 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 10 | 2430 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | District | OTR SUPP & EQUIP | \$0 | \$0 | \$168 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 10 | 2455 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | District | INSTR TECHNOLOGY | \$0 | \$0 | \$1,091 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 10 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | District | Instructional Software | \$0 | \$92 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 10 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | District | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$1,200 | \$226 | \$300 | |
| 2350 | 3134 | 090 | 21 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Broadmeadow | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 21 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Broadmeadow | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 22 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Eliot | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 22 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Eliot | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 22 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Eliot | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 23 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Hillside | Instr. Equipment/ Supplies | \$0 | \$150 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 23 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Hillside | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 23 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Hillside | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 24 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Mitchell | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 24 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Mitchell | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 24 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Mitchell | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 25 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Newman | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 25 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Newman | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 25 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Newman | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 26 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | High Rock | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 26 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | High Rock | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 26 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | High Rock | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 30 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Pollard | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 30 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Pollard | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 30 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Pollard | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 30 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | Pollard | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 40 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 99 | NHS | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 40 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 99 | NHS | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 40 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 99 | NHS | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 50 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Preschool | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 50 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Preschool | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3134 | 090 | 50 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Preschool | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| | | | | | | | | | | | | | | Subtotal Expenditures | \$0 | \$242 | \$1,350 | \$1,200 | \$226 | \$300 |
| | | | | | | | | | | | | | | Anticipated Ending Fund Bal. | \$0 | \$79 | \$0 | \$0 | \$18 | \$18 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Production Center (2350-3142) |
| Fund Manager: | Assistant Superintendent of Financial Operations |
| Executive Summary: | No Rate Change for: Black/White Copy \$0.07/; Color Copy \$0.20/page; \$2.00 Folding/Stuffing/Sorting Services; \$4.00/ 250-Pieces; \$7.00/ 500-Pieces; \$14.00/ 1,000-Pieces. Pass-Through Postage Expense. |

Fund Description:

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

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

There are no critical issues for this cost center. In January 2020, the US Postal Service made no change to the cost of First-class stamps, the price remained \$0.55 and the price of First-class metered mail also remained at \$0.50. The price of each additional ounce for letters was also unchanged at \$0.15. The price of postage charged by the Production Center will reflect these pass-through postage prices, and any prospective rate adjustments by the U.S. Postal Service.

Description of Revenues:

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

The current rate for copying and folding/stuffing/sorting services is presented in the chart below. Based on the current cost of providing each service, rates proposed shall remain the same:

| Rates | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|--------------------------|---------|---------|---------|---------|---------|---------|
| Black/White Copy | \$0.05 | \$0.05 | \$0.05 | \$0.05 | \$0.07 | \$0.07 |
| Color Copy | \$0.12 | \$0.15 | \$0.18 | \$0.18 | \$0.20 | \$0.20 |
| Fold/Stuff - 250 Piece | | | | | | |
| Mailing | \$3.00 | \$3.00 | \$3.00 | \$3.00 | \$4.00 | \$4.00 |
| Fold/Stuff - 500 Piece | | | | | | |
| Mailing | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$7.00 | \$7.00 |
| Fold/Stuff - 1,000 Piece | | | | | | |
| Mailing | \$12.00 | \$12.00 | \$12.00 | \$12.00 | \$14.00 | \$14.00 |

The FY21 proposed revenue is \$22,000. Proposed copy prices remain well below commercial prices, as evident from the chart below:

| Comparison Copy Rates* | Staples | Office Max | Fedex |
|--------------------------------|---------|------------|--------|
| Standard Color, Letter (1-499) | \$0.58 | \$0.49 | \$0.49 |
| Standard Black/White, Letter | \$0.13 | \$0.13 | \$0.13 |

*Rate Survey June 2020,

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

Staffing:

No staff members are paid from this fund.

Expenses:

The expenses of this fund include postage, copy supplies and copy center equipment replacement. The FY21 budget expenses will total \$22,000 based to cover supplies and postage. Note that the projection is lower than in past years due to the shift to online learning.

One new color copy machine was acquired in FY20 through the operating budget. As all other copy machines are relatively new, no capital expenditures are projected for FY21.

District's Vision, Mission, Goals and Objectives:

This program supports all District goals and objectives.

FY21 Proposed Budget:

Attached

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

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------|------|----|-----|--------|------|------|-----|----------|--------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3142 | 080 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$705 | \$4,659 | \$1,990 | \$2,000 | \$4,600 | \$5,257 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3142 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$33,954 | \$29,331 | \$29,771 | \$34,500 | \$23,463 | \$22,000 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3142 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$34,659 | \$33,990 | \$31,761 | \$36,500 | \$28,062 | \$27,257 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE | | | | Object | Ext | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| | | | | Fun | Subj | Gr | Act | TM | Code | SchA | Obj | Building | Object Code Description | | | | | | |
| 2350 | 3142 | 080 | 10 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Curr Ldr/Academic Dept Head/ Sa | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Certified Teacher Specialist/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | District | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | District | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Prof Dev Summer/Aft School/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | District | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Secy to Dep Head (Non Sup)/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Human Resources & Benefits/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | District | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | District | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | District | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | District | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | District | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | District | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | District | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | District | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | District | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | District | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | District | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | District | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | District | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | District | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | District | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | District | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | District | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | District | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | District | Educational Supplies | \$30,000 | \$32,000 | \$27,161 | \$30,000 | \$22,805 | \$22,000 |
| 2350 | 3142 | 080 | 10 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | District | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | District | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | District | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | District | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | District | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | District | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | District | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | District | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | District | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | District | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | District | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | District | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$4,500 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | District | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | District | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3142 | 080 | 10 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | District | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$30,000 | \$32,000 | \$27,161 | \$34,500 | \$22,805 | \$22,000 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$4,659 | \$1,990 | \$4,600 | \$2,000 | \$5,257 | \$5,257 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Broadmeadow Lease (2350-3211) |
| Fund Manager: | Assistant Superintendent for Finance & Operations |
| Executive Summary: | Fee Increase from \$0.41 to \$0.47/Student Hour; No Program Changes |

Fund Description:

This revolving fund collects income from the rental of surplus property at the Broadmeadow School. The current licensee is Needham Extended Day Program (NEDP), which runs a before/after school program at Broadmeadow, Eliot, Williams, Mitchell and Newman Schools for elementary students.

Enabling Legislation:

This program formerly was conducted under MGL Ch 40 Section 3 as a lease of school property in exchange for before/after school services. The authority for this program has been transferred to MGL Ch 71 s 71E, which authorizes school enrichment programs connected to the use of school property. The revenue raised from this program will continue to be expended on the maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense.

Critical Issues:

There are no expected critical issues for this fund in FY21. In FY20, the School Department issued a bid for the rental of space for the provision of before and after school structured programs for elementary students. The bid was awarded to Needham Extended Day Program, Inc. (NEDP) for FY21-FY23.

Due to COVID-19 school closures, NEDP was unable to use space in spring of FY20, which led to a refund for these months. This explains the decrease in revenue in FY20, which are projected to increase in FY21.

Description of Revenues:

In FY21, rental fees are based on the bid rate of \$0.47/student hour. An estimated 62,621 student hours are anticipated, or \$29,342 based on FY20 billed student hours.

Staffing:

No staff are paid from this fund.

Expenses:

Expenses are the cost of maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense. The FY21 budget reflects spending on custodial supplies.

Support for District Vision, Mission, Goals and Objectives:

Before/after school programs for elementary students support District Goal 2.0, which ensures that students have the social and emotional competencies that enable them to be self-aware, to have social and relationship skills, to self-manage and to make responsible decisions.

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|---|
| Revolving Fund Name: | Broadmeadow Lease |
| Revolving Fund Contact: | Assistant Superintendent for Finance & Operations |

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|-------------|--------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3211 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | | 00 | | Carry-Over Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3211 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | | 00 | | Current Year Revenue Collections | \$13,701 | \$17,964 | \$21,937 | \$22,317 | \$18,001 | \$29,432 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3211 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$13,701 | \$17,963 | \$21,937 | \$22,317 | \$18,001 | \$29,432 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subi | Gr | Act | TM | Object Code | SchA | Ext Obi | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3211 | 090 | 21 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Curr Ldr/Academic Dept Head/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Certified Teacher Specialist/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Broadmeadow | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Broadmeadow | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Prof Dev Summer/Aft School/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Broadmeadow | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Broadmeadow | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Broadmeadow | Secy to Dep Head (Non Sup)/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Broadmeadow | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Broadmeadow | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Broadmeadow | Human Resources & Benefits/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Broadmeadow | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | Broadmeadow | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Broadmeadow | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Broadmeadow | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | Broadmeadow | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | Broadmeadow | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | Broadmeadow | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | Broadmeadow | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | Broadmeadow | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | Broadmeadow | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | Broadmeadow | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | Broadmeadow | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | Broadmeadow | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | Broadmeadow | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | Broadmeadow | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$1,555 | \$0 |
| 2350 | 3211 | 090 | 21 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | Broadmeadow | Custodial / Supplies | \$13,701 | \$17,964 | \$21,937 | \$22,317 | \$11,360 | \$29,432 |
| 2350 | 3211 | 090 | 21 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | Broadmeadow | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | Broadmeadow | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | Broadmeadow | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Broadmeadow | Teaching Aids/ Clsm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | Broadmeadow | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Broadmeadow | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Broadmeadow | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | Broadmeadow | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Broadmeadow | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | Broadmeadow | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$5,086 | \$0 |
| 2350 | 3211 | 090 | 21 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | Broadmeadow | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | Broadmeadow | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | Broadmeadow | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | Broadmeadow | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | Broadmeadow | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | Broadmeadow | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | Broadmeadow | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3211 | 090 | 21 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | Broadmeadow | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$13,701 | \$17,964 | \$21,937 | \$22,317 | \$18,001 | \$29,432 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Eliot Lease (2350-3221) |
| Fund Manager: | Assistant Superintendent for Finance & Operations |
| Executive Summary: | Fee Increase from \$0.41 to \$0.47/Student Hour; No Program Changes |

Fund Description:

This revolving fund collects income from the rental of surplus property at the Eliot School. The current licensee is Needham Extended Day Program (NEDP), which runs a before/after school program at Broadmeadow, Eliot, Williams, Mitchell and Newman Schools for elementary students.

Enabling Legislation:

This program formerly was conducted under MGL Ch 40 Section 3 as a lease of school property in exchange for before/after school services. The authority for this program has been transferred to MGL Ch 71 s 71E, which authorizes school enrichment programs connected to the use of school property. The revenue raised from this program will continue to be expended on the maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense.

Critical Issues:

There are no expected critical issues for this fund in FY21. In FY20, the School Department issued a bid for the rental of space for the provision of before and after school structured programs for elementary students. The bid was awarded to Needham Extended Day Program, Inc. (NEDP) for FY21-FY23.

Due to COVID-19 school closures, NEDP was unable to use space in spring of FY20, which led to a refund for these months. This explains the decrease in revenue in FY20, which are projected to increase in FY21.

Description of Revenues:

In FY21, rental fees are based on the bid rate of \$0.47/student hour. An estimated 51,247 student hours are anticipated, or \$24,086 based on FY20 billed student hours.

Staffing:

No staff are paid from this fund.

Expenses:

Expenses are the cost of maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense. The FY21 budget reflects spending on custodial supplies.

Support for District Vision, Mission, Goals and Objectives:

Before/after school programs for elementary students support District Goal 2.0, which ensures that students have the social and emotional competencies that enable them to be self-aware, to have social and relationship skills, to self-manage and to make responsible decisions.

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|---|
| Revolving Fund Name: | Eliot Lease |
| Revolving Fund Contact: | Assistant Superintendent for Finance & Operations |

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|----------------------------------|--|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3221 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | | 00 | Carry-Over Revenue | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3221 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | | 00 | Current Year Revenue Collections | | \$15,258 | \$16,784 | \$16,656 | \$16,871 | \$13,580 | \$24,086 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3221 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | | 00 | Pre-Collection Next FY Revenue | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$16,590 | \$16,784 | \$16,656 | \$16,871 | \$13,580 | \$24,086 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pam | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3221 | 090 | 22 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Curr Ldr/Academic Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Certified Classroom Teacher/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Eliot | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Eliot | Instr. Asst - Paraprofessional/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Prof Dev Summer/Aft School/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Eliot | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Secy to Dep Head (Non Sup)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Human Resources & Benefits/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Eliot | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | Eliot | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Eliot | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Eliot | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | Eliot | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | Eliot | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | Eliot | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | Eliot | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | Eliot | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | Eliot | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | Eliot | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | Eliot | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | Eliot | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | Eliot | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | Eliot | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | Eliot | Custodial / Supplies | \$15,258 | \$16,784 | \$16,656 | \$16,871 | \$12,796 | \$24,086 |
| 2350 | 3221 | 090 | 22 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | Eliot | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | Eliot | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | Eliot | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Eliot | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | Eliot | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Eliot | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Eliot | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | Eliot | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Eliot | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | Eliot | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$783 | \$0 |
| 2350 | 3221 | 090 | 22 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | Eliot | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | Eliot | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | Eliot | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | Eliot | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | Eliot | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | Eliot | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | Eliot | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3221 | 090 | 22 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | Eliot | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$15,258 | \$16,784 | \$16,656 | \$16,871 | \$13,580 | \$24,086 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Eliot Book & Equipment Sales (2350-3222) |
| Fund Manager: | Eliot Principal |
| Executive Summary: | No Sales Planned |

Fund Description:

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

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

The Eliot School does not plan to use its Book & Equipment Sales account. Eliot previously sold assignment notebooks to students. The school will purchase these assignment notebooks through the operating budget once balance in the account is spent.

Description of Revenues:

There is no anticipated revenue in FY21.

Staffing:

No salaries are paid from this fund.

Expenses:

Program expenses represent the balance of the account being used to purchase some the notebooks for FY21, the remainder will come from the operating budget.

District's Vision, Mission, Goals and Objectives:

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

FY21 Proposed Budget:

Attached.

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

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|----------|--------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3222 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$199 | \$484 | \$454 | \$237 | \$237 | \$29 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3222 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$285 | \$302 | \$0 | \$200 | \$4 | \$0 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3222 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$484 | \$786 | \$454 | \$437 | \$241 | \$29 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3222 | 090 | 22 | 1230 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2110 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2120 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2220 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Curr Ldr/Academic Dept Head/ Sa | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2305 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2310 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Certified Teacher Specialist/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2315 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2320 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2440 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2325 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Eliot | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2330 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Eliot | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2353 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Prof Dev Summer/Aft School/ Sale | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2355 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Eliot | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2357 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Eliot | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2110 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2120 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Secy to Dep Head (Non Sup)/ Sale | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2210 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2220 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 1420 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Eliot | Human Resources & Benefits/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 4110 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Eliot | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 5200 | 090 | 99 | 520 | 010 | 5110 | 350 | 99 | Eliot | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 4220 | 090 | 99 | 520 | 020 | 5241 | 350 | 04 | Eliot | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 4210 | 090 | 99 | 520 | 020 | 5241 | 350 | 04 | Eliot | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2451 | 090 | 99 | 520 | 020 | 5255 | 350 | 04 | Eliot | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2420 | 090 | 99 | 520 | 020 | 5247 | 350 | 04 | Eliot | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 5350 | 090 | 99 | 520 | 020 | 5270 | 350 | 04 | Eliot | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2440 | 090 | 99 | 520 | 020 | 5300 | 350 | 04 | Eliot | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2440 | 090 | 99 | 520 | 020 | 5330 | 350 | 04 | Eliot | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2440 | 090 | 99 | 520 | 020 | 5341 | 350 | 04 | Eliot | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2440 | 090 | 99 | 520 | 020 | 5345 | 350 | 04 | Eliot | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2440 | 090 | 99 | 520 | 020 | 5346 | 350 | 04 | Eliot | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2440 | 090 | 99 | 520 | 020 | 5380 | 350 | 04 | Eliot | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2110 | 090 | 99 | 520 | 030 | 5420 | 350 | 05 | Eliot | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 4220 | 090 | 99 | 520 | 030 | 5430 | 350 | 05 | Eliot | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 4110 | 090 | 99 | 520 | 030 | 5450 | 350 | 05 | Eliot | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 4210 | 090 | 99 | 520 | 030 | 5460 | 350 | 05 | Eliot | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 3400 | 090 | 99 | 520 | 030 | 5490 | 350 | 05 | Eliot | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2430 | 090 | 99 | 520 | 030 | 5510 | 350 | 05 | Eliot | Educational Supplies | \$0 | \$326 | \$217 | \$212 | \$212 | \$29 |
| 2350 | 3222 | 090 | 22 | 2415 | 090 | 99 | 520 | 030 | 5512 | 350 | 05 | Eliot | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2410 | 090 | 99 | 520 | 030 | 5517 | 350 | 05 | Eliot | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2420 | 090 | 99 | 520 | 030 | 5522 | 350 | 05 | Eliot | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2453 | 090 | 99 | 520 | 030 | 5523 | 350 | 05 | Eliot | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2455 | 090 | 99 | 520 | 030 | 5524 | 350 | 05 | Eliot | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2451 | 090 | 99 | 520 | 030 | 5525 | 350 | 05 | Eliot | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2440 | 090 | 99 | 520 | 030 | 5580 | 350 | 05 | Eliot | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2357 | 090 | 99 | 520 | 030 | 5710 | 350 | 06 | Eliot | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2357 | 090 | 99 | 520 | 030 | 5720 | 350 | 06 | Eliot | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2357 | 090 | 99 | 520 | 030 | 5730 | 350 | 06 | Eliot | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 2440 | 090 | 99 | 520 | 030 | 5780 | 350 | 06 | Eliot | Other Expenses | \$0 | \$6 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 7300 | 090 | 99 | 520 | 200 | 5850 | 350 | 99 | Eliot | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 7500 | 090 | 99 | 520 | 200 | 5851 | 350 | 99 | Eliot | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 7350 | 090 | 99 | 520 | 200 | 5856 | 350 | 99 | Eliot | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3222 | 090 | 22 | 7300 | 090 | 99 | 520 | 200 | 5870 | 350 | 99 | Eliot | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$0 | \$332 | \$217 | \$212 | \$212 | \$29 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$484 | \$454 | \$237 | \$225 | \$29 | \$0 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Williams Lease (2350-3231) |
| Fund Manager: | Assistant Superintendent for Finance & Operations |
| Executive Summary: | Fee Increase from \$0.41 to \$0.47/Student Hour; No Program Changes |

Fund Description:

This revolving fund collects income from the rental of surplus property at the Williams School. The current licensee is Needham Extended Day Program (NEDP), which runs a before/after school program at Broadmeadow, Eliot, Williams, Mitchell and Newman Schools for elementary students.

Enabling Legislation:

This program formerly was conducted under MGL Ch 40 Section 3 as a lease of school property in exchange for before/after school services. The authority for this program has been transferred to MGL Ch 71 s 71E, which authorizes school enrichment programs connected to the use of school property. The revenue raised from this program will continue to be expended on the maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense.

Critical Issues:

There are no expected critical issues for this fund in FY21. In FY20, the School Department issued a bid for the rental of space for the provision of before and after school structured programs for elementary students. The bid was awarded to Needham Extended Day Program, Inc. (NEDP) for FY21-FY23.

Due to COVID-19 school closures, NEDP was unable to use space in spring of FY20, which led to a refund for these months. This explains the decrease in revenue in FY20, which are projected to increase in FY21.

Description of Revenues:

In FY21, rental fees are based on the bid rate of \$0.47/student hour. An estimated 43,526 student hours are anticipated, or \$20,457 based on FY20 billed student hours.

Staffing:

No staff are paid from this fund.

Expenses:

Expenses are the cost of maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense. The FY21 budget reflects spending on custodial supplies.

Support for District Vision, Mission, Goals and Objectives:

Before/after school programs for elementary students support District Goal 2.0, which ensures that students have the social and emotional competencies that enable them to be self-aware, to have social and relationship skills, to self-manage and to make responsible decisions.

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|---|
| Revolving Fund Name: | Williams Lease |
| Revolving Fund Contact: | Assistant Superintendent for Finance & Operations |

| | | | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
|---|------|-----|------|------|------|----|-----|-----|--------|------|-----|----------|--------------------------------------|---------|----------|----------|----------|----------|----------|
| | | | | | | | | | | | | | | Actual | Actual | Actual | Budget | Proj | Budget |
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3231 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3231 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$9,520 | \$10,348 | \$11,809 | \$14,029 | \$11,659 | \$20,457 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3231 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$9,520 | \$10,348 | \$11,809 | \$14,029 | \$11,659 | \$20,457 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE | Subj | Gr | Act | TM | Object | SchA | Ext | Building | Object Code Description | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
| | | | | Fun | | | | | Code | | Obj | | | Actual | Actual | Actual | Budget | Proj | Budget |
| 2350 | 3231 | 090 | 23 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Curr Ldr/Academic Dept Head/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Certified Teacher Specialist/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Prof Dev Summer/Aft School/ Sale | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Secy to Dep Head (Non Sup)/ Sale | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Human Resources & Benefits/ Sal: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | Hillside | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Hillside | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Hillside | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | Hillside | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | Hillside | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | Hillside | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | Hillside | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | Hillside | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | Hillside | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | Hillside | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | Hillside | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | Hillside | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | Hillside | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | Hillside | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | Hillside | Custodial / Supplies | \$9,520 | \$10,348 | \$11,809 | \$14,029 | \$11,659 | \$20,457 |
| 2350 | 3231 | 090 | 23 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | Hillside | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | Hillside | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | Hillside | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Hillside | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | Hillside | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Hillside | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Hillside | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | Hillside | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Hillside | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | Hillside | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | Hillside | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | Hillside | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | Hillside | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | Hillside | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | Hillside | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | Hillside | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | Hillside | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3231 | 090 | 23 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | Hillside | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$9,520 | \$10,348 | \$11,809 | \$14,029 | \$11,659 | \$20,457 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Sunita Williams Book & Equipment Sales (2350-3232) |
| Fund Manager: | Sunita Williams Principal |
| Executive Summary: | No Sales Planned |

Fund Description:

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

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

The Sunita Williams School does not plan to use its Book & Equipment Sales account. Williams previously sold assignment notebooks to students. The school will purchase these assignment notebooks through the operating budget once balance in the account is spent.

Description of Revenues:

There is no anticipated revenue in FY21.

Staffing:

No staff members are paid from this fund.

Expenses:

Program expenses represent the balance of the account being used to purchase the notebooks for FY21, the remainder will come from the operating budget.

District's Vision, Mission, Goals and Objectives:

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

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|--------------------------------------|
| Revolving Fund Name: | Sunita Williams Book/Equipment Sales |
| Revolving Fund Contact: | Sunita Williams Principal |

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|----------|-------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3232 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$1,001 | \$891 | \$793 | \$692 | \$692 | \$405 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3232 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collection | \$231 | \$234 | \$264 | \$237 | \$0 | \$0 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3232 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$1,232 | \$1,125 | \$1,057 | \$929 | \$692 | \$405 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subi | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3232 | 090 | 23 | 1230 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2110 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2120 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2220 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Curr Ldr/Academic Dept Head/ Sa | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2305 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Certified Classroom Teacher/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2310 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Certified Teacher Specialist/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2315 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2320 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2440 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2325 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2330 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Instr. Asst - Paraprofessional/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2353 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Prof Dev Summer/Aft School/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2355 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2357 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2110 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2120 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Secy to Dep Head (Non Sup)/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2210 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2220 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 1420 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Hillside | Human Resources & Benefits/ Sa | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 4110 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 5200 | 090 | 99 | 520 | 010 | 5110 | 350 | 99 | Hillside | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 4220 | 090 | 99 | 520 | 020 | 5241 | 350 | 04 | Hillside | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 4210 | 090 | 99 | 520 | 020 | 5241 | 350 | 04 | Hillside | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2451 | 090 | 99 | 520 | 020 | 5255 | 350 | 04 | Hillside | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2420 | 090 | 99 | 520 | 020 | 5247 | 350 | 04 | Hillside | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 5350 | 090 | 99 | 520 | 020 | 5270 | 350 | 04 | Hillside | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2440 | 090 | 99 | 520 | 020 | 5300 | 350 | 04 | Hillside | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2440 | 090 | 99 | 520 | 020 | 5330 | 350 | 04 | Hillside | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2440 | 090 | 99 | 520 | 020 | 5341 | 350 | 04 | Hillside | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2440 | 090 | 99 | 520 | 020 | 5345 | 350 | 04 | Hillside | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2440 | 090 | 99 | 520 | 020 | 5346 | 350 | 04 | Hillside | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2440 | 090 | 99 | 520 | 020 | 5380 | 350 | 04 | Hillside | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2110 | 090 | 99 | 520 | 030 | 5420 | 350 | 05 | Hillside | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 4220 | 090 | 99 | 520 | 030 | 5430 | 350 | 05 | Hillside | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 4110 | 090 | 99 | 520 | 030 | 5450 | 350 | 05 | Hillside | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 4210 | 090 | 99 | 520 | 030 | 5460 | 350 | 05 | Hillside | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 3400 | 090 | 99 | 520 | 030 | 5490 | 350 | 05 | Hillside | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2430 | 090 | 99 | 520 | 030 | 5510 | 350 | 05 | Hillside | Educational Supplies | \$328 | \$318 | \$350 | \$318 | \$286 | \$405 |
| 2350 | 3232 | 090 | 23 | 2415 | 090 | 99 | 520 | 030 | 5512 | 350 | 05 | Hillside | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2410 | 090 | 99 | 520 | 030 | 5517 | 350 | 05 | Hillside | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2420 | 090 | 99 | 520 | 030 | 5522 | 350 | 05 | Hillside | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2453 | 090 | 99 | 520 | 030 | 5523 | 350 | 05 | Hillside | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2455 | 090 | 99 | 520 | 030 | 5524 | 350 | 05 | Hillside | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2451 | 090 | 99 | 520 | 030 | 5525 | 350 | 05 | Hillside | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2440 | 090 | 99 | 520 | 030 | 5580 | 350 | 05 | Hillside | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2357 | 090 | 99 | 520 | 030 | 5710 | 350 | 06 | Hillside | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2357 | 090 | 99 | 520 | 030 | 5720 | 350 | 06 | Hillside | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2357 | 090 | 99 | 520 | 030 | 5730 | 350 | 06 | Hillside | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 2440 | 090 | 99 | 520 | 030 | 5780 | 350 | 06 | Hillside | Other Expenses | \$14 | \$14 | \$16 | \$14 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 7300 | 090 | 99 | 520 | 200 | 5850 | 350 | 99 | Hillside | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 7500 | 090 | 99 | 520 | 200 | 5851 | 350 | 99 | Hillside | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 7350 | 090 | 99 | 520 | 200 | 5856 | 350 | 99 | Hillside | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3232 | 090 | 23 | 7300 | 090 | 99 | 520 | 200 | 5870 | 350 | 99 | Hillside | Repl. Equipment> \$5000 Per Uni | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$341 | \$332 | \$365 | \$333 | \$286 | \$405 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$891 | \$793 | \$692 | \$596 | \$405 | \$0 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Curry College/Sunita L. Williams Internship Program Revolving Fund |
| Fund Manager: | Sunita L. Williams Principal |
| Executive Summary: | Continue to waive \$1,000 participation fee to increase recruitment of diverse intern pool. Eliminate previous stipend for intern supervisors. |

Fund Description:

The Curry College/Sunita L. Williams Elementary Collaborative Internship Program is delivered on-site at Sunita L. Williams School and at Curry College's Milton campus. The program offers an accelerated pathway to teacher certification for Curry College M.Ed. students. The full-time residency program can be completed in 14 months, including 10 months as a full-time in-school intern. Upon successful completion of the program, interns will receive their Masters in Education from Curry College, and will be ready for certification and permanent employment.

Enabling Legislation:

MGL Chapter 71, Section 71E. (Staff Development)

Critical Issues:

The former internship program with Lesley University ended on June, 2018, due to a shrinking candidate pool at Lesley. In December, 2017, the District signed a Memorandum of Understanding with Curry College to begin a residential master's degree program at Hillside School leading to elementary education licensure, effective with the 2018/19 school year. Unfortunately, the program did not register the minimum four interns needed to run the program in 2018/19 or 2019/20, so implementation of the new graduate program with Curry was deferred to the 2020/21 school year. Needham also accepts Curry College undergraduate students as student teachers, however, that is not part of this Revolving Fund Program.

Due to the concerted recruiting efforts, the program anticipates registering 10 participants for the Collaborative Internship Program for the 2020/21 school year, with interns placed across the four Needham elementary schools. To encourage participation in the early phases of this program, the \$1,000 participation fee has been waived for each graduate student. Students registered for the program will receive a stipend directly from Curry for participating. Curry will also be paying the instructors for three or six-credit pedagogy courses directly.

Sunita L. Williams teachers will continue to receive vouchers from Curry, toward three-credit courses at the College. The extent and amount of the vouchers are to be determined.

Description of Revenues:

To encourage participation in FY21, the \$1,000 participation fee has been waived. No revenues are anticipated in FY21. In future, the internship participation fee will be \$1,000/graduate student payable to Needham Public Schools, to cover the cost of the directing/practicum teachers.

Staffing:

There are no permanent staff members assigned to this program in FY21. Teachers who are supervising the program will not be provided with a stipend, as in years past, but will receive vouchers from Curry.

Expenses:

Anticipated expenses for the program are projected to be \$3,500 for FY21 and include the following: \$1,000 for staff to attend recruiting events to continue to build the program, \$2,000 for professional development to build capacity toward offering internship placements in moderate or severe special education placements, and \$500 for orientation day expenses.

District's Vision, Mission, Goals and Objectives:

This program supports all of the District's goals, by providing additional teaching resources for instruction at the Sunita L. Williams Elementary School, as well as the underlying values of scholarship, community and personal growth.

Proposed FY21 Budget:

Attached.

| | |
|-------------------------|---|
| Revolving Fund Name: | Curry College/Sunita L. Williams Collaborative Internship Program |
| Revolving Fund Contact: | Sunita L. Williams Principal |

| | | | | | | | | | | | | | FY15 Actual | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget | |
|---|------|-----|------|------------|------|----|-----|-----|----------------|-------------|-----|----------------------------------|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3234 | 080 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 350 | 00 | Carry-Over Revenue | \$4,781 | \$11,040 | \$13,548 | \$14,551 | \$15,110 | \$14,959 | \$14,960 | \$14,960 | |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3234 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | Current Year Revenue Collections | \$54,600 | \$33,000 | \$43,250 | \$44,100 | \$0 | \$0 | \$0 | \$0 | |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3234 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | Pre-Collection Next FY Revenue | \$2,100 | \$3,200 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Subtotal Revenues | | | | | | | | | | | | | \$61,481 | \$47,240 | \$56,798 | \$58,651 | \$15,110 | \$14,959 | \$14,960 | \$14,960 | |
| Expenditures | | | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | Ext SchA | Obj | Building | Object Code Description | FY15 Actual | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3234 | 080 | 23 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Curr Ldr/Academic Dept Head/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Certified Classroom Teacher/ Sala | \$5,300 | \$6,050 | \$0 | \$0 | \$150 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Certified Teacher Specialist/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Instr. Coord-Team Leader/ Salary | \$25,774 | \$17,550 | \$28,725 | \$29,075 | \$0 | \$4,500 | \$0 | \$1,000 |
| 2350 | 3234 | 080 | 23 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Instr. Asst - Paraprofessional/ Sala | \$18,075 | \$9,100 | \$12,075 | \$13,000 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Hillside | Prof Dev Summer/Atrr School/ Salz | \$0 | \$0 | \$66 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Hillside | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | Hillside | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | Hillside | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | Hillside | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | Hillside | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | Hillside | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | Hillside | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | Hillside | Educational Supplies | \$455 | \$642 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Hillside | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | Hillside | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Hillside | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2357 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | Hillside | Other Supplies | \$0 | \$0 | \$159 | \$609 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | Hillside | Other Instructional Expenses | \$0 | \$0 | \$0 | \$859 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3234 | 080 | 23 | 2358 | 099 | 99 | 520 | 030 | 5303 | 350 | 04 | Hillside | Prof Dev Seminars & Training | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,000 | \$0 | \$2,000 |
| 2350 | 3234 | 080 | 23 | 2358 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | Hillside | Other Expenses | \$837 | \$350 | \$1,222 | \$0 | \$0 | \$300 | \$0 | \$500 |
| Subtotal Expenditures | | | | | | | | | | | | | \$50,440 | \$33,692 | \$42,247 | \$43,543 | \$150 | \$6,800 | \$0 | \$3,500 | |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$11,040 | \$13,548 | \$14,551 | \$15,109 | \$14,960 | \$8,159 | \$14,960 | \$11,460 | |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Newman Lease (2350-3251) |
| Fund Manager: | Assistant Superintendent for Finance & Operations |
| Executive Summary: | Fee Increase from \$0.41 to \$0.47/Student Hour; No Program Changes |

Fund Description:

This revolving fund collects income from the rental of surplus property at the Newman School. The current licensee is Needham Extended Day Program (NEDP), which runs a before/after school program at Broadmeadow, Eliot, Williams, Mitchell and Newman Schools for elementary students.

Enabling Legislation:

This program formerly was conducted under MGL Ch 40 Section 3 as a lease of school property in exchange for before/after school services. The authority for this program has been transferred to MGL Ch 71 s 71E, which authorizes school enrichment programs connected to the use of school property. The revenue raised from this program will continue to be expended on the maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense.

Critical Issues:

There are no expected critical issues for this fund in FY21. In FY20, the School Department issued a bid for the rental of space for the provision of before and after school structured programs for elementary students. The bid was awarded to Needham Extended Day Program, Inc. (NEDP) for FY21-FY23.

Due to COVID-19 school closures, NEDP was unable to use space in spring of FY20, which led to a refund for these months. This explains the decrease in revenue in FY20, which are projected to increase in FY21.

Description of Revenues:

In FY21, rental fees are based on the bid rate of \$0.47/student hour. An estimated 67,798 student hours are anticipated, or \$31,865 based on FY20 billed student hours.

Staffing:

No staff are paid from this fund.

Expenses:

Expenses are the cost of maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense. The FY21 budget reflects spending on custodial supplies.

Support for District Vision, Mission, Goals and Objectives:

Before/after school programs for elementary students support District Goal 2.0, which ensures that students have the social and emotional competencies that enable them to be self-aware, to have social and relationship skills, to self-manage and to make responsible decisions.

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|---|
| Revolving Fund Name: | Newman Lease |
| Revolving Fund Contact: | Assistant Superintendent for Finance & Operations |

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|-----|----------|--------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3251 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3251 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$21,581 | \$25,725 | \$26,741 | \$27,446 | \$18,372 | \$31,865 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3251 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | | | | | | | | | | | | |
| Subtotal Revenues | | | | | | | | | | | | | | \$21,581 | \$25,725 | \$26,741 | \$27,446 | \$18,372 | \$31,865 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subi | Gr | Act | TM | Object Code | SchA | Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY20 Budget |
| 2350 | 3251 | 090 | 25 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Curr Ldr/Academic Dept Head/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Certified Teacher Specialist/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Newman | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Newman | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Prof Dev Summer/Aft School/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Newman | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Secy to Dep Head (Non Sup)/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Human Resources & Benefits/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Newman | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | Newman | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Newman | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Newman | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | Newman | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | Newman | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | Newman | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | Newman | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | Newman | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | Newman | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | Newman | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | Newman | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | Newman | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | Newman | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | Newman | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | Newman | Custodial / Supplies | \$21,581 | \$25,725 | \$26,741 | \$27,446 | \$13,882 | \$31,865 |
| 2350 | 3251 | 090 | 25 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | Newman | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | Newman | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | Newman | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Newman | Teaching Aids/ Clsm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | Newman | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Newman | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Newman | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | Newman | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Newman | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | Newman | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$4,490 | \$0 |
| 2350 | 3251 | 090 | 25 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | Newman | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | Newman | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | Newman | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | Newman | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | Newman | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | Newman | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | Newman | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | Newman | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 25 | 2420 | 099 | 99 | 520 | 020 | 5257 | 350 | 04 | Newman | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3251 | 090 | 99 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | Newman | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$21,581 | \$25,725 | \$26,741 | \$27,446 | \$18,372 | \$31,865 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Newman Book & Equipment Sales (2350-3252) |
| Fund Manager: | Newman Principal |
| Executive Summary: | No Fee Charged For Assignment Notebooks |

Fund Description:

This pass-through account funds the purchase and re-sale of student assignment notebooks for students in Grades 3 through 5.

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

This fund has an accumulated fund balance resulting from prior year assignment notebook purchase expense, less than budget. To keep fees as low for students as possible, the surplus fund balance will be used to purchase the assignment notebooks at no charge to students in FY21.

Description of Revenues:

In FY21, there will be no fee charged for the assignment notebooks. There is a fund balance that will be used to purchase the assignment notebook for the next year.

Staffing:

No staff members are paid from this fund.

Expenses:

FY21 program expenses represent the anticipated purchase cost of 75 notebooks for \$1.06/each, or \$80.00. No other purchases are anticipated.

District's Vision, Mission, Goals and Objectives:

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

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|---|
| Revolving Fund Name: | Newman Book/Equipment Sales (2350-3252) |
| Revolving Fund Contact: | Newman Principal |

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|----------|-------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3252 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$1,950 | \$1,423 | \$896 | \$520 | \$520 | \$191 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3252 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collection | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3252 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$1,950 | \$1,423 | \$896 | \$520 | \$520 | \$191 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3252 | 090 | 25 | 1230 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2110 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2120 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2220 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Curr Ldr/Academic Dept Head/ Sa | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2305 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Certified Classroom Teacher/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2310 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Certified Teacher Specialist/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2315 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2320 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2440 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2325 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Newman | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2330 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Newman | Instr. Asst - Paraprofessional/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2353 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Prof Dev Summer/Aft School/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2355 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Newman | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2357 | 090 | 99 | 520 | 010 | 5110 | 350 | 01 | Newman | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2110 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2120 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Secy to Dep Head (Non Sup)/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2210 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2220 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 1420 | 090 | 99 | 520 | 010 | 5110 | 350 | 02 | Newman | Human Resources & Benefits/ Sa | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 4110 | 090 | 99 | 520 | 010 | 5110 | 350 | 03 | Newman | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 5200 | 090 | 99 | 520 | 010 | 5110 | 350 | 99 | Newman | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 4220 | 090 | 99 | 520 | 020 | 5241 | 350 | 04 | Newman | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 4210 | 090 | 99 | 520 | 020 | 5241 | 350 | 04 | Newman | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2451 | 090 | 99 | 520 | 020 | 5255 | 350 | 04 | Newman | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2420 | 090 | 99 | 520 | 020 | 5247 | 350 | 04 | Newman | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 5350 | 090 | 99 | 520 | 020 | 5270 | 350 | 04 | Newman | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2440 | 090 | 99 | 520 | 020 | 5300 | 350 | 04 | Newman | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2440 | 090 | 99 | 520 | 020 | 5330 | 350 | 04 | Newman | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2440 | 090 | 99 | 520 | 020 | 5341 | 350 | 04 | Newman | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2440 | 090 | 99 | 520 | 020 | 5345 | 350 | 04 | Newman | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2440 | 090 | 99 | 520 | 020 | 5346 | 350 | 04 | Newman | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2440 | 090 | 99 | 520 | 020 | 5380 | 350 | 04 | Newman | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2110 | 090 | 99 | 520 | 030 | 5420 | 350 | 05 | Newman | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 4220 | 090 | 99 | 520 | 030 | 5430 | 350 | 05 | Newman | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 4110 | 090 | 99 | 520 | 030 | 5450 | 350 | 05 | Newman | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 4210 | 090 | 99 | 520 | 030 | 5460 | 350 | 05 | Newman | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 3400 | 090 | 99 | 520 | 030 | 5490 | 350 | 05 | Newman | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2430 | 090 | 99 | 520 | 030 | 5510 | 350 | 05 | Newman | Educational Supplies | \$527 | \$527 | \$376 | \$329 | \$329 | \$80 |
| 2350 | 3252 | 090 | 25 | 2415 | 090 | 99 | 520 | 030 | 5512 | 350 | 05 | Newman | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2410 | 090 | 99 | 520 | 030 | 5517 | 350 | 05 | Newman | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2420 | 090 | 99 | 520 | 030 | 5522 | 350 | 05 | Newman | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2453 | 090 | 99 | 520 | 030 | 5523 | 350 | 05 | Newman | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2455 | 090 | 99 | 520 | 030 | 5524 | 350 | 05 | Newman | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2451 | 090 | 99 | 520 | 030 | 5525 | 350 | 05 | Newman | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2440 | 090 | 99 | 520 | 030 | 5580 | 350 | 05 | Newman | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2357 | 090 | 99 | 520 | 030 | 5710 | 350 | 06 | Newman | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2357 | 090 | 99 | 520 | 030 | 5720 | 350 | 06 | Newman | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2357 | 090 | 99 | 520 | 030 | 5730 | 350 | 06 | Newman | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 2440 | 090 | 99 | 520 | 030 | 5780 | 350 | 06 | Newman | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 7300 | 090 | 99 | 520 | 200 | 5850 | 350 | 99 | Newman | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 7500 | 090 | 99 | 520 | 200 | 5851 | 350 | 99 | Newman | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 7350 | 090 | 99 | 520 | 200 | 5856 | 350 | 99 | Newman | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3252 | 090 | 25 | 7300 | 090 | 99 | 520 | 200 | 5870 | 350 | 99 | Newman | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$527 | \$527 | \$376 | \$329 | \$329 | \$80 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$1,423 | \$896 | \$520 | \$191 | \$191 | \$111 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | High Rock Book & Equipment Sales (2350-3261) |
| Fund Manager: | High Rock Principal |
| Executive Summary: | No Sales Planned |

Fund Description:

This pass-through account funds the purchase and re-sale of items to students, such as student planners, atlases, calculators, and Write Source materials.

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

The High Rock School does not currently use its Book & Equipment Sales account. Previously, it sold agendas to students. The agenda now has been replaced by the My Homework Application, an app used by Grade 6 students on the iPad.

Support for District Vision, Mission, Goals, Objectives:

The High Rock Book & Equipment Sales fund supports District Goal 1 – Advancing Standards Based Learning.

Description of Revenues:

There is no anticipated revenue in FY21.

Staffing:

No staff members are paid from this fund.

Expenses:

No purchases are anticipated in FY21.

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|------------------------------------|
| Revolving Fund Name: | High Rock Book and Equipment Sales |
| Revolving Fund Contact: | High Rock Principal |

| | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget | |
|---|------|-----|------|------------|--------------|------------|-------------|-----|----------------|------|------------|-----------|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3261 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$2,420 | \$2,420 | \$2,420 | \$2,420 | \$2,420 | \$2,420 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3261 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3261 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$2,420 | \$2,420 | \$2,420 | \$2,420 | \$2,420 | \$2,420 | |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj Code | Gr Code | Act Code | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3261 | 090 | 26 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Curr Ldr/Academic Dept Head/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Certified Teacher Specialist/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | High Rock | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | High Rock | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Prof Dev Summer/Aft School/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | High Rock | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Secy to Dep Head (Non Sup)/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Human Resources & Benefits/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | High Rock | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | High Rock | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | High Rock | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | High Rock | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | High Rock | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | High Rock | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | High Rock | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | High Rock | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | High Rock | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | High Rock | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | High Rock | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | High Rock | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | High Rock | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | High Rock | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | High Rock | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | High Rock | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | High Rock | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | High Rock | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | High Rock | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | High Rock | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | High Rock | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | High Rock | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | High Rock | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | High Rock | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | High Rock | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | High Rock | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | High Rock | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | High Rock | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | High Rock | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | High Rock | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | High Rock | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | High Rock | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | High Rock | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3261 | 090 | 26 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | High Rock | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$2,420 | \$2,420 | \$2,420 | \$2,420 | \$2,420 | \$2,420 | |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | High Rock Lost Books (2350-3262) |
| Fund Manager: | High Rock Principal |
| Executive Summary: | No Change in Replacement Costs for \$75.00/Hardcover Book and \$10.00/Paperback Book |

Fund Description:

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

Enabling Legislation:

MGL Chapter 44, Section 53.

Critical Issues:

The average cost of replacement textbooks is \$75.00/hardcover books and \$10.00/paperback books. The FY21 budget reflects the anticipated purchase of two hardcover and two paperback textbooks at \$75/book and \$10.00/book, respectively.

Support for District Vision, Mission, Goals, Objectives:

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

Description of Revenues:

The FY21 budget includes \$170 in revenue, representing the estimated sale of two hardcover books at \$75.00 and two paperback books at \$10.00.

Staffing:

No staff members are paid through this revolving fund.

Expenses:

Expenses for FY21 are the textbooks replacements, representing the purchase of two hardcover books at \$75.00 and two paperback books at \$10.00.

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|----------------------|
| Revolving Fund Name: | High Rock Lost Books |
| Revolving Fund Contact: | High Rock Principal |

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|-----------|--|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3262 | 90 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$238 | \$238 | \$248 | \$248 | \$268 | \$278 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3262 | 90 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$0 | \$10 | \$20 | \$170 | \$10 | \$170 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3262 | 90 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$238 | \$248 | \$268 | \$418 | \$278 | \$448 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subi | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3262 | 90 | 26 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Curr Ldr/Academic Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Certified Classroom Teacher/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | High Rock | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | High Rock | Instr. Asst - Paraprofessional/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Prof Dev Summer/Aft School/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | High Rock | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Secy to Dep Head (Non Sup)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | High Rock | Human Resources & Benefits/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | High Rock | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | High Rock | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | High Rock | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | High Rock | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | High Rock | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | High Rock | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | High Rock | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | High Rock | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | High Rock | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | High Rock | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | High Rock | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | High Rock | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | High Rock | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | High Rock | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | High Rock | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | High Rock | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | High Rock | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | High Rock | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | High Rock | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | High Rock | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | High Rock | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$170 | \$0 | \$170 |
| 2350 | 3262 | 90 | 26 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | High Rock | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | High Rock | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | High Rock | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | High Rock | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | High Rock | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | High Rock | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | High Rock | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | High Rock | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | High Rock | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | High Rock | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | High Rock | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | High Rock | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3262 | 90 | 26 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | High Rock | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$170 | \$0 | \$170 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$238 | \$248 | \$268 | \$248 | \$278 | \$278 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Pollard Book & Equipment Sales (2350-3312) |
| Fund Manager: | Pollard Principal |
| Executive Summary: | No Sales Planned |

Fund Description:

This pass-through account funds the purchase and re-sale of items to students, such as calculators, assignment notebooks (planners), atlases and Write Source materials.

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

The Pollard Middle School no longer plans to purchase assignment notebooks (planners). The notebooks have been replaced by the My Homework Application, an app used by Grade 7 and Grade 8 students on the iPad.

Support for District Vision, Mission, Goals, Objectives:

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

Description of Revenues:

There is no anticipated revenue in FY21.

Staffing:

No staff members are paid from this fund.

Expenses:

No purchases are anticipated in FY21.

FY21 Proposed Budget:

Attached.

Revolving Fund Name: **Pollard Book/Equipment Sale**
 Revolving Fund Contact: **Pollard Principal**

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|----------|-------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3312 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3312 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collection: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3312 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subi | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3312 | 090 | 30 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Curr Ldr/Academic Dept Head/ Se | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Certified Classroom Teacher/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Certified Teacher Specialist/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Pollard | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Pollard | Instr. Asst - Paraprofessional/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Prof Dev Summer/Aft School/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Pollard | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Secy to Dep Head (Non Sup)/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Human Resources & Benefits/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Pollard | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | Pollard | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Pollard | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Pollard | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | Pollard | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | Pollard | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | Pollard | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | Pollard | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | Pollard | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | Pollard | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | Pollard | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | Pollard | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | Pollard | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | Pollard | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | Pollard | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | Pollard | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | Pollard | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | Pollard | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | Pollard | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Pollard | Teaching Aids/ Clsm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | Pollard | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Pollard | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Pollard | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | Pollard | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Pollard | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | Pollard | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | Pollard | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | Pollard | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | Pollard | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | Pollard | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | Pollard | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | Pollard | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | Pollard | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3312 | 090 | 30 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | Pollard | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

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

Fund Description:

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

Enabling Legislation:

MGL Chapter 44, Section 53.

Critical Issues:

There are no critical issues for this revolving fund.

Support for District Vision, Mission, Goals, Objectives:

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

Description of Revenues:

The FY21 budget includes \$425 in revenue, representing the sale of estimated 5 hardcover books at \$75/each and 5 paperback books at \$10/each

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

Staffing:

No staff members are paid through this revolving fund.

Expenses:

Expenses for FY21 total \$425 and represent the estimated purchase of 5 replacement hardcover books at \$75 and 5 paperback books at \$10.

FY21 Proposed Budget:

Attached.

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

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|--|------|-----|------|------------|------|----|-----|-----|----------------|-------|------------|----------|---------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| <u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3313 | 90 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$1,958 | \$2,028 | \$2,055 | \$526 | \$71 | \$81 |
| <u>Current Year Revenue Collections</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3313 | 90 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$70 | \$97 | \$70 | \$425 | \$10 | \$425 |
| <u>Revenue Collected for Next Fiscal Year</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3313 | 90 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$2,028 | \$2,125 | \$2,125 | \$951 | \$81 | \$506 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subi | Gr | Act | TM | Object Code | Sch A | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3313 | 90 | 30 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Curr Ldr/Academic Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Certified Classroom Teacher/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Pollard | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Pollard | Instr. Asst- Paraprofessional/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Prof Dev Summer/Aft School/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Pollard | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Secy to Dep Head (Non Sup)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Pollard | Human Resources & Benefits/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Pollard | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | Pollard | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Pollard | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Pollard | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | Pollard | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | Pollard | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | Pollard | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | Pollard | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | Pollard | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | Pollard | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | Pollard | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | Pollard | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | Pollard | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | Pollard | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | Pollard | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | Pollard | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | Pollard | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | Pollard | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | Pollard | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Pollard | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$50 | \$0 | \$50 |
| 2350 | 3313 | 90 | 30 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | Pollard | Textbooks & Workbooks | \$0 | \$70 | \$2,054 | \$375 | \$0 | \$375 |
| 2350 | 3313 | 90 | 30 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Pollard | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Pollard | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | Pollard | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Pollard | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | Pollard | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | Pollard | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | Pollard | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | Pollard | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | Pollard | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | Pollard | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | Pollard | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | Pollard | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3313 | 90 | 30 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | Pollard | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$0 | \$70 | \$2,054 | \$425 | \$0 | \$425 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$2,028 | \$2,055 | \$71 | \$526 | \$81 | \$81 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Middle School Non-Resident Tuition Program (High Rock 2350-3314 and Pollard 2350-3315) |
| Fund Manager: | Middle School Principals |
| Executive Summary: | Fee Based on FY21 Adopted Budget Per Pupil: \$13,759 (Increased from \$12,960) |

Fund Description:

This account funds the expenses of non-resident, regular education students who enroll at the High Rock or Pollard Middle Schools. Non-resident students typically are international students traveling on an I-20 student visa, and who are living in Needham for the express purpose of attending Needham Schools. The School Committee typically waives this fee for international students participating in formal exchange programs such as A.F.S.

Critical Issues:

Needham Public Schools lost its J-1 visa sponsorship in FY15, so will not be sponsoring any tuition-paying students for the foreseeable future, until this status is restored.

The Pollard Non-Resident Tuition Program has accumulated fund balance, resulting from the fact that expenses associated with an enrolled student in FY13 were charged to the operating budget, rather than this fund. The school will use these funds going forward to offset the cost of educational supplies.

Support for District Vision, Mission, Goals, Objectives:

This program supports the District's infrastructure goal (Goal 4.)

Description of Revenues:

The FY21 fee of \$13,759 is based on total budgeted operating expenses (\$80,735,089), divided by the budgeted enrollment of 5,868 (including 5,771 in-district PreK-12 students and an estimated 97 out-of-district students.) Since no enrollees are confirmed for FY21, budgeted revenues for FY21 are \$0.

Staffing:

There are no staff positions funded directly by this program.

Expenses:

Expenses support the instruction of the non-resident student, and can include teacher salaries, classroom expenses and/or other related items. There are no Pollard or High Rock expenditures projected for FY21.

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|--------------------------------------|
| Revolving Fund Name: | Pollard Non-Resident Tuition Program |
| Revolving Fund Contact: | Pollard Principal |

| | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|---------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | |
| 2350 | 3315 | 075 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | Carry-Over Revenue | \$9,285 | \$7,167 | \$3,192 | \$3,192 | \$3,192 | \$3,192 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | |
| 2350 | 3315 | 075 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | Current Year Revenue Collections | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | |
| 2350 | 3315 | 075 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$9,285 | \$7,167 | \$3,192 | \$3,192 | \$3,192 | \$3,192 |
| Expenditures | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pam | Bldg | DOE Fun | Subi | Gr | Act | TM | Object Code | SchA | Ext Obj | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3315 | 075 | 30 | 1230 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2110 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2120 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2220 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Curr Ldr/Academic Dept Head/ Sal. | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2305 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Certified Classroom Teacher/ Salai | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2310 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2315 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2320 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2440 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2325 | 035 | 99 | 520 | 010 | 5110 | 350 | 03 | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2330 | 035 | 99 | 520 | 010 | 5110 | 350 | 03 | Instr. Asst - Paraprofessional/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2353 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Prof Dev Summer/Aft School/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2355 | 035 | 99 | 520 | 010 | 5110 | 350 | 03 | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2357 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2110 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2120 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | Secy to Dep Head (Non Sup)/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2210 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2220 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 1420 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | Human Resources & Benefits/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 4110 | 035 | 99 | 520 | 010 | 5110 | 350 | 03 | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 5200 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 4220 | 035 | 99 | 520 | 020 | 5241 | 350 | 04 | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 4210 | 035 | 99 | 520 | 020 | 5241 | 350 | 04 | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2451 | 035 | 99 | 520 | 020 | 5255 | 350 | 04 | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2420 | 035 | 99 | 520 | 020 | 5247 | 350 | 04 | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 5350 | 035 | 99 | 520 | 020 | 5270 | 350 | 04 | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2440 | 035 | 99 | 520 | 020 | 5300 | 350 | 04 | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2440 | 035 | 99 | 520 | 020 | 5330 | 350 | 04 | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2440 | 035 | 99 | 520 | 020 | 5341 | 350 | 04 | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2440 | 035 | 99 | 520 | 020 | 5345 | 350 | 04 | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2440 | 035 | 99 | 520 | 020 | 5346 | 350 | 04 | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2440 | 035 | 99 | 520 | 020 | 5380 | 350 | 04 | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2110 | 035 | 99 | 520 | 030 | 5420 | 350 | 05 | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 4220 | 035 | 99 | 520 | 030 | 5430 | 350 | 05 | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 4110 | 035 | 99 | 520 | 030 | 5450 | 350 | 05 | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 4210 | 035 | 99 | 520 | 030 | 5460 | 350 | 05 | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 3400 | 035 | 99 | 520 | 030 | 5490 | 350 | 05 | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2430 | 035 | 99 | 520 | 030 | 5510 | 350 | 05 | Educational Supplies | \$0 | \$3,975 | \$0 | \$3,000 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2415 | 035 | 99 | 520 | 030 | 5512 | 350 | 05 | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2410 | 035 | 99 | 520 | 030 | 5517 | 350 | 05 | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2420 | 035 | 99 | 520 | 030 | 5522 | 350 | 05 | Instr. Equipment/ Supplies | \$6,093 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2453 | 035 | 99 | 520 | 030 | 5523 | 350 | 05 | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2455 | 035 | 99 | 520 | 030 | 5524 | 350 | 05 | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2451 | 035 | 99 | 520 | 030 | 5525 | 350 | 05 | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2440 | 035 | 99 | 520 | 030 | 5580 | 350 | 05 | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2357 | 035 | 99 | 520 | 030 | 5710 | 350 | 06 | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2357 | 035 | 99 | 520 | 030 | 5720 | 350 | 06 | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2357 | 035 | 99 | 520 | 030 | 5730 | 350 | 06 | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 2440 | 035 | 99 | 520 | 030 | 5780 | 350 | 06 | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 7300 | 035 | 99 | 520 | 200 | 5850 | 350 | 99 | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 7500 | 035 | 99 | 520 | 200 | 5851 | 350 | 99 | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 7350 | 035 | 99 | 520 | 200 | 5856 | 350 | 99 | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3315 | 075 | 30 | 7300 | 035 | 99 | 520 | 200 | 5870 | 350 | 99 | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | \$6,093 | \$3,975 | \$0 | \$3,000 | \$0 | \$0 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$3,192 | \$3,192 | \$3,192 | \$192 | \$3,192 | \$3,192 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | High School Testing (2350-3420) |
| Fund Manager: | Guidance Director |
| Executive Summary: | Increase in total AP Exam (\$100 to \$109) fee due to passthrough exam cost. Same PSAT Fee (\$30). Administrative Fee remains the same AP Exam (\$15) and for PSAT (\$13). |

Fund Description:

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

Enabling Legislation:

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

Critical Issues:

In FY20, the approved AP fee was set at \$100, with an AP exam cost of \$85 and administrative fee of \$15. However, the College Board cost of the exam rose to \$94, while Needham did not adjust the \$100 fee to students. In the end, due to COVID-19, the AP test was held online, and no proctors were necessary for the AP test, which evened out with the reduced revenue from the administrative fee.

In preparation for FY21, NPS will return the administrative fee to its planned level of \$15.

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

Support for District Vision, Mission, Goals, Objectives:

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

Description of Revenues:

The FY21 AP fee is proposed to be \$109, reflecting an \$94 pass-through exam cost and a \$15 administrative fee. The FY21 PSAT fee is proposed to be \$30, the same as last year, reflecting a \$17 pass-through exam cost and a \$13 administrative fee.

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

| | FY12 | FY13 | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|-------------|--------------|-----------------------------|
| AP - # Exams | 445 | 445 | 660 | 700 | 750 | 775 | 753 | 750 | 890 | 937 (proj) |
| PSAT - # Exams | 342 | 342 | 331 | 350 | 385 | 390 | 385 | 370 | 384 | 362 (proj) |
| | | | | | | | | | | |
| AP Test Fee | \$87 | \$87 | \$89 | \$89 | \$91 | \$92 | \$84 | \$85 | \$94 | \$94 |
| AP Admin Fee | \$20 | \$20 | \$16 | \$11 | \$9 | \$9 | \$10 | \$10 | \$6 | \$15 |
| Total AP Fee | \$107 | \$107 | \$105 | \$100 | \$100 | \$101 | \$94 | \$95 | \$100 | \$109 |

| | FY12 | FY13 | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|-----------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| PSAT Test Fee | \$14 | \$14 | \$14 | \$14 | \$14 | \$15 | \$16 | \$16 | \$17 | \$17 |
| PSAT Admin Fee | \$17 | \$17 | \$11 | \$11 | \$6 | \$6 | \$10 | \$10 | \$13 | \$13 |
| Total PSAT Fee | \$31 | \$31 | \$25 | \$25 | \$20 | \$21 | \$26 | \$26 | \$30 | \$30 |

FY21 anticipated revenues include: \$102,085 in AP fees (937 students x \$109/test) and \$10,861 in PSAT fees (362 students x \$30/exam,) for a total of \$112,946.

Staffing:

This program pays a stipend to the Testing Coordinator, as provided for in the Unit A Teachers Contract. Additionally, proctors receive compensation from this account for administering concurrent and extended time examinations. The FY21 budget also assumes total expenses of \$15,464 for proctors, which includes 105 projected proctors over the two exams. Total anticipated staffing costs are \$22,334.

Expenses:

Program expenses total \$108,546 and include the aforementioned staff costs, as well as the cost of the exams themselves. In FY21, PSAT exams are expected to cost \$6,155 (assuming 362 students at a cost of \$17/exam), AP exams are expected to cost \$79,607 (\$94 x 937 exams). An additional \$400 is budgeted to pay the College Board membership fee and \$50 is provided to cover the cost of electronic file submission of the PSAT exams.

FY21 Proposed Budget:

Attached.

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

| | | | | | | | | | | | | | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget | |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|-----|----------|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3420 | 80 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$27,964 | \$28,905 | \$27,176 | \$22,447 | \$13,119 | \$12,739 | \$7,574 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3420 | 80 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$91,983 | \$90,400 | \$82,803 | \$95,510 | \$110,700 | \$107,910 | \$112,946 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3420 | 80 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$119,947 | \$119,305 | \$109,979 | \$117,957 | \$123,819 | \$120,649 | \$120,520 | |
| Expenditures | | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | SchA | Obj | Building | Object Code Description | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3420 | 80 | 40 | 1230 | 099 | 99 | 520 | 010 | 5130 | 350 | 99 | NHS | Coaches | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Curr Ldr/Academic Dept Head/ Sa | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Certified Teacher Specialist/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Instr. Coord-Team Leader/ Salary | \$6,636 | \$6,636 | \$6,636 | \$0 | \$6,769 | \$0 | \$6,870 |
| 2350 | 3420 | 80 | 40 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Other Instructional | \$0 | \$0 | \$0 | \$20,056 | \$0 | \$10,091 | \$0 |
| 2350 | 3420 | 80 | 40 | 2325 | 099 | 99 | 520 | 0 | 5110 | 350 | 99 | NHS | Classroom Subs/ Salary | \$10,400 | \$12,560 | \$12,020 | \$0 | \$13,250 | \$0 | \$15,464 |
| 2350 | 3420 | 80 | 40 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Prof Dev Summer/Afttr School/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Secy to Dep Head (Non Sup)/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Human Resources & Benefits/ Sali | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 99 | NHS | Educational Supplies | \$73,681 | \$72,608 | \$68,234 | \$0 | \$90,780 | \$0 | \$85,762 |
| 2350 | 3420 | 80 | 40 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 99 | NHS | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 99 | NHS | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 99 | NHS | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 99 | NHS | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 99 | NHS | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 99 | NHS | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 99 | NHS | Other Supplies | \$0 | \$0 | \$0 | \$85,162 | \$0 | \$102,984 | \$0 |
| 2350 | 3420 | 80 | 40 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 99 | NHS | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 99 | NHS | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3420 | 80 | 40 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 99 | NHS | Dues & Memberships | \$325 | \$325 | \$400 | \$0 | \$400 | \$0 | \$400 |
| 2350 | 3420 | 80 | 40 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 99 | NHS | Other Expenses | \$0 | \$0 | \$242 | \$0 | \$50 | \$0 | \$50 |
| Subtotal Expenditures | | | | | | | | | | | | | \$91,042 | \$92,129 | \$87,532 | \$105,218 | \$111,249 | \$113,075 | \$108,546 | |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$28,905 | \$27,176 | \$22,447 | \$12,739 | \$12,571 | \$7,574 | \$11,974 | |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | High School Book & Equipment Sales (2350-3421) |
| Fund Manager: | High School Principal |
| Executive Summary: | No Change to Cost of Student Planners (\$12.00) |

Fund Description:

This pass-through account funds the purchase and re-sale of student planners for students in grades 9-12.

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

This revolving fund supports the direct sale of planners to students.

Description of Revenues:

Revenues for this fund are received from students who pay \$12.00 per student planner. In FY21 we expect to sell approximately 1,375 student planners at \$12.00 to the store, for total revenue of \$16,500.

Staffing:

No staff are paid from this fund.

Expenses:

FY21 program expenses represent the anticipated purchase cost of 1,375 student planners for \$12.00/each or \$16,500. No other purchases are anticipated.

District Vision, Mission, Goals, Objectives:

The High School Book & Equipment Sales account supports District Goal 1, related to advancing standards based learning.

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|----------------------------|
| Revolving Fund Name: | NHS Book & Equipment Sales |
| Revolving Fund Contact: | NHS Principal |

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|--|------|-----|------|------------|------|----|-----|-----|----------------|-------------|-----|----------|--------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| <u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3421 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 350 | 00 | | Carry-Over Revenue | \$502 | \$359 | \$763 | \$763 | \$51 | \$123 |
| <u>Current Year Revenue Collections</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3421 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | | Current Year Revenue Collections | \$17,137 | \$17,264 | \$16,725 | \$16,800 | \$16,596 | \$16,500 |
| <u>Revenue Collected for Next Fiscal Year</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3421 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$17,639 | \$17,623 | \$17,487 | \$17,563 | \$16,647 | \$16,623 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subi | Gr | Act | TM | Object Code | Ext SchA | Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3421 | 090 | 40 | 1230 | 099 | 99 | 520 | 010 | 5130 | 300 | 99 | NHS | Coaches | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2110 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2120 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2220 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Curr Ldr/Academic Dept Head/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2305 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2310 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Certified Teacher Specialist/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2315 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2320 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2440 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2325 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2330 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2353 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Prof Dev Summer/Aft School/ Sale | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2355 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2357 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2110 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2120 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Secy to Dep Head (Non Sup)/ Sale | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2210 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2220 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 1420 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Human Resources & Benefits/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 4110 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 5200 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 4220 | 099 | 99 | 520 | 020 | 5241 | 300 | 99 | NHS | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 4210 | 099 | 99 | 520 | 020 | 5241 | 300 | 99 | NHS | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2451 | 099 | 99 | 520 | 020 | 5255 | 300 | 99 | NHS | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2420 | 099 | 99 | 520 | 020 | 5247 | 300 | 99 | NHS | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 5350 | 099 | 99 | 520 | 020 | 5270 | 300 | 99 | NHS | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5300 | 300 | 99 | NHS | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5330 | 300 | 99 | NHS | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5341 | 300 | 99 | NHS | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5345 | 300 | 99 | NHS | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5346 | 300 | 99 | NHS | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5380 | 300 | 99 | NHS | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2110 | 099 | 99 | 520 | 030 | 5420 | 300 | 99 | NHS | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 4220 | 099 | 99 | 520 | 030 | 5430 | 300 | 99 | NHS | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 4110 | 099 | 99 | 520 | 030 | 5450 | 300 | 99 | NHS | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 4210 | 099 | 99 | 520 | 030 | 5460 | 300 | 99 | NHS | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 3400 | 099 | 99 | 520 | 030 | 5490 | 300 | 99 | NHS | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2430 | 099 | 99 | 520 | 030 | 5510 | 300 | 99 | NHS | Educational Supplies | \$17,280 | \$16,860 | \$17,436 | \$16,800 | \$16,524 | \$16,500 |
| 2350 | 3421 | 090 | 40 | 2415 | 099 | 99 | 520 | 030 | 5512 | 300 | 99 | NHS | Teaching Aids/ Clsm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2410 | 099 | 99 | 520 | 030 | 5517 | 300 | 99 | NHS | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2420 | 099 | 99 | 520 | 030 | 5522 | 300 | 99 | NHS | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2453 | 099 | 99 | 520 | 030 | 5523 | 300 | 99 | NHS | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2455 | 099 | 99 | 520 | 030 | 5524 | 300 | 99 | NHS | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2451 | 099 | 99 | 520 | 030 | 5525 | 300 | 99 | NHS | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2440 | 099 | 99 | 520 | 030 | 5580 | 300 | 99 | NHS | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2357 | 099 | 99 | 520 | 030 | 5710 | 300 | 99 | NHS | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2357 | 099 | 99 | 520 | 030 | 5720 | 300 | 99 | NHS | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2357 | 099 | 99 | 520 | 030 | 5730 | 300 | 99 | NHS | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 2440 | 099 | 99 | 520 | 030 | 5780 | 300 | 99 | NHS | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 7300 | 099 | 99 | 520 | 200 | 5850 | 300 | 99 | NHS | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 7500 | 099 | 99 | 520 | 200 | 5851 | 300 | 99 | NHS | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 7350 | 099 | 99 | 520 | 200 | 5856 | 300 | 99 | NHS | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3421 | 090 | 40 | 7300 | 099 | 99 | 520 | 200 | 5870 | 300 | 99 | NHS | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$17,280 | \$16,860 | \$17,436 | \$16,800 | \$16,524 | \$16,500 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$359 | \$763 | \$51 | \$763 | \$123 | \$123 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|-------------------------------------|
| Fund Name: | H.S. Lockers (2350-3422) |
| Fund Manager: | High School Principal |
| Executive Summary: | No Change to \$7.00/Lock Fee |

Fund Description:

This revolving fund collects a locker fee from each new student who wishes to purchase a lock for the high school lockers. The student can keep this lock for four years. Not all students purchase locks. The revenue is used to replace damaged locks and lockers.

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

There are no critical issues in FY21.

Support for District Vision, Mission, Goals, Objectives:

The activities of this revolving fund support District Goal #4, related to maintaining school infrastructure, including facilities.

Description of Revenues:

FY21 budgeted revenues are \$2,800, reflecting lock sales to 400 incoming freshman students at \$6.59/lock plus tax, or \$7.00/lock. Note that it was not necessary to purchase locks in FY20.

Staffing:

No staff members are paid from this fund.

Expenses:

Expenses for FY21 are the cost of 400 new locks at \$7.38/lock plus shipping, \$3,047, as well as the remittance of sales tax collected on the lock sales, at the rate of 6.25% (\$165), payable to the State. Total estimated expenses are \$3,212.

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|-----------------------|
| Revolving Fund Name: | High School Lockers |
| Revolving Fund Contact: | High School Principal |

| | | | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
|---|------|-----|------|------|------|----|-----|-----|--------|------|-----|----------|--|---------|---------|---------|---------|---------|---------|
| Revenues | | | | | | | | | | | | | | Actual | Actual | Actual | Budget | Proj | Budget |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3422 | 080 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 350 | 00 | | Carry-Over Revenue | \$3,563 | \$2,319 | \$2,253 | \$107 | \$247 | \$2,450 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3422 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | | Current Year Revenue Collections | \$983 | \$1,196 | \$1,060 | \$2,800 | \$2,341 | \$2,800 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3422 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$4,546 | \$3,515 | \$3,313 | \$2,907 | \$2,588 | \$5,250 |
| Expenditures | | | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
| Fund | Dept | Pam | Bldg | DOE | Subj | Gr | Act | TM | Object | SchA | Obi | Building | Object Code Description | Actual | Actual | Actual | Budget | Proj | Budget |
| 2350 | 3422 | 080 | 40 | 1230 | 99 | 99 | 520 | 010 | 5130 | 300 | 99 | NHS | Coaches | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2110 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2120 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2220 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Curr Ldr/Academic Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2305 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Certified Classroom Teacher/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2310 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2315 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2320 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2440 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2325 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2330 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Instr. Asst - Paraprofessional/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2353 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Prof Dev Summer/Aft School/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2355 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2357 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2110 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2120 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Secy to Dep Head (Non Sup)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2210 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2220 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 1420 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Human Resources & Benefits/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 4110 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 5200 | 99 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 4220 | 99 | 99 | 520 | 020 | 5241 | 300 | 99 | NHS | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 4210 | 99 | 99 | 520 | 020 | 5241 | 300 | 99 | NHS | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2451 | 99 | 99 | 520 | 020 | 5255 | 300 | 99 | NHS | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2420 | 99 | 99 | 520 | 020 | 5247 | 300 | 99 | NHS | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 5350 | 99 | 99 | 520 | 020 | 5270 | 300 | 99 | NHS | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2440 | 99 | 99 | 520 | 020 | 5300 | 300 | 99 | NHS | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2440 | 99 | 99 | 520 | 020 | 5330 | 300 | 99 | NHS | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2440 | 99 | 99 | 520 | 020 | 5341 | 300 | 99 | NHS | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2440 | 99 | 99 | 520 | 020 | 5345 | 300 | 99 | NHS | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2440 | 99 | 99 | 520 | 020 | 5346 | 300 | 99 | NHS | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2440 | 99 | 99 | 520 | 020 | 5380 | 300 | 99 | NHS | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2110 | 99 | 99 | 520 | 030 | 5420 | 300 | 99 | NHS | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 4220 | 99 | 99 | 520 | 030 | 5430 | 300 | 99 | NHS | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 4110 | 99 | 99 | 520 | 030 | 5450 | 300 | 99 | NHS | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 4210 | 99 | 99 | 520 | 030 | 5460 | 300 | 99 | NHS | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 3400 | 99 | 99 | 520 | 030 | 5490 | 300 | 99 | NHS | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2430 | 99 | 99 | 520 | 030 | 5510 | 300 | 99 | NHS | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2415 | 99 | 99 | 520 | 030 | 5512 | 300 | 99 | NHS | Teaching Aids/ Clsm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2410 | 99 | 99 | 520 | 030 | 5517 | 300 | 99 | NHS | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2420 | 99 | 99 | 520 | 030 | 5522 | 300 | 99 | NHS | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2453 | 99 | 99 | 520 | 030 | 5523 | 300 | 99 | NHS | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2455 | 99 | 99 | 520 | 030 | 5524 | 300 | 99 | NHS | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2451 | 99 | 99 | 520 | 030 | 5525 | 300 | 99 | NHS | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2440 | 99 | 99 | 520 | 030 | 5580 | 300 | 99 | NHS | Other Supplies | \$2,227 | \$1,190 | \$3,008 | \$1,936 | \$0 | \$3,047 |
| 2350 | 3422 | 080 | 40 | 2357 | 99 | 99 | 520 | 030 | 5710 | 300 | 99 | NHS | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2357 | 99 | 99 | 520 | 030 | 5720 | 300 | 99 | NHS | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2357 | 99 | 99 | 520 | 030 | 5730 | 300 | 99 | NHS | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 2440 | 99 | 99 | 520 | 030 | 5780 | 300 | 99 | NHS | Other Expenses | \$0 | \$72 | \$57 | \$165 | \$138 | \$165 |
| 2350 | 3422 | 080 | 40 | 7300 | 99 | 99 | 520 | 200 | 5850 | 300 | 99 | NHS | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 7500 | 99 | 99 | 520 | 200 | 5851 | 300 | 99 | NHS | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 7350 | 99 | 99 | 520 | 200 | 5856 | 300 | 99 | NHS | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3422 | 080 | 40 | 7300 | 99 | 99 | 520 | 200 | 5870 | 300 | 99 | NHS | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$2,227 | \$1,262 | \$3,066 | \$2,101 | \$138 | \$3,212 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$2,319 | \$2,253 | \$247 | \$805 | \$2,450 | \$2,038 |

Revolving Fund FY21 Budget Request

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

Fund Description:

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

Enabling Legislation:

MGL Chapter 44, Section 53.

Critical Issues:

There are no critical issues for this fund.

Support for District Vision, Mission, Goals, Objectives:

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

Description of Revenues:

Revenues represent funds from students to replace lost High School textbooks. The FY21 projected revenue of \$1,225 reflects the sale of 8 hardcover books (at \$100/book) and 25 paperback books (at \$17/each.)

Staffing:

No salaries are paid from this fund.

Expenses:

Expenses for FY21 are \$1,225 for replacement textbooks. Prior year accumulated fund balance will continue to be used, as needed.

FY21 Proposed Budget:

Attached.

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

| | | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
|---|------|-----|------|------|------|----|-----|--------|------|----------|-------------------------|--|---------|---------|---------|---------|---------|---------|
| Revenues | | | | | | | | | | | | | Actual | Actual | Actual | Budget | Proj | Budget |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | |
| 2350 | 3423 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 350 | 00 | Carry-Over Revenue | \$6,505 | \$4,089 | \$4,089 | \$607 | \$5,213 | \$403 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | |
| 2350 | 3423 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | Current Year Revenue Collections | \$2,111 | \$0 | \$1,124 | \$1,225 | -\$3 | \$1,225 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | |
| 2350 | 3423 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$8,616 | \$4,089 | \$5,213 | \$1,832 | \$5,210 | \$1,628 |
| Expenditures | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE | | | | Object | Ext | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
| | | | | Fun | Subj | Gr | Act | Code | Obj | Building | Object Code Description | Actual | Actual | Actual | Budget | Proj | Budget | |
| 2350 | 3423 | 090 | 40 | 1230 | 099 | 99 | 520 | 010 | 5130 | 300 | 99 | NHS Coaches | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2110 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2120 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2220 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Curr Ldr/Academic Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2305 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Certified Classroom Teacher/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2310 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2315 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2320 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2440 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2325 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2330 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Instr. Asst - Paraprofessional/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2353 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Prof Dev Summer/Aft School/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2355 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2357 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2110 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2120 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Secy to Dep Head (Non Sup)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2210 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2220 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 1420 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Human Resources & Benefits/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 4110 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 5200 | 099 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 4220 | 099 | 99 | 520 | 020 | 5241 | 300 | 99 | NHS R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 4210 | 099 | 99 | 520 | 020 | 5241 | 300 | 99 | NHS R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2451 | 099 | 99 | 520 | 020 | 5255 | 300 | 99 | NHS R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2420 | 099 | 99 | 520 | 020 | 5247 | 300 | 99 | NHS R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 5350 | 099 | 99 | 520 | 020 | 5270 | 300 | 99 | NHS Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5300 | 300 | 99 | NHS Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5330 | 300 | 99 | NHS Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5341 | 300 | 99 | NHS Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5345 | 300 | 99 | NHS Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5346 | 300 | 99 | NHS Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2440 | 099 | 99 | 520 | 020 | 5380 | 300 | 99 | NHS Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2110 | 099 | 99 | 520 | 030 | 5420 | 300 | 99 | NHS Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 4220 | 099 | 99 | 520 | 030 | 5430 | 300 | 99 | NHS R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 4110 | 099 | 99 | 520 | 030 | 5450 | 300 | 99 | NHS Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 4210 | 099 | 99 | 520 | 030 | 5460 | 300 | 99 | NHS Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 3400 | 099 | 99 | 520 | 030 | 5490 | 300 | 99 | NHS Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2430 | 099 | 99 | 520 | 030 | 5510 | 300 | 99 | NHS Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2415 | 099 | 99 | 520 | 030 | 5512 | 300 | 99 | NHS Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$100 | \$0 |
| 2350 | 3423 | 090 | 40 | 2410 | 099 | 99 | 520 | 030 | 5517 | 300 | 99 | NHS Textbooks & Workbooks | \$4,527 | \$0 | \$0 | \$1,225 | \$4,707 | \$1,225 |
| 2350 | 3423 | 090 | 40 | 2420 | 099 | 99 | 520 | 030 | 5522 | 300 | 99 | NHS Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2453 | 099 | 99 | 520 | 030 | 5523 | 300 | 99 | NHS A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2455 | 099 | 99 | 520 | 030 | 5524 | 300 | 99 | NHS Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2451 | 099 | 99 | 520 | 030 | 5525 | 300 | 99 | NHS Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2440 | 099 | 99 | 520 | 030 | 5580 | 300 | 99 | NHS Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2357 | 099 | 99 | 520 | 030 | 5710 | 300 | 99 | NHS In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2357 | 099 | 99 | 520 | 030 | 5720 | 300 | 99 | NHS Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2357 | 099 | 99 | 520 | 030 | 5730 | 300 | 99 | NHS Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 2440 | 099 | 99 | 520 | 030 | 5780 | 300 | 99 | NHS Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 7300 | 099 | 99 | 520 | 200 | 5850 | 300 | 99 | NHS Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 7500 | 099 | 99 | 520 | 200 | 5851 | 300 | 99 | NHS Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 7350 | 099 | 99 | 520 | 200 | 5856 | 300 | 99 | NHS Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3423 | 090 | 40 | 7300 | 099 | 99 | 520 | 200 | 5870 | 300 | 99 | NHS Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | \$4,527 | \$0 | \$0 | \$1,225 | \$4,807 | \$1,225 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$4,089 | \$4,089 | \$5,213 | \$607 | \$403 | \$403 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | H.S. Parking Fund (2350-3424) |
| Fund Manager: | High School Principal |
| Executive Summary: | Keep Parking Permit Price at \$100 |

Fund Description:

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

Enabling Legislation:

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

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

Critical Issues:

None.

Support for District Vision, Mission, Goals, Objectives:

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

Description of Revenues:

For FY21, 200 parking permits are projected to be sold. These permits are sold on a first-come-first-served basis, for the full year. Although permits are currently sold on a semester basis (at half price each semester), FY21 permits would be good for the entire year.

The FY21 proposed permit price is \$100/school year permit, which is the same price as in FY20. Total revenues are budgeted at \$20,000, representing 200 permits at \$100/permit.

Staffing:

The FY21 budget includes a 3-hour per day parking lot/traffic attendant position. The rate for this position is \$15.23/hour, for \$8,222 per year.

Expenses:

Expenses total \$21,902 and include the aforementioned parking lot/traffic attendant position, as well as the following: \$1,680 for parking sticker and permit printing and \$12,000 for snow plowing.

FY21 Proposed Budget:

Attached.

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

| | | | | | | | | | | | | | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget | |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|----------|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3424 | 080 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 350 | 00 | | Carry-Over Revenue | \$3,459 | \$4,950 | \$4,463 | \$5,047 | \$5,198 | \$5,198 | \$13,055 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3424 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | | Current Year Revenue Collections | \$7,380 | \$5,855 | \$14,540 | \$16,688 | \$20,000 | \$25,650 | \$20,000 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | | |
| 2350 | 3424 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$10,839 | \$10,805 | \$19,003 | \$21,734 | \$25,198 | \$30,848 | \$33,055 | |
| Expenditures | | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3424 | 080 | 40 | 1230 | 099 | 99 | 520 | 010 | 5130 | 350 | 99 | NHS | Coaches | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Curr Ldr/Academic Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Certified Classroom Teacher/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Other Instructional | \$5,423 | \$5,394 | \$0 | \$0 | \$11,151 | \$7,560 | \$8,222 |
| 2350 | 3424 | 080 | 40 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Instr. Asst - Paraprofessional/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Prof Dev Summer/Afttr School/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Secy to Dep Head (Non Sup)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Human Resources & Benefits/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 99 | NHS | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 99 | NHS | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 99 | NHS | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 99 | NHS | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 99 | NHS | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 99 | NHS | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 99 | NHS | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 99 | NHS | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 99 | NHS | Printing & Binding | \$466 | \$0 | \$0 | \$0 | \$1,000 | \$20 | \$1,000 |
| 2350 | 3424 | 080 | 40 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 99 | NHS | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 99 | NHS | Other Services | \$0 | \$0 | \$12,468 | \$0 | \$9,000 | \$9,000 | \$12,000 |
| 2350 | 3424 | 080 | 40 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 99 | NHS | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 99 | NHS | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 99 | NHS | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 99 | NHS | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 99 | NHS | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 99 | NHS | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 99 | NHS | Teaching Aids/ Clsm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 99 | NHS | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 99 | NHS | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 99 | NHS | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 99 | NHS | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 99 | NHS | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 99 | NHS | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 99 | NHS | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 99 | NHS | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 99 | NHS | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 99 | NHS | Other Expenses | \$0 | \$948 | \$1,488 | \$934 | \$680 | \$1,213 | \$680 |
| 2350 | 3424 | 080 | 40 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | NHS | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | NHS | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | NHS | Capitol Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 080 | 40 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | NHS | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 80 | 99 | 4210 | 99 | 99 | 520 | 10 | 5130 | 350 | 99 | NHS | HIGH SCHOOL PARKING - MAINT OF GRNDS - SNOW OT | \$0 | \$0 | \$0 | \$3,990 | \$0 | \$0 | \$0 |
| 2350 | 3424 | 80 | 99 | 4210 | 99 | 99 | 520 | 30 | 5290 | 350 | 99 | NHS | HIGH SCHOOL PARKING - MAINT OF GRNDS - SNOW SVC | \$0 | \$0 | \$0 | \$11,613 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | \$5,889 | \$6,342 | \$13,956 | \$16,537 | \$21,831 | \$17,793 | \$21,902 | |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$4,950 | \$4,463 | \$5,047 | \$5,198 | \$3,367 | \$13,055 | \$11,154 | |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | High School Non-Resident Tuition Program (2350-3425) |
| Fund Manager: | High School Principal |
| Executive Summary: | Fee Based on FY21 Adopted Budget Per Pupil: \$13,759 (Increased from \$12,960) |

Fund Description:

This account funds the expenses of non-resident, regular education students who enroll at Needham High School. Non-resident students typically are international students traveling on an I-20 student visa, and who are living in Needham for the express purpose of attending Needham Schools. The School Committee typically waives this fee for international students participating in formal exchange programs such as A.F.S.

Critical Issues:

Needham Public Schools lost its J-1 visa sponsorship in FY15, so will not be sponsoring any tuition-paying students for the foreseeable future, until this status is restored.

Support for District Vision, Mission, Goals, Objectives:

This program supports the District's infrastructure goal (Goal 4.)

Description of Revenues:

The FY21 fee of \$13,759 is based on total budgeted operating expenses (\$80,735,089), divided by the budgeted enrollment of 5,868 (including 5,771 in-district PreK-12 students and an estimated 97 out-of-district students.) One student is anticipated for FY21, resulting in budgeted revenues of \$13,759.

| | FY11 | FY12 | FY13 | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|----------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Students | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fee | \$8,535 | \$8,790 | \$9,285 | \$9,675 | \$10,360 | \$11,065 | \$11,500 | \$11,945 | \$12,195 | \$12,960 | \$13,759 |

Staffing:

One tutor was compensated \$2,079 in FY20 from this fund. This is not projected for FY21.

Expenses:

Expenses support the instruction of non-resident students, and can include teacher salaries, classroom expenses and/or other related items. FY21 expenses are projected at \$20,000 towards remote learning and textbooks.

FY21 Proposed Budget:

Attached.

Revolving Fund Name: High School Non-Resident Tuition Program
 Revolving Fund Contact: High School Principal

| | | | | | | | | | | | | | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|--|------|-----|------|------|------|----|-----|-----|----------------|------|------------|--------------------------------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| <u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3425 | 075 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | Carry-Over Revenue | \$2,765 | \$2,765 | \$11,667 | \$11,667 | \$11,667 | \$12,412 | \$10,333 |
| <u>Current Year Revenue Collections</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3425 | 075 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | Current Year Revenue Collections | \$0 | \$8,902 | \$745 | \$745 | \$0 | \$0 | \$13,759 |
| <u>Revenue Collected for Next Fiscal Year</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3425 | 075 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$2,765 | \$11,667 | \$12,412 | \$12,412 | \$11,667 | \$12,412 | \$24,092 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | Fun | Subj | Gr | Act | TM | Object Code | SchA | Ext Obj | Object Code Description | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3425 | 075 | 40 | 1230 | 035 | 99 | 520 | 010 | 5130 | 350 | 99 | Coaches | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2110 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2120 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2220 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Curr Ldr/Academic Dept Head/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2305 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2310 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2315 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2320 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2440 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2325 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2330 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$2,500 | \$2,079 | \$0 |
| 2350 | 3425 | 075 | 40 | 2353 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Prof Dev Summer/Aft School/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2355 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2357 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2110 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2120 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Secy to Dep Head (Non Sup)/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2210 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2220 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 1420 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Human Resources & Benefits/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 4110 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 5200 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 4220 | 035 | 99 | 520 | 020 | 5241 | 350 | 99 | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 4210 | 035 | 99 | 520 | 020 | 5241 | 350 | 99 | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2451 | 035 | 99 | 520 | 020 | 5255 | 350 | 99 | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2420 | 035 | 99 | 520 | 020 | 5247 | 350 | 99 | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 5350 | 035 | 99 | 520 | 020 | 5270 | 350 | 99 | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2440 | 035 | 99 | 520 | 020 | 5300 | 350 | 99 | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2440 | 035 | 99 | 520 | 020 | 5330 | 350 | 99 | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2440 | 035 | 99 | 520 | 020 | 5341 | 350 | 99 | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2440 | 035 | 99 | 520 | 020 | 5345 | 350 | 99 | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2440 | 035 | 99 | 520 | 020 | 5346 | 350 | 99 | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2440 | 035 | 99 | 520 | 020 | 5380 | 350 | 99 | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2110 | 035 | 99 | 520 | 030 | 5420 | 350 | 99 | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 4220 | 035 | 99 | 520 | 030 | 5430 | 350 | 99 | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 4110 | 035 | 99 | 520 | 030 | 5450 | 350 | 99 | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 4210 | 035 | 99 | 520 | 030 | 5460 | 350 | 99 | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 3400 | 035 | 99 | 520 | 030 | 5490 | 350 | 99 | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2430 | 035 | 99 | 520 | 030 | 5510 | 350 | 99 | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$5,000 | \$0 | \$20,000 |
| 2350 | 3425 | 075 | 40 | 2415 | 035 | 99 | 520 | 030 | 5512 | 350 | 99 | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2410 | 035 | 99 | 520 | 030 | 5517 | 350 | 99 | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2420 | 035 | 99 | 520 | 030 | 5522 | 350 | 99 | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2453 | 035 | 99 | 520 | 030 | 5523 | 350 | 99 | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2455 | 035 | 99 | 520 | 030 | 5524 | 350 | 99 | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2451 | 035 | 99 | 520 | 030 | 5525 | 350 | 99 | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2440 | 035 | 99 | 520 | 030 | 5580 | 350 | 99 | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2357 | 035 | 99 | 520 | 030 | 5710 | 350 | 99 | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2357 | 035 | 99 | 520 | 030 | 5720 | 350 | 99 | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2357 | 035 | 99 | 520 | 030 | 5730 | 350 | 99 | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 2440 | 035 | 99 | 520 | 030 | 5780 | 350 | 99 | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 7300 | 035 | 99 | 520 | 200 | 5850 | 350 | 99 | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 7500 | 035 | 99 | 520 | 200 | 5851 | 350 | 99 | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 7350 | 035 | 99 | 520 | 200 | 5856 | 350 | 99 | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3425 | 075 | 40 | 7300 | 035 | 99 | 520 | 200 | 5870 | 350 | 99 | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$7,500 | \$2,079 | \$20,000 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$2,765 | \$11,667 | \$12,412 | \$12,412 | \$4,167 | \$10,333 | \$4,092 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Mitchell Lease (2350-3241) |
| Fund Manager: | Assistant Superintendent for Finance & Operations |
| Executive Summary: | Fee Increase from \$0.41 to \$0.47/Student Hour; No Program Changes |

Fund Description:

This revolving fund collects income from the rental of surplus property at the Mitchell School. The current licensee is Needham Extended Day Program (NEDP), which runs a before/after school program at Broadmeadow, Eliot, Williams, Mitchell and Newman Schools for elementary students.

Enabling Legislation:

This program formerly was conducted under MGL Ch 40 Section 3 as a lease of school property in exchange for before/after school services. The authority for this program has been transferred to MGL Ch 71 s 71E, which authorizes school enrichment programs connected to the use of school property. The revenue raised from this program will continue to be expended on the maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense.

Critical Issues:

There are no expected critical issues for this fund in FY21. In FY20, the School Department issued a bid for the rental of space for the provision of before and after school structured programs for elementary students. The bid was awarded to Needham Extended Day Program, Inc. (NEDP) for FY21-FY23.

Due to COVID-19 school closures, NEDP was unable to use space in spring of FY20, which led to a refund for these months. This explains the decrease in revenue in FY20, which are projected to increase in FY21.

Description of Revenues:

In FY21, rental fees are based on the bid rate of \$0.47/student hour. An estimated 37,555 student hours are anticipated, or \$17,651 based on FY20 billed student hours.

Staffing:

No staff are paid from this fund.

Expenses:

Expenses are the cost of maintenance/upkeep of the rented facilities only, including repair and maintenance, utilities and custodial expense. The FY21 budget reflects spending on custodial supplies (\$14,651) and aquarium maintenance (\$3,000).

Support for District Vision, Mission, Goals and Objectives:

Before/after school programs for elementary students support District Goal 2.0, which ensures that students have the social and emotional competencies that enable them to be self-aware, to have social and relationship skills, to self-manage and to make responsible decisions.

FY21 Proposed Budget:

Attached.

| | |
|-------------------|----------------------------------|
| Revolving Fund Na | Mitchell Lease |
| Revolving Fund Cd | Director of Financial Operations |

| | | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 | |
|---|------|-----|------|------|------|----|-----|-----|--------|------|-----|----------------------------------|--------------------------------------|----------|----------|----------|----------|----------|----------|
| Revenues | | | | | | | | | | | | | Actual | Actual | Actual | Budget | Proj | Budget | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3241 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | Carry-Over Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3241 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | Current Year Revenue Collections | \$13,003 | \$11,505 | \$13,080 | \$13,311 | \$9,884 | \$17,651 | |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3241 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| Subtotal Revenues | | | | | | | | | | | | | \$13,003 | \$11,505 | \$13,080 | \$13,311 | \$9,884 | \$17,651 | |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE | Subj | Gr | Act | TM | Object | SchA | Ext | Building | Object Code Description | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
| | | | | Fun | | | | | Code | | Obj | | | Actual | Actual | Actual | Budget | Proj | Budget |
| 2350 | 3241 | 000 | 00 | 0000 | 000 | 00 | 599 | 000 | 5961 | 350 | 06 | District | Transfer Out to General Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 10 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | District | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 1230 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Curr Ldr/Academic Dept Head/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2305 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Certified Teacher Specialist/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2440 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2325 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Mitchell | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Mitchell | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2353 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Prof Dev Summer/Aft School/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2355 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Mitchell | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2357 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Mitchell | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2110 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Mitchell | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2120 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Mitchell | Secy to Dep Head (Non Sup)/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2210 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Mitchell | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2220 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Mitchell | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 1420 | 099 | 99 | 520 | 010 | 5110 | 350 | 02 | Mitchell | Human Resources & Benefits/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 4110 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Mitchell | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | Mitchell | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 4220 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Mitchell | R&M Bldgs / Services | \$3,000 | \$2,750 | \$3,250 | \$3,000 | \$0 | \$3,000 |
| 2350 | 3241 | 090 | 24 | 4210 | 099 | 99 | 520 | 020 | 5241 | 350 | 04 | Mitchell | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2451 | 099 | 99 | 520 | 020 | 5255 | 350 | 04 | Mitchell | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2420 | 099 | 99 | 520 | 020 | 5247 | 350 | 04 | Mitchell | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 5350 | 099 | 99 | 520 | 020 | 5270 | 350 | 04 | Mitchell | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2440 | 099 | 99 | 520 | 020 | 5300 | 350 | 04 | Mitchell | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2440 | 099 | 99 | 520 | 020 | 5330 | 350 | 04 | Mitchell | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2440 | 099 | 99 | 520 | 020 | 5341 | 350 | 04 | Mitchell | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2440 | 099 | 99 | 520 | 020 | 5345 | 350 | 04 | Mitchell | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2440 | 099 | 99 | 520 | 020 | 5346 | 350 | 04 | Mitchell | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2440 | 099 | 99 | 520 | 020 | 5380 | 350 | 04 | Mitchell | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2110 | 099 | 99 | 520 | 030 | 5420 | 350 | 05 | Mitchell | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 4220 | 099 | 99 | 520 | 030 | 5430 | 350 | 05 | Mitchell | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 4110 | 099 | 99 | 520 | 030 | 5450 | 350 | 05 | Mitchell | Custodial / Supplies | \$10,003 | \$8,505 | \$9,830 | \$10,311 | \$6,884 | \$14,651 |
| 2350 | 3241 | 090 | 24 | 4210 | 099 | 99 | 520 | 030 | 5460 | 350 | 05 | Mitchell | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 3400 | 099 | 99 | 520 | 030 | 5490 | 350 | 05 | Mitchell | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | Mitchell | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Mitchell | Teaching Aids/ Clsm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2410 | 099 | 99 | 520 | 030 | 5517 | 350 | 05 | Mitchell | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2420 | 099 | 99 | 520 | 030 | 5522 | 350 | 05 | Mitchell | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2453 | 099 | 99 | 520 | 030 | 5523 | 350 | 05 | Mitchell | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2455 | 099 | 99 | 520 | 030 | 5524 | 350 | 05 | Mitchell | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2451 | 099 | 99 | 520 | 030 | 5525 | 350 | 05 | Mitchell | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2440 | 099 | 99 | 520 | 030 | 5580 | 350 | 05 | Mitchell | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2357 | 099 | 99 | 520 | 030 | 5710 | 350 | 06 | Mitchell | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2357 | 099 | 99 | 520 | 030 | 5720 | 350 | 06 | Mitchell | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2357 | 099 | 99 | 520 | 030 | 5730 | 350 | 06 | Mitchell | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | Mitchell | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$3,000 | \$0 |
| 2350 | 3241 | 090 | 24 | 7300 | 099 | 99 | 520 | 200 | 5850 | 350 | 99 | Mitchell | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 7500 | 099 | 99 | 520 | 200 | 5851 | 350 | 99 | Mitchell | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 7350 | 099 | 99 | 520 | 200 | 5856 | 350 | 99 | Mitchell | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 7300 | 099 | 99 | 520 | 200 | 5870 | 350 | 99 | Mitchell | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3241 | 090 | 24 | 2420 | 099 | 99 | 520 | 020 | 5257 | 350 | 04 | Mitchell | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | \$13,003 | \$11,255 | \$13,080 | \$13,311 | \$9,884 | \$17,651 | |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$0 | \$250 | \$0 | \$0 | \$0 | \$0 | |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | SPED Agency Tuition (2350-3532) |
| Fund Manager: | Director of Student Development |
| Executive Summary: | Fees as Established per Settlement Agreements |

Fund Description:

The SPED agency account was established to execute settlement agreements, which require Needham Public Schools to pay out-of-district tuition or transportation expense for Needham students, which will be reimbursed subsequently by parents.

Enabling Legislation:

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

Critical Issues:

There are no students anticipated for the FY 2020/21 school year for whom Needham will pay, and then be reimbursed for, the tuition expense associated with one student attending a special education out-of-district placement. FY 2018/19 revenues and expenses had reflected the settlement agreement associated with one Needham student.

Support for District Vision, Mission, Goals, Objectives:

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

Description of Revenues:

Program revenues are estimated to be \$0 for FY21, based on an assumption of no activity in this fund.

Staffing:

No staff expenses are paid by this fund.

Expenses:

Program expenses are estimated to be \$0 for FY21, based on an assumption of no activity in this fund.

FY21 Proposed Budget:

Attached.

Revolving Fund Name: **SPED Agency Account**
 Revolving Fund Contact: **Director of Student Development**

| | | | | | | | | | | | | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|--|-------------|------------|-------------|--------------------|-------------|-----------|------------|-----------|------------------------|--------------------|--------------------------------|--------------------------------|------------------------|------------------------|------------------------|------------------------|----------------------|------------------------|
| Revenues | | | | | | | | | | | | | | | | | | |
| <u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u> | | | | | | | | | | | | | | | | | | |
| 2350 | 3532 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | Carry-Over Revenue | \$279 | \$279 | \$279 | \$279 | \$279 | \$279 |
| <u>Current Year Revenue Collections</u> | | | | | | | | | | | | | | | | | | |
| 2350 | 3532 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | Current Year Revenue Collecti | \$0 | \$12,850 | \$0 | \$16,390 | \$0 | \$0 |
| <u>Revenue Collected for Next Fiscal Year</u> | | | | | | | | | | | | | | | | | | |
| 2350 | 3532 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$279 | \$13,129 | \$279 | \$16,669 | \$279 | \$279 |
| Expenditures | | | | | | | | | | | | | | | | | | |
| <u>Fund</u> | <u>Dept</u> | <u>Pgm</u> | <u>Bldg</u> | <u>DOE Fun</u> | <u>Subj</u> | <u>Gr</u> | <u>Act</u> | <u>TM</u> | <u>Object Code</u> | <u>Ext Obj</u> | <u>Object Code Description</u> | <u>FY16 Actual</u> | <u>FY17 Actual</u> | <u>FY18 Actual</u> | <u>FY19 Actual</u> | <u>FY20 Budget</u> | <u>FY20 Proj</u> | <u>FY21 Budget</u> |
| 2350 | 3532 | 090 | 99 | 3300 | 099 | 99 | 520 | 020 | 5335 | 350 | 99 | Transportation | \$0 | \$2,850 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3532 | 090 | 99 | 9300 | 099 | 99 | 520 | 020 | 5320 | 350 | 99 | In State Private Tuition | \$0 | \$10,000 | \$0 | \$16,390 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | \$0 | \$12,850 | \$0 | \$16,390 | \$0 | \$0 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$279 | \$279 | \$279 | \$279 | \$279 | \$279 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | SPED Non-Resident Tuition (2350-3533) |
| Fund Manager: | Director of Student Development |
| Executive Summary: | No Students Enrolled in FY21. |

Budget Overview:

The SPED non-resident tuition account provides programming to special education youths from other districts who enroll in Needham programs on a tuition-in basis. These tuitions offset program expenses and increase the cohort group around which in-district services may be organized. For FY21, we do not expect any students to enroll in the Needham Special Education Programs.

Enabling Legislation:

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

Critical Issues:

In prior years, students had enrolled in the NPS STRIVE Program at NHS. In FY16, Wellesley Public Schools sent one student to the STRIVE program. No tuition-in students were expected in FY18, FY19, or FY20, and none are expected in FY21.

Should NPS accept students in the future, the fee will be determined based on a prorated share of program expenses.

Support for District Vision, Mission, Goals and Objectives:

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

Revolving Fund Revenues:

Program fees are calculated based on a prorated share of program costs, and include both common and student-specific expenses. Since no students are expected to enroll on a tuition-in basis, program fees will not be shared on a prorated basis.

Revolving Fund Expenses:

Program expenses reflect a prorated share of program costs. Since no students are expected to enroll on a tuition-in basis, program expenses will not be shared on a prorated basis.

Total Program Staffing:

N/A

FY21 Proposed Budget:

Attached.

Revolving Fund Name: **SPED Non-Resident Tuition**
Revolving Fund Contact: **Director of Student Development**

| | | | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|-------------|---------------------------------------|----------|---------|---------|---------|---------|---------|
| Revenues | | | | | | | | | | | | | | Actual | Actual | Actual | Budget | Proj | Budget |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3533 | 075 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | -\$3,276 | \$9,350 | \$9,350 | \$9,350 | \$9,350 | \$9,350 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3533 | 075 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$12,626 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3533 | 075 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$9,350 | \$9,350 | \$9,350 | \$9,350 | \$9,350 | \$9,350 |
| Expenditures | | | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | Actual | Actual | Actual | Budget | Proj | Budget |
| 2350 | 3533 | 075 | 10 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | District | Instr. Asst - Paraprofessional/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 10 | 2440 | 099 | 99 | 520 | 030 | 5780 | 350 | 06 | District | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 00 | 0000 | 000 | 00 | 000 | 000 | 5961 | 350 | 00 | District | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 21 | 2320 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 21 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Broadmeadow | Instr. Asst - Paraprofessional/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 22 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Eliot | Instr. Asst - Paraprofessional/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 26 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | High Rock | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 26 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | High Rock | Instr. Asst - Paraprofessional/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 26 | 5200 | 099 | 99 | 520 | 010 | 5146 | 350 | 03 | High Rock | Instr. Asst - Paraprofessional/Long | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 30 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 30 | 2315 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Pollard | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 30 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | Pollard | Instr. Asst - Paraprofessional/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 30 | 3300 | 099 | 99 | 520 | 010 | 5330 | 350 | 99 | Pollard | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 40 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 40 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Instr. Asst - Paraprofessional/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 40 | 5200 | 099 | 99 | 520 | 010 | 5110 | 350 | 99 | NHS | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 40 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 99 | NHS | Educational Supplies | \$0 | \$0 | \$0 | \$5,000 | \$0 | \$0 |
| 2350 | 3533 | 075 | 10 | 2710 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Guidance Counselor Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 21 | 2710 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | Broadmeadow | Certified Classroom Teacher/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 40 | 2310 | 099 | 99 | 520 | 010 | 5110 | 350 | 01 | NHS | Certified Teacher Specialist/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 40 | 2330 | 099 | 99 | 520 | 010 | 5110 | 350 | 03 | NHS | Instr. Asst - Paraprofessional/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 40 | 2330 | 099 | 99 | 520 | 010 | 5146 | 350 | 03 | NHS | Instr. Asst - Paraprofessional/ Long | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 99 | 5200 | 099 | 99 | 520 | 010 | 5173 | 350 | 99 | NHS | Retirement Expense | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 40 | 2430 | 099 | 99 | 520 | 030 | 5510 | 350 | 05 | NHS | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3533 | 075 | 40 | 2440 | 099 | 99 | 520 | 030 | 5335 | 350 | 04 | NHS | SPED Pupil Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$5,000 | \$0 | \$0 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$9,350 | \$9,350 | \$9,350 | \$4,350 | \$9,350 | \$9,350 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Science Center Revolving Fund (2350-3621) |
| Fund Manager: | Science Center Director |
| Executive Summary: | No Change to \$75/Person Participant Fee + Materials, \$600 Fee Cap for Large Group Enrollments, or \$200 Fee Per Person for Series of 3 Programs. |

Fund Description:

Beginning in FY10, the Science Center implemented a fee-based professional development program. The program offers voluntary after-school professional development workshops on a fee basis to science staff from out-of-district, private, and parochial schools. Needham teachers are able to attend these workshops free of charge. The workshops can be held in Needham or at out of district schools. Fees cover the cost of both materials and guest instructors.

Workshop topics include some or all of the following:

- Science content workshops: The ‘big ideas’ of science are covered through a particular science topic (i.e., weather, engineering)
- Scientific process skills workshops: Topics are covered that emphasize the scientific process skills necessary for scientific literacy (i.e., science notebook usage, observational drawing, data collecting, etc.)
- Inquiry workshops: Teachers participate in inquiry-based learning using science process skills (i.e., what is inquiry?)
- Integration workshops: Science process skills and content are covered through the lens of integrating the curriculum (i.e., poetry and science, ABC books and the scientific process skills.)
- Grade level: Developmentally appropriate science content, strategies and activities targeted at a specific grade level (i.e., Grade K Sink and Float, Grade 5 MCAS, etc.)
- Engineering Design workshops: Participants learn about the engineering design process and undertake a hands-on design challenge in groups.
- Ecology workshops: Designed to get teachers using the outdoors as a resource and classroom for learning.

Enabling Legislation:

MGL Chapter 71, Section 71E

Critical Issues:

A critical issue for this program is unpredictable enrollment by out-of-district customers. If no teachers sign up for the Science Center’s professional development offerings there is no revenue. Due to low interest, no classes have been offered since FY15.

Based on the low enrollment expectations, the Science Center does not plan on offering any fee-based professional development in FY21 either, although this could change if there is a request. The Science Center is re-evaluating its options for offering professional development in the future.

Support for District Vision, Mission, Goals, Objectives:

The activities of this program support District Goal 1, around advancing standards-based learning.

Description of Revenues:

Participants are charged a fee of \$75/person/session plus a pass-through materials fee for students who wish to keep their workbooks. Sales tax is collected on the sale of materials for private use and remitted to the State. Additionally, there is a \$600 fee cap for large group enrollments and a \$200/person fee for a three-program series.

No revenues are budgeted for FY21.

Staffing:

Temporary course instructors are paid on a contract or hourly basis. All instructors are paid \$50/hr for services rendered to the Science Center for workshop instruction. No staffing expenses are budgeted for FY21.

Expenses:

Program expenses include the cost of instructors, materials, food and postage. No expenses are budgeted for FY21.

FY21 Proposed Budget:

Attached.

Attachment A

| | |
|-------------------------|-------------------------------|
| Revolving Fund Name: | Science Center Revolving Fund |
| Revolving Fund Contact: | Science Center Director |

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|--|------|-----|------|------------|------|----|-----|-----|----------------|------|-----|----------|-------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| <u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3621 | 080 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$1,036 | \$1,036 | \$1,036 | \$1,036 | \$1,036 | \$1,036 |
| <u>Current Year Revenue Collections</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3621 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collection: | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>Revenue Collected for Next Fiscal Year</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3621 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$1,036 | \$1,036 | \$1,036 | \$1,036 | \$1,036 | \$1,036 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | SchA | Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3621 | 080 | 10 | 1230 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Central Admin/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2110 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2120 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2220 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Curr Ldr/Academic Dept Head/ Sa | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2305 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Certified Classroom Teacher/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2310 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Certified Teacher Specialist/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2315 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2320 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2440 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2325 | 035 | 99 | 520 | 010 | 5110 | 350 | 03 | District | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2330 | 035 | 99 | 520 | 010 | 5110 | 350 | 03 | District | Instr. Asst - Paraprofessional/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2353 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Prof Dev Summer/Aft School/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2355 | 035 | 99 | 520 | 010 | 5110 | 350 | 03 | District | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2357 | 035 | 99 | 520 | 010 | 5110 | 350 | 01 | District | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2110 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2120 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Secy to Dep Head (Non Sup)/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2210 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2220 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 1420 | 035 | 99 | 520 | 010 | 5110 | 350 | 02 | District | Human Resources & Benefits/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 4110 | 035 | 99 | 520 | 010 | 5110 | 350 | 03 | District | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 5200 | 035 | 99 | 520 | 010 | 5110 | 350 | 99 | District | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 4220 | 035 | 99 | 520 | 020 | 5241 | 350 | 04 | District | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 4210 | 035 | 99 | 520 | 020 | 5241 | 350 | 04 | District | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2451 | 035 | 99 | 520 | 020 | 5255 | 350 | 04 | District | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2420 | 035 | 99 | 520 | 020 | 5247 | 350 | 04 | District | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 5350 | 035 | 99 | 520 | 020 | 5270 | 350 | 04 | District | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2440 | 035 | 99 | 520 | 020 | 5300 | 350 | 04 | District | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2440 | 035 | 99 | 520 | 020 | 5330 | 350 | 04 | District | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2357 | 035 | 99 | 520 | 020 | 5341 | 350 | 04 | District | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2440 | 035 | 99 | 520 | 020 | 5345 | 350 | 04 | District | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2357 | 035 | 99 | 520 | 020 | 5346 | 350 | 04 | District | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2440 | 035 | 99 | 520 | 020 | 5380 | 350 | 04 | District | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2110 | 035 | 99 | 520 | 030 | 5420 | 350 | 05 | District | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 4220 | 035 | 99 | 520 | 030 | 5430 | 350 | 05 | District | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 4110 | 035 | 99 | 520 | 030 | 5450 | 350 | 05 | District | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 4210 | 035 | 99 | 520 | 030 | 5460 | 350 | 05 | District | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 3400 | 035 | 99 | 520 | 030 | 5490 | 350 | 05 | District | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2430 | 035 | 99 | 520 | 030 | 5510 | 350 | 05 | District | Educational Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2357 | 035 | 99 | 520 | 030 | 5512 | 350 | 05 | District | Teaching Aids/ Clsm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2410 | 035 | 99 | 520 | 030 | 5517 | 350 | 05 | District | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2420 | 035 | 99 | 520 | 030 | 5522 | 350 | 05 | District | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2453 | 035 | 99 | 520 | 030 | 5523 | 350 | 05 | District | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2455 | 035 | 99 | 520 | 030 | 5524 | 350 | 05 | District | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2451 | 035 | 99 | 520 | 030 | 5525 | 350 | 05 | District | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2440 | 035 | 99 | 520 | 030 | 5580 | 350 | 05 | District | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2357 | 035 | 99 | 520 | 030 | 5710 | 350 | 06 | District | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2357 | 035 | 99 | 520 | 030 | 5720 | 350 | 06 | District | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2357 | 035 | 99 | 520 | 030 | 5730 | 350 | 06 | District | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 2357 | 035 | 99 | 520 | 030 | 5780 | 350 | 06 | District | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 7300 | 035 | 99 | 520 | 200 | 5850 | 350 | 99 | District | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 7500 | 035 | 99 | 520 | 200 | 5851 | 350 | 99 | District | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 7350 | 035 | 99 | 520 | 200 | 5856 | 350 | 99 | District | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3621 | 080 | 10 | 7300 | 035 | 99 | 520 | 200 | 5870 | 350 | 99 | District | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$1,036 | \$1,036 | \$1,036 | \$1,036 | \$1,036 | \$1,036 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Media Recovery (2350-3633) |
| Fund Manager: | Director of Media & Technology |
| Executive Summary: | No Change to Pass-Through Replacement Fee |

Fund Description:

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

Enabling Legislation:

MGL Chapter 44, Section 53.

Critical Issues:

There are no critical issues.

Description of Revenues:

Revenues represent funds from students to replace lost Media Center materials. The \$2,300 revenue projection for FY21 is based on historical revenue collections.

Staffing:

No salaries are paid from this fund.

Expenses:

Expenses are the cost of replacement Media Center materials. FY21 budget expenses of \$2,300 are based on anticipated replacement costs.

District's Vision, Mission, Goals and Objectives:

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

FY21 Proposed Budget:

Attached.

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

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proi | FY21 Budget |
|--|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|-------------|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| <u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3633 | 090 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$6,576 | \$4,757 | \$3,505 | \$500 | \$743 | \$1,511 |
| <u>Current Year Revenue Collections</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3633 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$1,929 | \$3,218 | \$1,364 | \$2,300 | \$961 | \$2,300 |
| <u>Revenue Collected for Next Fiscal Year</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3633 | 090 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$8,505 | \$7,975 | \$4,870 | \$2,800 | \$1,704 | \$3,811 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proi | FY21 Budget |
| 2350 | 3633 | 090 | 21 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Broadmeadow | Teaching Aids/ Clsrm Ref | \$83 | \$638 | \$588 | \$288 | \$0 | \$288 |
| 2350 | 3633 | 090 | 22 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Eliot | Teaching Aids/ Clsrm Ref | \$281 | \$37 | \$284 | \$288 | \$69 | \$288 |
| 2350 | 3633 | 090 | 23 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Hillside | Teaching Aids/ Clsrm Ref | \$757 | \$97 | \$854 | \$288 | \$0 | \$288 |
| 2350 | 3633 | 090 | 24 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Mitchell | Teaching Aids/ Clsrm Ref | \$195 | \$484 | \$143 | \$288 | \$0 | \$288 |
| 2350 | 3633 | 090 | 25 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Newman | Teaching Aids/ Clsrm Ref | \$1,647 | \$1,716 | \$1,295 | \$288 | \$0 | \$288 |
| 2350 | 3633 | 090 | 26 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | High Rock | Teaching Aids/ Clsrm Ref | \$742 | \$815 | \$135 | \$288 | \$0 | \$288 |
| 2350 | 3633 | 090 | 30 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 05 | Pollard | Teaching Aids/ Clsrm Ref | \$42 | \$681 | \$517 | \$288 | \$124 | \$288 |
| 2350 | 3633 | 090 | 40 | 2415 | 099 | 99 | 520 | 030 | 5512 | 350 | 99 | NHS | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$310 | \$288 | \$0 | \$288 |
| 2350 | 3633 | 090 | 40 | 3510 | 099 | 99 | 520 | 030 | 5512 | 350 | 99 | NHS | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$3,747 | \$4,469 | \$4,127 | \$2,300 | \$193 | \$2,300 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$4,757 | \$3,505 | \$743 | \$500 | \$1,511 | \$1,511 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Fine & Performing Arts School Performing Groups (2350-3653) |
| Fund Manager: | Director of Fine & Performing Arts |
| Executive Summary: | Change in Fee Requested: <ul style="list-style-type: none">● Participation Fee: \$125 to \$200 No Change in Fee Requested: <ul style="list-style-type: none">● Sibling Participation Fee: \$50 |

Fund Description:

School Performing Groups includes the following ensembles:

- Middle School Select Choir
- Middle School Jazz Ensemble
- Middle School Wind Ensemble
- Middle School Town Orchestra
- Elementary Schools Honors Band
- Elementary Schools Honors Chorus
- Elementary Schools Honors Strings

All of these groups are co-curricular and provide advanced performing ensemble experiences for our students. Ensembles run for the duration of the school year. All students receive their fundamental music education through the operating budget, which funds all daytime curricular music ensemble classes. School Performing Groups provide an outlet for our most dedicated musicians, enabling these students to have an advanced multi-grade music performance experience. These groups are also critical to our music program, as an additional outlet when due to daytime curricular scheduling, they cannot be assigned to a curricular performing ensemble class that they are eligible for. The Middle School Groups serve students in Grades Six through Eight and the Elementary Groups serve students in Grades Three through Five.

Enabling Legislation:

MGL chapter 71, Section 47

Critical Issues:

A critical issue to note is the potential impact of COVID-19 guidelines on these ensembles next Fall. The Department is planning to hold these ensembles virtually if needed for a period of time during SY20-21 in order to continue to provide a structure for students that allows them to continue to pursue their musical interests and maintain programming that is in line with District values. During the Spring 2020 model of remote learning, ensemble directors stayed in contact with their ensembles, held check-ins with students, and provided learning resources. During SY20-21 if these ensembles were to continue in a remote environment, the remote model would go one step further by holding weekly rehearsals virtually. The budget predictions assume that these ensembles will continue during SY20-21. If these ensembles do not run, then this account will not show any revenue for FY21.

In FY19 the Stipend Committee approved the addition of an Honors Orchestra Director Stipend in order to provide equity of stipends awarded and to remain consistent with the other Elementary Honors Ensembles. The Elementary Honors Chorus and Band are both stipend positions for the Ensemble Director. A fee increase from

\$110 to \$125 was approved in order to support this stipend and maintain a fund balance. In FY20 in addition to an increase in Stipends associated with this fund, there was also a dip in enrollment which did not meet revenue predictions. The Elementary Honors Band moved rehearsal days to avoid being scheduled on an Early Release Day. Historically the Elementary Honors Band has an average size of 40 students. In FY20 the enrollment is 19 students, accounting for a loss of anticipated revenue. In FY21, an increase in fee is requested from \$125 to \$200 to ensure that all program costs can be met through this fund and ensure the health of the account. (In FY20, the sibling fee increased from \$35 to \$50).

Support for District Vision, Mission, Goals, Objectives:

This program offers advanced music performance opportunities for our students, District-wide. This program provides opportunities for students who wish to study music more deeply and an avenue for them to collaborate with their peers across the District. These advanced level ensembles cannot be scheduled during the regular school day due to cross grade scheduling difficulties and the very nature of being a District-wide ensemble. By offering these co-curricular ensembles, music students are able to achieve the advanced level music standards that are articulated in the National Music Education standards.

This activities of this fund supports the following District Goals and Objectives:

- PONG Priority 1, Objective B “Provide structures and experiences that enable student efficacy, leadership, and voice.”
- PONG Priority 1, Objective C: “Teach students content and skills necessary for them to grow personally and academically.”
- PONG Priority 2, Objective C: “Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.”

Description of Revenues:

Revenues for this fund are derived from student enrollment fees.

| Enrollment | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|---|------|------|------|------|------|------|-----------------|
| Middle School Honors Ensembles <ul style="list-style-type: none"> ● Treble Choir ● Jazz Ensemble ● Wind Ensemble ● Town Orchestra | 155 | 135* | 135* | 140* | 140* | 140* | 122 |
| Elementary Honors Ensembles <ul style="list-style-type: none"> ● Band ● Chorus ● Orchestra | 100 | 100 | 120 | 100 | 125* | 110* | 100 |
| Total Paying Students Elementary and Middle School Combined (this allows for 20 scholarship students) | | | | | | | 202 |
| Total Revenue | | | | | | | \$40,400 |

Staffing:

There are no permanent staff members assigned to this fund, although the performing group directors receive stipends for their work. Stipends are set by Schedule C of the Unit A Contract and paid from fee revenue.

| Role | Pay Rate FY21 |
|---------------------------------------|----------------------|
| Middle School Jazz Ensemble Director | \$2,685 |
| Middle School Wind Ensemble Director | \$2,685 |
| Middle School Town Orchestra Director | \$2,685 |
| Middle School Select Choir Director | \$5,373 |
| Elementary Honors Choir Director | \$2,685 |
| Elementary Honors Band Director | \$2,685 |
| Elementary Honors Orchestra Director | \$2,685 |
| Accompanists | \$22.30/hr |

Expenses:

Expenses paid from this fund are the aforementioned stipends and accompanists (\$24,585) and other expenses detailed below. Total program expenses are budgeted to be \$37,790, resulting in an ending fund balance of \$4,092.

| Item | Total |
|----------------------------|-----------------|
| Staffing | \$24,585 |
| Transportation | \$6,000 |
| Music | \$600 |
| Performance/ Festival Fees | \$2,475 |
| Membership Fees | \$390 |
| Misc | \$3,740 |
| Total Expenses | \$37,790 |

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|---|
| Revolving Fund Name: | Fine & Performing Arts School Performing Groups |
| Revolving Fund Contact: | Director of Fine & Performing Arts |

| | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 | | |
|---|------|-----|-----|------|-----|------|-----|-----|------|-------------|-------------------------------|-------------|-----------------------------------|----------|----------|----------|----------|----------|----------|
| Revenues | | | | | | | | | | | | Actuals | Actuals | Actuals | Budget | Proj | Budget | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3653 | 080 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 00 | Carry-Over Revenue | \$4,275 | \$5,088 | \$3,027 | \$2,579 | \$2,299 | \$1,482 | | |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3653 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 00 | Current Year Revenue Collecti | \$22,200 | \$26,472 | \$25,412 | \$38,850 | \$24,270 | \$40,400 | | |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3653 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 00 | Pre-Collection Next FY Revenu | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| Subtotal Revenues | | | | | | | | | | | | \$26,475 | \$31,560 | \$28,439 | \$41,429 | \$26,569 | \$41,882 | | |
| Expenditures | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 | | |
| Fund | Dept | Pgm | DOE | Bldg | Fun | Subj | Gr | Act | TM | Object Code | Ext Obj | Building | Object Code Description | Actuals | Actuals | Budget | Budget | Proj | Budget |
| 2350 | 3653 | 080 | 10 | 2440 | 075 | 99 | 520 | 010 | 5110 | 01 | | District | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 10 | 2325 | 075 | 99 | 520 | 010 | 5110 | 03 | | District | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 10 | 2330 | 075 | 99 | 520 | 010 | 5110 | 03 | | District | Instr. Asst - Paraprofessional/ S | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 10 | 2420 | 075 | 99 | 520 | 020 | 5247 | 04 | | District | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 10 | 2440 | 075 | 99 | 520 | 020 | 5330 | 04 | | District | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 10 | 2410 | 075 | 99 | 520 | 030 | 5517 | 05 | | District | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 10 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | | District | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 21 | 2305 | 075 | 99 | 520 | 010 | 5110 | 01 | | Broadmeadow | Certified Classroom Teacher/ S | \$1,757 | \$1,503 | \$1,038 | \$1,785 | \$1,876 | \$2,011 |
| 2350 | 3653 | 080 | 21 | 2330 | 075 | 99 | 520 | 010 | 5110 | 03 | | Broadmeadow | Instr. Asst - Paraprofessional/ S | \$0 | \$21 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 21 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | | Broadmeadow | Other Services | \$400 | \$907 | \$630 | \$400 | \$0 | \$400 |
| 2350 | 3653 | 080 | 21 | 2410 | 075 | 99 | 520 | 030 | 5517 | 05 | | Broadmeadow | Textbooks & Workbooks | \$274 | \$295 | \$518 | \$60 | \$7 | \$60 |
| 2350 | 3653 | 080 | 21 | 2440 | 075 | 99 | 520 | 030 | 5580 | 05 | | Broadmeadow | Other Supplies | \$194 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 21 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | | Broadmeadow | Other Expenses | \$0 | \$100 | \$140 | \$148 | \$0 | \$148 |
| 2350 | 3653 | 080 | 22 | 2305 | 075 | 99 | 520 | 010 | 5110 | 01 | | Eliot | Certified Classroom Teacher/ S | \$1,038 | \$1,069 | \$1,038 | \$1,785 | \$1,579 | \$2,011 |
| 2350 | 3653 | 080 | 22 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | | Eliot | Other Services | \$0 | \$0 | \$180 | \$400 | \$0 | \$400 |
| 2350 | 3653 | 080 | 22 | 2410 | 075 | 99 | 520 | 030 | 5517 | 05 | | Eliot | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$60 | \$0 | \$60 |
| 2350 | 3653 | 080 | 22 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | | Eliot | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 22 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | | Eliot | Other Expenses | \$0 | \$0 | \$0 | \$148 | \$0 | \$148 |
| 2350 | 3653 | 080 | 23 | 2305 | 075 | 99 | 520 | 010 | 5110 | 01 | | Hillside | Certified Classroom Teacher/ S | \$1,038 | \$1,038 | \$1,038 | \$1,785 | \$1,579 | \$2,011 |
| 2350 | 3653 | 080 | 23 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | | Hillside | Other Services | \$0 | \$0 | \$180 | \$400 | \$0 | \$400 |
| 2350 | 3653 | 080 | 23 | 2110 | 075 | 99 | 520 | 030 | 5420 | 05 | | Hillside | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 23 | 2410 | 075 | 99 | 520 | 030 | 5517 | 05 | | Hillside | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$60 | \$0 | \$60 |
| 2350 | 3653 | 080 | 23 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | | Hillside | Other Expenses | \$0 | \$0 | \$0 | \$148 | \$0 | \$148 |
| 2350 | 3653 | 080 | 24 | 2305 | 075 | 99 | 520 | 010 | 5110 | 01 | | Mitchell | Certified Classroom Teacher/ S | \$1,038 | \$1,038 | \$1,038 | \$1,785 | \$1,579 | \$2,011 |
| 2350 | 3653 | 080 | 24 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | | Mitchell | Other Services | \$0 | \$0 | \$180 | \$400 | \$0 | \$400 |
| 2350 | 3653 | 080 | 24 | 2410 | 075 | 99 | 520 | 030 | 5517 | 05 | | Mitchell | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$60 | \$0 | \$60 |
| 2350 | 3653 | 080 | 24 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | | Mitchell | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 24 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | | Mitchell | Other Expenses | \$0 | \$0 | \$0 | \$148 | \$0 | \$148 |
| 2350 | 3653 | 080 | 25 | 2305 | 075 | 99 | 520 | 010 | 5110 | 01 | | Newman | Certified Classroom Teacher/ S | \$1,163 | \$1,207 | \$1,038 | \$1,785 | \$1,579 | \$2,011 |
| 2350 | 3653 | 080 | 25 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | | Newman | Other Services | \$0 | \$429 | \$180 | \$400 | \$0 | \$400 |
| 2350 | 3653 | 080 | 25 | 2110 | 075 | 99 | 520 | 030 | 5420 | 05 | | Newman | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 25 | 2410 | 075 | 99 | 520 | 030 | 5517 | 05 | | Newman | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$60 | \$0 | \$60 |
| 2350 | 3653 | 080 | 25 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | | Newman | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 25 | 2440 | 075 | 99 | 520 | 030 | 5580 | 05 | | Newman | Other Supplies | \$0 | \$0 | \$17 | \$148 | \$0 | \$148 |
| 2350 | 3653 | 080 | 26 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | | District | Unavailable | \$0 | \$0 | \$312 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 30 | 2305 | 075 | 99 | 520 | 010 | 5110 | 01 | | Pollard | Certified Classroom Teacher/ S | \$11,419 | \$12,617 | \$10,390 | \$10,570 | \$11,223 | \$10,743 |
| 2350 | 3653 | 080 | 30 | 2330 | 075 | 99 | 520 | 010 | 5110 | 03 | | Pollard | Instr. Asst - Paraprofessional/ S | \$42 | \$85 | \$43 | \$1,000 | \$319 | \$1,102 |
| 2350 | 3653 | 080 | 30 | 2440 | 075 | 99 | 520 | 020 | 5330 | 04 | | Pollard | Transportation | \$0 | \$0 | \$0 | \$5,000 | \$0 | \$2,000 |
| 2350 | 3653 | 080 | 30 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | | Pollard | Other Services | \$0 | \$4,089 | \$3,344 | \$5,000 | \$0 | \$5,000 |
| 2350 | 3653 | 080 | 30 | 2410 | 075 | 99 | 520 | 030 | 5517 | 05 | | Pollard | Textbooks & Workbooks | \$0 | \$0 | \$528 | \$300 | \$1,007 | \$300 |
| 2350 | 3653 | 080 | 30 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | | Pollard | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 30 | 2357 | 075 | 99 | 520 | 030 | 5730 | 06 | | Pollard | Dues & Memberships | \$0 | \$0 | \$0 | \$390 | \$0 | \$390 |
| 2350 | 3653 | 080 | 30 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | | Pollard | Other Expenses | \$400 | \$1,800 | \$1,716 | \$2,475 | \$1,500 | \$2,475 |
| 2350 | 3653 | 080 | 40 | 2305 | 075 | 99 | 520 | 010 | 5110 | 01 | | NHS | Certified Classroom Teacher/ S | \$2,625 | \$2,594 | \$2,594 | \$2,643 | \$2,632 | \$2,685 |
| 2350 | 3653 | 080 | 40 | 2330 | 075 | 99 | 520 | 010 | 5110 | 03 | | NHS | Certified Classroom Teacher/ S | \$0 | \$42 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 40 | 2410 | 075 | 99 | 520 | 030 | 5517 | 05 | | NHS | Unavailable | \$0 | \$0 | \$0 | \$0 | \$207 | \$0 |
| 2350 | 3653 | 080 | 40 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | | NHS | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 40 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | | NHS | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3653 | 080 | 40 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | | NHS | Other Expenses | \$0 | -\$300 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | \$21,387 | \$28,533 | \$26,140 | \$39,341 | \$25,087 | \$37,790 | | |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | \$5,088 | \$3,027 | \$2,299 | \$2,088 | \$1,482 | \$4,092 | | |

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

Fund balance used to purchase music, equipment, or maintenance as needed prior to student fees arriving.

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Fine & Performing Arts Fee-Based Music Instruction (2350-3654) |
| Fund Manager: | Director of Fine & Performing Arts |
| Executive Summary: | Waive Fee: <ul style="list-style-type: none">● Private Lesson Registration Fee: From \$60 to \$0 Maintain Current Fees: <ul style="list-style-type: none">● Private Music Instructor Fee: \$864/32 weeks/ 30 min● Elementary Beginning Instrumental Program: \$100 |

Fund Description:

This fund provides elementary school beginning instrumental instruction and private music instruction for students. The collection of the registration fees supplies for the salaries of the Private Lesson Coordinator, Private Lesson Faculty, accompanist fees, and the supplies, transportation, and materials for the Elementary Instrumental Music Program. In addition to the registration fees, this fund also takes in and disburses all private lesson fees.

Enabling Legislation:

MGL chapter 71, Section 47

Critical Issues:

The Private Lesson Coordinator Stipend was increased from a Level II to a Level I Stipend for FY21.

During Remote Learning Spring 2020 the Private Lesson Program and the Elementary Instrumental Program was held remotely. As a result of COVID-19, the program experienced significant savings, resulting in a large ending fund balance. The Private Lesson Program will continue with remote lessons during the Summer of 2020 and into the Fall as necessary. Due to the large ending fund balance in FY20, the \$60 registration fee will be waived in FY21.

In planning for the Elementary Instrumental Program for SY20-21 it is important to note the impact that COVID-19 guidelines and the structure of school will have on this program. The Director is proposing to continue with this program Remotely into SY20-21 until guidelines have been relaxed. Holding the Elementary Instrumental Program remotely will ensure that students continue to have a structure in place to pursue their musical interests and will allow the Department to continue to deliver essential curriculum.

The budget and revenue predictions assume that both programs are running in a remote setting with similar student enrollment.

Support for District Vision, Mission, Goals, Objectives:

This program enables the District to provide elementary instrumental music instruction to students in Grades Three, Four, and Five and to meet the National and State Standards in Music. It also provides quality private music instruction for our students at a reasonable cost, which helps to support the instrumental music program.

- PONG Priority 1, Objective B “Provide structures and experiences that enable student efficacy, leadership, and voice.”
- PONG Priority 1, Objective C: “Teach students content and skills necessary for them to grow personally and academically.”
- PONG Priority 2, Objective C: “Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.”
- PONG Priority 3, Objective C: “Complement Instruction with accessible learning beyond the classroom, within community, and in partnership with families.”

Description of Revenues:

This program is funded by a combination of fees from the Elementary Beginning Instrumental Program, held before school, and the Private Lesson Program, held after school. The Elementary Beginning Instrumental Program Fee (\$100) is a one-time fee, paid only when the child enters the program.

The tables on the following page summarize the enrollment and revenue for the programs.

Elementary Beginning Instrumental Program (before school)

| | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|------------------------------------|-------|-------|-------|-------|-------|-----------------|-----------------|
| Total Student Enrollment | | | | | 641 | 683 | 675 |
| Enrollment of Students Paying Fee* | 280 | 270 | 270 | 300 | 294 | 340** | 418 |
| Fee | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 | \$100 |
| Total Anticipated Revenue | | | | | | \$34,000 | \$41,800 |

*The Elementary Beginning Instrumental Program Fee is a one-time fee, paid only when the child enters the program as a beginning String or Band Student in Third or Fourth Grade.

** Currently there are 455 students enrolled in the Beginning String and Band Programs Combined. This number reflects growing interest in programming, assuming 5.6 % scholarship rate, for whom the fee is waived.

Private Lesson Program (held after school)

| | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|---|-------|-------|-------|-------|-------|-------|-------------------|
| Enrollment Projection | 240 | 200 | 180 | 180 | 168 | 160 | 110 |
| Registration Fee | \$50 | \$50 | \$60 | \$60 | \$60 | \$60 | \$0 – Waived FY21 |
| Private Lesson Fee 30 minute Lesson/ 32 Weeks | \$752 | \$768 | \$768 | \$832 | \$864 | \$864 | \$864 |

| | | | | | | | |
|----------------------------------|--|--|--|--|--|------------------|-----------------|
| Total Anticipated Revenue | | | | | | \$147,840 | \$95,040 |
|----------------------------------|--|--|--|--|--|------------------|-----------------|

Staffing:

| Role | Pay Rate FY21 | Duties |
|-------------------------------------|--|--|
| Private Lesson Program Coordinator | Stipend: \$5,372 | <ul style="list-style-type: none"> ● Scheduling of Private Lesson Faculty Teaching Rooms ● Student Registrations for Lesson Program ● Private Lesson Faculty Payroll ● Family and Community Communication ● Payment Reminders to Families |
| Private Lesson Faculty (28) | \$54.83 per 60 min lesson/ \$28.42 per 30 min lesson | <ul style="list-style-type: none"> ● Teach Private Lessons ● Semester Progress Reports to Students ● Hold At Least One Studio Recital ● Family Communication ● Maintain Lesson Schedule and Attendance |
| Accompanists (5) | \$22.30 per hour \$122.40 per Private Lesson Recital (28) | <ul style="list-style-type: none"> ● Private Lesson Faculty Recitals ● Accompany Weekly Elementary String Instrumental Classes ● Accompany Elementary Concerts ● Other Classes/ Events as Assigned |
| Fine and Performing Arts Bookkeeper | 10% of Salary: \$5,185 | <ul style="list-style-type: none"> ● Payroll ● Track registration fees ● Ordering of Supplies as needed |

Please note that the Elementary Beginning Instrumental Program teachers are NPS Faculty, paid through the operating budget as part of their curricular teaching duties as these classes are calculated as part of their FTE status.

Expenses:

Program expenses total \$135,143 and includes the expenses of the Elementary Beginning Instrumental Program and the Private Lesson Program. Additional scholarship assistance for those in financial need, is provided from available fund balance. Instrument repairs are unpredictable from year to year and we need to maintain funds to account for unexpected repairs.

| Item | Total |
|--------------------------------|--------------|
| Salaries/Stipends | \$117,003 |
| Transportation | \$800 |
| Repairs to Program Instruments | \$3,400 |

| | |
|---|------------------|
| Brochures/ Flyers/ Programs | \$1,650 |
| Instructional Technology | \$2,040 |
| Method Books | \$1,500 |
| Instructional Supplies | \$4,050 |
| Memberships | \$700 |
| Elementary Music Program Financial Aid | \$1,500 |
| Lesson Refunds | \$2,500 |
| Total Expenses | \$135,143 |

The FY21 fund balance is budgeted to be \$76,386, which is larger than the three month recommended contingency balance of \$40,543. Program fees and finances will be re-assessed at the conclusion of FY21 to determine if further price adjustments – either temporary to reduce fund balance or permanent - can be supported

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|---|
| Revolving Fund Name: | Fine & Performing Fee-Based Music Instruction |
| Revolving Fund Contact: | Director of Fine and Performing Arts |

| | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------------|----------|------------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | |
| 2350 | 3654 | 80 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 00 | | Carry-Over Revenue | \$27,952 | \$18,694 | \$36,214 | \$31,730 | \$56,245 | \$74,689 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | |
| 2350 | 3654 | 80 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 00 | | Current Year Revenue Collectio | \$188,537 | \$176,435 | \$161,902 | \$181,840 | \$135,891 | \$136,840 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | |
| 2350 | 3654 | 80 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$216,489 | \$195,129 | \$198,116 | \$213,570 | \$192,136 | \$211,529 |
| Expenditures | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3654 | 80 | 10 | 2440 | 090 | 99 | 520 | 010 | 5110 | 01 | District | Other Instructional | \$157,089 | \$151,128 | \$129,977 | \$162,249 | \$109,403 | \$111,668 |
| 2350 | 3654 | 80 | 10 | 2330 | 090 | 99 | 520 | 010 | 5110 | 03 | District | Instr. Asst - Paraprofessional/ Sa | \$808 | \$0 | \$3,183 | \$0 | \$0 | \$0 |
| 2350 | 3654 | 80 | 10 | 2110 | 090 | 99 | 520 | 010 | 5110 | 02 | District | Secy to Curr Dir/ Salary | \$4,693 | \$4,806 | \$5,071 | \$4,964 | \$6,104 | \$5,260 |
| 2350 | 3654 | 80 | 10 | 2110 | 090 | 99 | 520 | 010 | 5146 | 02 | District | Secy to Dep Head (Non Sup)/ S: | \$75 | \$75 | \$75 | \$75 | \$75 | \$75 |
| 2350 | 3654 | 80 | 10 | 2440 | 090 | 99 | 520 | 020 | 5330 | 04 | District | Transportation | \$2,428 | \$0 | \$0 | \$800 | \$0 | \$800 |
| 2350 | 3654 | 80 | 10 | 2440 | 090 | 99 | 520 | 020 | 5380 | 04 | District | Other Services | \$8,027 | \$3,699 | \$1,032 | \$5,050 | \$604 | \$5,050 |
| 2350 | 3654 | 80 | 10 | 2410 | 090 | 99 | 520 | 030 | 5517 | 05 | District | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$1,500 | \$0 | \$1,500 |
| 2350 | 3654 | 80 | 10 | 2420 | 090 | 99 | 520 | 030 | 5522 | 05 | District | Instr. Equipment/ Supplies | \$231 | \$280 | \$229 | \$4,050 | \$0 | \$4,050 |
| 2350 | 3654 | 80 | 10 | 2451 | 090 | 99 | 520 | 030 | 5525 | 05 | District | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$2,040 | \$0 | \$2,040 |
| 2350 | 3654 | 80 | 10 | 2440 | 090 | 99 | 520 | 030 | 5580 | 05 | District | Other Supplies | \$3,041 | \$117 | \$584 | \$0 | \$295 | \$0 |
| 2350 | 3654 | 80 | 10 | 2357 | 090 | 99 | 520 | 030 | 5730 | 06 | District | Dues & Memberships | \$0 | \$0 | \$0 | \$700 | \$0 | \$700 |
| 2350 | 3654 | 80 | 10 | 2440 | 090 | 99 | 520 | 030 | 5780 | 06 | District | Other Expenses | \$21,404 | \$4,357 | \$1,720 | \$4,000 | \$966 | \$4,000 |
| Subtotal Expenditures | | | | | | | | | | | | | \$197,795 | \$164,462 | \$141,871 | \$185,428 | \$117,447 | \$135,143 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$18,694 | \$30,667 | \$56,245 | \$28,141 | \$74,689 | \$76,386 |

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

| |
|--|
| |
|--|

Revolving Fund FY21 Budget Request

| | |
|---------------------------|--|
| Fund Name: | Fine & Performing Arts Sales to Students (2350-3655) |
| Fund Manager: | Director of Fine & Performing Arts |
| Executive Summary: | Increase current fees: <ul style="list-style-type: none">● Recorder Package Fee: From \$11.00 to \$13.00● Recorder “Book Only” Fee: From \$5.00 to \$6.00● Recorder “Neck-Strap Only”: From Fee: \$1.25 to \$1.50 Maintain current fee: <ul style="list-style-type: none">● Symphony or Opera Fee: \$22.00. |

Fund Description:

The Fine & Performing Arts Sales to Students Revolving Account includes revenue and expenses from the sales of recorders to Third graders and the annual Fourth grade student trip to Symphony Hall to hear the Boston Symphony Orchestra Young People's Concert. In FY11, an opera experience trip to the Boston Lyric Opera Company was added for Fifth Graders. In FY12, the Boston Lyric Opera Company discontinued their program. This fund will support another Opera trip for Fifth Grade, should another opportunity become available in the local area.

Enabling Legislation:

MGL Chapter 71, Section 47

Critical Issues:

The BSO field trip was cancelled in FY20 due to the COVID-19. The BSO has given us a credit so that we will be able to take both the Fourth and Fifth Grade on this field trip in FY21. We also did not incur an expense for the buses and will use the funds collected in FY20 to fund the Fifth Grade Buses in FY21 (while Fourth Grade families will pay the \$22 fee). We are hopeful that by next Spring, the BSO will have resumed programming. If this is not the case, families will need to be refunded.

An increase in fees is requested for FY21. This increase reflects an increase in the Recorder package price (to \$10.95, excluding shipping) which now includes student online resources to supplement remote learning.

In FY19 the Recorder Star Package and Instructional Software expenses were moved to the Operating Budget and will continue to be paid from this account.

Transportation costs and financial assistance requests will continue to be monitored.

Support for District Vision, Mission, Goals, Objectives:

The primary activities supported by this account relate directly to the enhancement of the approved curriculum. The recorders are an integral part of the Third grade program that gives all students a basic instrumental music experience. These activities keep students engaged in dynamic and challenging experiences that stimulate thinking and creativity and connect our curriculum to the world at large.

The activities of this fund support the following District Goals and Objectives:

- PONG Priority 3, Objective C: “Complement Instruction with accessible learning beyond the classroom, within community, and in partnership with families.”

Description of Revenues:

FY21 Revenues are budgeted to be \$15,534, and consist of recorder sales (\$4,620) and BSO ticket sales (\$9,186). We hope that the BSO will have resumed programming in the Spring and the revenue projections anticipate fee collection for the BSO Trip for the incoming Forth Grade Class.

Note: the budget calculation assumes there will be no opera trip again in FY21. The fee is listed for approval in the event a viable option becomes available.

| Recorders (Third Grade) | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Enrollment | 420 | 447 | 470 | 407 | 452 | 413 | 448 |
| Fee | \$8.75 | \$10.25 | \$10.75 | \$11.00 | \$11.00 | \$11.00 | \$13.00 |

| BSO Youth Concert (Fourth Grade) | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Enrollment | 420 | 420 | 450 | 475 | 398 | 449 | 440 |
| Fee | \$18.00 | \$18.00 | \$18.00 | \$20.00 | \$22.00 | \$22.00 | \$22.00 |

| Opera (Fifth Grade) | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Enrollment | 420 | 420 | 420 | 460 | 482 | 400 | 468 |
| Fee | \$18.00 | \$18.00 | \$18.00 | \$20.00 | \$22.00 | \$22.00 | \$0 (Vouchers) |

FY21 revenues are budgeted as follows:

| Activity | Paying Student Enrollment** | Cost Per Student FY21 Fees | Total |
|-------------------------|--|---|--------------|
| Recorders | 423* | \$13.00 | \$5,499 |
| Recorder Neck Straps | 20 | \$1.50 | \$30 |
| BSO Youth Concert | 415* | \$22.00 | \$9,138 |
| Opera | 442 | \$0 (Vouchers) | \$0 |

| | | | |
|----------------------|--|--|-----------------|
| Total Revenue | | | \$14,667 |
|----------------------|--|--|-----------------|

**468 fifth graders will also attend, as they paid in FY20*

****This number excludes scholarship students. Anticipated scholarships are calculated at 5.6% of the total student body.**

Staffing:

No staff members are paid from this fund.

Expenses:

The budgeted expenses for this fund total \$17,187 and include Boston Symphony tickets and transportation to the symphony for the Fourth Grade students, the cost of transportation for Fifth Grade students, and the cost of purchasing recorder packages for the Third Grade students. The budgeted overall ending balance of \$2,877 allows for the payment of buses for 5th graders from last year, the accommodation of financial scholarship needs, and unanticipated enrollment increases.

| Item | Number | Cost Per Item | Total |
|---------------------------|---------------|----------------------|-----------------|
| BSO Youth Concert Tickets | 440 | \$10.00 | \$4,400 |
| BSO Youth Concert Buses | 24 | \$325 | \$7,800 |
| Recorder Kits | 442 | \$10.95 | \$4,905.60 |
| Neck Straps | 20 | \$1.25 | \$25 |
| Shipping | - | | \$56.87 |
| Total Expenses | | | \$17,187 |

FY21 Proposed Budget:

Attached.

| | |
|-------------------------|--|
| Revolving Fund Name: | Fine & Performing Arts Sales to Students |
| Revolving Fund Contact: | Director of Fine & Performing Arts |

| | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|--|------|-----|-------------|------|------|----|-----|-----|----------------|------------|-------------|-------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Revenues | | | | | | | | | | | | | | | | | | |
| <u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u> | | | | | | | | | | | | | | | | | | |
| 2350 | 3655 | 90 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 00 | | Carry-Over Revenue | \$302 | \$774 | \$613 | \$1,093 | \$675 | \$5,397 |
| <u>Current Year Revenue Collections</u> | | | | | | | | | | | | | | | | | | |
| 2350 | 3655 | 90 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 00 | | Current Year Revenue Collecti | \$11,687 | \$12,198 | \$12,522 | \$13,816 | \$12,989 | \$14,667 |
| <u>Revenue Collected for Next Fiscal Year</u> | | | | | | | | | | | | | | | | | | |
| 2350 | 3655 | 90 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 00 | | Pre-Collection Next FY Revenu | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$11,989 | \$12,972 | \$13,135 | \$14,909 | \$13,665 | \$20,064 |
| Expenditures | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | DOE Bldg | Fun | Subj | Gr | Act | TM | Object Code | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3655 | 90 | 10 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | District | Other Expenses | \$177 | \$99.31 | \$0 | \$196 | \$0 | \$0 |
| 2350 | 3655 | 90 | 21 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | 3roadmeadow | Unavailable | \$0 | \$0 | \$853 | \$0 | \$0 | \$0 |
| 2350 | 3655 | 90 | 21 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | 3roadmeadow | Other Services | \$900 | \$930 | \$650 | \$780 | \$0 | \$1,560 |
| 2350 | 3655 | 90 | 21 | 2430 | 075 | 99 | 520 | 030 | 5510 | 05 | 3roadmeadow | Educational Supplies | \$1,624 | \$1,997 | \$933 | \$1,756 | \$1,690 | \$1,984 |
| 2350 | 3655 | 90 | 22 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | Eliot | Unavailable | \$0 | \$0 | \$665 | \$0 | \$0 | \$0 |
| 2350 | 3655 | 90 | 22 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | Eliot | Other Services | \$600 | \$620 | \$650 | \$780 | \$0 | \$1,560 |
| 2350 | 3655 | 90 | 22 | 2430 | 075 | 99 | 520 | 030 | 5510 | 05 | Eliot | Educational Supplies | \$1,127 | \$1,334 | \$772 | \$1,266 | \$1,276 | \$1,473 |
| 2350 | 3655 | 90 | 23 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | Hillside | Unavailable | \$0 | \$0 | \$799 | \$0 | \$0 | \$0 |
| 2350 | 3655 | 90 | 23 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | Hillside | Other Services | \$900 | \$620 | \$650 | \$780 | \$0 | \$1,560 |
| 2350 | 3655 | 90 | 23 | 2430 | 075 | 99 | 520 | 030 | 5510 | 05 | Hillside | Educational Supplies | \$1,296 | \$1,461 | \$927 | \$1,800 | \$1,670 | \$1,958 |
| 2350 | 3655 | 90 | 24 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | Mitchell | Unavailable | \$0 | \$0 | \$853 | \$0 | \$0 | \$0 |
| 2350 | 3655 | 90 | 24 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | Mitchell | Other Services | \$600 | \$644 | \$700 | \$780 | \$0 | \$1,560 |
| 2350 | 3655 | 90 | 24 | 2430 | 075 | 99 | 520 | 030 | 5510 | 05 | Mitchell | Educational Supplies | \$1,390 | \$1,509 | \$939 | \$1,773 | \$1,695 | \$1,667 |
| 2350 | 3655 | 90 | 25 | 2420 | 075 | 99 | 520 | 030 | 5522 | 05 | Newman | Unavailable | \$0 | \$0 | \$1,042 | \$0 | \$0 | \$0 |
| 2350 | 3655 | 90 | 25 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | Newman | Other Services | \$900 | \$930 | \$975 | \$780 | \$0 | \$1,560 |
| 2350 | 3655 | 90 | 25 | 2430 | 075 | 99 | 520 | 030 | 5510 | 05 | Newman | Educational Supplies | \$1,702 | \$2,215 | \$1,052 | \$2,129 | \$1,883 | \$2,305 |
| 2350 | 3655 | 90 | 40 | 2430 | 070 | 99 | 520 | 030 | 5510 | 05 | NHS | Unavailable | \$0 | \$0 | \$0 | \$0 | \$54 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | \$11,215 | \$12,359 | \$12,460 | \$12,820 | \$8,268 | \$17,187 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$774 | \$613 | \$675 | \$2,089 | \$5,397 | \$2,877 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Fine & Performing Arts Graphic Arts (2350-3656) |
| Fund Manager: | Director of Fine & Performing Arts |
| Executive Summary: | <ul style="list-style-type: none">● No Change to Graphic Arts Price List |

Fund Description:

The Graphics Art Department serves as a provider of real world, hands-on, industry level training for our students in the areas of professional design, production, and printing. The Graphics Arts department provides graphic printing of various types, primarily for the school department community. This department teaches students enrolled in the upper level digital and graphics design courses, along with summer interns, to produce a variety of needed items including: programs of studies, annual reports, tickets, invitations, brochures, business cards and special events programs. The Graphic Arts Department also designs and imprints apparel for sports teams, music ensembles and clubs.

Enabling Legislation:

MGL chapter 71, Section 47

Critical Issues:

FY20 was a challenging year for the Graphic Arts account, due to the COVID-19 school closure and extended staff leaves, which had a negative impact on revenue.

We recommend maintaining the current Graphic Arts Price list in FY21 as raising the price list could have an unintended impact on other Departments within the Needham Public Schools. To enhance revenue for FY21, the Publications Manager is exploring ways that she can assist with Design work and the development of electronic materials.

Support for District Vision, Mission, Goals, Objectives:

This fund serves to provide real world, hands-on, industry level training and experiences for our students enrolled in upper level digital and graphics design classes. These experiences focus on the areas of professional design, production, and printing. These experiences continue into the summer by providing internships for upper level students. In doing this, the fund also provides cost effective and efficient printing services for the School Department.

- PONG Priority 1, Objective B “Provide structures and experiences that enable student efficacy, leadership, and voice.”
- PONG Priority 1, Objective C: “Teach students content and skills necessary for them to grow personally and academically.”
- PONG Priority 2, Objective C: “Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.”

Description of Revenues:

Revenues from this fund are derived from two sources: internal (school) printing jobs – such as printing school handbooks, programs, posters, and producing t-shirts and other apparel for various student activity groups; and external (non-school) printing jobs – including invitations, t-shirts, other graphic jobs. Fees vary by the type of job, according to published price lists.

Staffing:

| Role | Pay Rate |
|------------------------------------|-----------------|
| Graphics Arts Production Director* | \$25,367 |
| Student Interns | \$3,177 |
| College Interns | \$3,973 |
| Adult Assistant Interns | \$791 |
| Total Staffing Expenses | \$33,307 |

*The Graphic Art Production Director receives a Unit A Contractual stipend, which is fully funded through this budget.

Expenses:

| Item | Total |
|--------------------------------|-----------------|
| Equipment Repair/ Maintenance | \$1,500 |
| Paper, Toner, Binding Supplies | \$14,000 |
| T-Shirts and Specialty Items | \$9,000 |
| Total Other Expenses | \$24,500 |

Expenses paid from this fund are the aforementioned staff salaries (\$33,307) and the other expenses (\$24,500). Total program expenses are budgeted to be \$57,807.

Equipment replacement for FY21 will continue to be funded from the School Operating Budget, following a recommendation by the Town Manager to shift \$9,900 from the Town's Capital Improvements Fund to the School Operating Budget since FY16.

FY21 Proposed Budget: Attached.

| | |
|-------------------------|-------------------------------------|
| Revolving Fund Name: | Fine & Performing Arts Graphic Arts |
| Revolving Fund Contact: | Director of Fine & Performing Arts |

| | | | | | | | | | | | | | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 | |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------------|----------|------------------------------------|--------------------------------|-----------------|-----------------|----------------|--------------|----------------|----------|
| | | | | | | | | | | | | | Actuals | Actuals | Actuals | Budget | Proj | Budget | |
| Revenues | | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | |
| 2350 | 3656 | 90 | | | | | | | | | | | Carry-Over Revenue | \$23,423 | \$17,264 | \$22,344 | \$22,357 | \$20,302 | \$14,567 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | |
| 2350 | 3656 | 90 | | | | | | | | | | | Current Year Revenue Collectic | \$57,734 | \$55,179 | \$52,581 | \$57,000 | \$41,502 | \$57,000 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | |
| 2350 | 3656 | 90 | | | | | | | | | | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$81,157 | \$72,444 | \$74,925 | \$79,357 | \$61,804 | \$71,567 | |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | Ext Obj | Building | Object Code Description | FY17 Actuals | FY18 Actuals | FY19 Actuals | FY20 Budget | FY20 Proj | FY21 Budget | |
| 2350 | 3656 | 90 | 10 | 2305 | 090 | 99 | 520 | 010 | 5110 | 01 | District | Certified Classroom Teacher/ Sr | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 10 | 2440 | 090 | 99 | 520 | 010 | 5110 | 01 | District | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 10 | 2330 | 090 | 99 | 520 | 010 | 5110 | 03 | District | Instr. Asst - Paraprofessional/ Sr | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 10 | 2440 | 090 | 99 | 520 | 030 | 5580 | 05 | District | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 10 | 2440 | 090 | 99 | 520 | 030 | 5780 | 06 | District | Other Expenses | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2305 | 090 | 99 | 520 | 010 | 5110 | 99 | NHS | Certified Classroom Teacher/ Sr | \$24,502 | \$24,502 | \$24,502 | \$24,955 | \$24,869 | \$25,367 | |
| 2350 | 3656 | 90 | 40 | 2310 | 090 | 99 | 520 | 010 | 5110 | 99 | NHS | Certified Teacher Specialist/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2315 | 090 | 99 | 520 | 010 | 5110 | 99 | NHS | Instr. Coord-Team Leader/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2320 | 090 | 99 | 520 | 010 | 5110 | 99 | NHS | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2440 | 090 | 99 | 520 | 010 | 5110 | 99 | NHS | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2325 | 090 | 99 | 520 | 010 | 5110 | 99 | NHS | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2330 | 090 | 99 | 520 | 010 | 5110 | 99 | NHS | Instr. Asst - Paraprofessional/ Sr | \$10,324 | \$8,315 | \$8,499 | \$8,897 | \$6,752 | \$7,940 | |
| 2350 | 3656 | 90 | 40 | 2451 | 090 | 99 | 520 | 020 | 5255 | 99 | NHS | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2440 | 090 | 99 | 520 | 020 | 5346 | 99 | NHS | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2440 | 090 | 99 | 520 | 020 | 5380 | 99 | NHS | Other Services | \$1,890 | \$6,036 | \$0 | \$1,500 | \$0 | \$1,500 | |
| 2350 | 3656 | 90 | 40 | 2440 | 070 | 99 | 520 | 30 | 5380 | 4 | NHS | Unavailable | \$0 | \$0 | \$6,739 | \$0 | \$4,412 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2110 | 090 | 99 | 520 | 030 | 5420 | 99 | NHS | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2420 | 090 | 99 | 520 | 030 | 5522 | 99 | NHS | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2453 | 090 | 99 | 520 | 030 | 5523 | 99 | NHS | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2455 | 090 | 99 | 520 | 030 | 5524 | 99 | NHS | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2451 | 090 | 99 | 520 | 030 | 5525 | 99 | NHS | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2440 | 090 | 99 | 520 | 030 | 5580 | 99 | NHS | Other Supplies | \$11,525 | \$6,795 | \$14,388 | \$14,000 | \$11,204 | \$14,000 | |
| 2350 | 3656 | 90 | 40 | 2357 | 090 | 99 | 520 | 030 | 5730 | 99 | NHS | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | |
| 2350 | 3656 | 90 | 40 | 2440 | 090 | 99 | 520 | 030 | 5780 | 99 | NHS | Other Expenses | \$15,651 | \$4,451 | \$495 | \$9,000 | \$0 | \$9,000 | |
| Subtotal Expenditures | | | | | | | | | | | | | \$63,892 | \$50,100 | \$54,624 | \$58,352 | \$47,237 | \$57,807 | |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$17,264 | \$22,344 | \$20,302 | \$21,004 | \$14,567 | \$13,760 | |

**2019-2020
Printing Price List**

Needham High School



Graphic Design Instructor/Printing Coordinator
Robyn Briggs

Telephone: 781.455.0800 Ext. 2605

Location: Needham High School

Rooms: 603 / 605

*Note: This list serves only as a general guideline for pricing.
Please contact us for estimates that involve custom or high volume printing.*

Pricing

Design/Layout (if required)

Computer work, layout, scanning, image generation, etc.....\$32.00/ per hour

Letterhead Printing

8 1/2 x 11 (1 sided, black - economy grade paper) @ .05 ea.....\$25.00 per 500

8 1/2 x 11 (2 sided, black - economy grade paper) @ .09 ea.....\$45.00 per 500

8 1/2 x 11 (1 sided, black - quality grade paper) @ .07 ea\$35.00 per 500

8 1/2 x 11 (2 sided, black - quality grade paper) @ .12 ea\$60.00 per 500

8 1/2 x 11 (1 sided, color - quality grade paper) @ .35 ea.....\$175.00 per 500

8 1/2 x 11 (2 sided, color - quality grade paper) @ .60 ea.....\$300.00 per 500

Tabloid Printing

11 x 17 (1 sided, all ink - quality grade paper) @ 1.50 ea\$750.00 per 500

11 x 17 (2 sided, all ink - quality grade paper) @ 2.00 ea\$1000.00 per 500

Invitations- (Cards & Envelopes) (envelopes not printed)

#6 invitation - vellum card (4.75 x 6.25) - any color @ .25 ea.....\$25.00 per 100

#6 envelope (unprinted) @ .09 ea.....\$9.00 per 100

#4 baronial card - vellum card (3.5 x 4.75).....\$21.00 per 100

#4 baronial envelope (unprinted)\$8.00 per 100

Notepads/Standard Hall Passes, etc.

8 1/2 x 11 Notepad - (50 sheets per pad - economy paper - min.10 pads).....\$3.50 per pad

5 1/2 x 8 1/2 Notepad (50 sheets per pad - economy paper - min.10 pads).....\$3.00 per pad

4 1/4 x 5 1/2 Notepad (50 sheets per pad - economy paper - min.10 pads).....\$2.50 per pad

2 3/4 x 4 1/4 Hall passes (50 sheets per pad - economy paper - min.10 pads)\$1.50 per pad

Booklets & Programs (all ink) - includes folding and stapling

5 1/2 x 8 1/2 Booklet- 40 pages (10 sheet folded)\$3.00 per booklet

5 1/2 x 8 1/2 Booklet - 20 pages (5 sheet folded)\$1.50 per booklet

5 1/2 x 8 1/2 Booklet -16 pages (4 sheet folded)\$1.25 per booklet

5 1/2 x 8 1/2 Booklet - 12 pages (3 sheet folded)\$1.00 per booklet

5 1/2 x 8 1/2 Booklet - 8 pages (2 sheet folded)\$.75 per booklet

8 1/2 x 11 Booklet - 40 pages (10 sheet folded)\$4.00 per booklet

8 1/2 x 11 Booklet - 20 pages (5 sheet folded)\$2.00 per booklet

8 1/2 x 11Booklet-16 pages (4 sheet folded)\$1.60 per booklet

8 1/2 x 11Booklet-12 pages (3 sheet folded)\$1.20 per booklet

8 1/2 x 11 Booklet - 8 pages (2 sheet folded)\$1.00 per booklet

Tri-fold single sheet pamphlets (printed 2 sides and folded)

8 1/2 x 11 (2 sided, all ink -economy grade paper)50¢ ea.

8 1/2 x 11 (2 sided, all ink -quality grade paper)65¢ ea.

11 x 17 (2 sided, all ink -economy grade paper)\$1.00 ea.

11 x 17 (2 sided, all ink -quality grade paper)\$2.00 ea.

Cards (Index/Vellum) - All Ink

5.5 x 8.5 (2 up on 8 1/2 x 11 sheet) @ .65 ea\$1.30 per sheet

3 x 5 or 4 1/4 x 5 1/2 (4 up on 8 1/2 x 11 sheet) @ .65 ea\$2.60 per sheet

2 3/4 x 4 1/4 (8 up on 8 1/2 x 11 sheet) @ .65 ea\$5.20 per sheet

Business Cards (10 cards per 8 1/2 x 11 sheet) 110 lb. index @ .10 ea\$1.50 per sheet

Carbonless Forms (Mead)

5 part 8 1/2 x 11 @ .10 per sheet\$0.50 per set

4 part 8 1/2 x 11 @ .10 per sheet\$0.40 per set

3 part 8 1/2 x 11 @ .10 per sheet\$0.30 per set

2 part 8 1/2 x 11 @ .10 per sheet\$0.20 per set

5 part 11x17 @ .20 per sheet\$1.00per set

4 part 11x17 @ .20per sheet\$0.80per set

3 part 11x17 @ .20 per sheet\$0.60 per set

2 part 11x17 @ .20 per sheet\$0.40 per set

Certificates (8 1/2 x 11)

Economy Grade Certificate\$0.25 per certificate

Middle Grade Certificate.....\$0.50 per certificate

Quality Grade Certificate\$1.00 per certificate

Vinyl Signage

Vinyl letters only\$10.00 per linear foot

4' x 4' sign\$60.00 ea.

4' x 8' sign\$100.00 ea.

* Additional charges apply for substrates to apply vinyl on . . .

T-Shirts-Screen Printing

(white short sleeve shirts - printed 1 side)

1 ink color\$5.00 per shirt

2 ink colors\$6.00 per shirt

3 ink colors\$7.00 per shirt

4 ink colors\$8.00 per shirt

*Add \$1.00 each for light colored shirt *Add \$1.50 each for dark colored shirts

* Additional charges apply for shirt quality upgrades

T-Shirts-Thermo-Flex

Heat Press (basic white shirts/short sleeve printed 1 side)

1 ink color\$10.00 per shirt

2 ink colors\$12.00 per shirt

Hoodies-Thermo-Flex- H.P. (good quality) printed 1 side.....\$20.00 ea.

Hoodies-Thermo-Flex- H.P. (better quality) printed 1 side.....\$28.00 ea.

Sweatpants-Thermo-Flex- H.P. (good quality) printed 1 side\$20.00 ea.

Sweatpants-Thermo-Flex- H.P. (better quality) printed 1 side\$24.00 ea.

(Note: There is an additional charges for 2 sided printing)

Fabric Transfers

Heat Press - short sleeve (Multicolored transfer)

White or light colored shirts only\$12.00 per shirt

**call for quotes on large or custom shirt orders*

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Fine & Performing Arts Theatrical Productions (2350-3657) |
| Fund Manager: | Director of Fine & Performing Arts |
| Executive Summary: | Addition of Fee: <ul style="list-style-type: none">● \$35 Middle School Costume/ Materials Fee● \$20 Virtual Production Fee by Household (only if necessary) No Change in Fees <ul style="list-style-type: none">● All High School and Middle School Theatrical Productions: \$15 Adults & \$10 Students● \$35 NHS Musical Costumes/ Materials Fee |

Fund Description:

This fund consolidates all school based theatrical productions within the District. This includes the High School and Middle School musicals, as well as the High School and Middle School plays. The musicals are annual productions that involve over 160 students in Grades 6-12 in a variety of roles, including acting, chorus, dance, instrumental, lighting/sound, set design/construction and costumes. The plays are traditional one or two-act plays that focus on acting, directing, and theater tech, and are meant to ensure that students are exposed to theater in the tradition of Shakespeare and Miller. Unlike the musicals, traditional plays put the focus on character development and telling a story dramatically, without substantive enhancements of music and dance. These cater to a different type of student than our musicals and are vital to maintaining a comprehensive Performing Arts Department.

FY20 Productions Include:

- *Cyrano de BergerShack*, Middle School Musical
- *Shrek*, NHS Musical
- At the time of writing, the Spring Play productions have yet to be determined.

Past productions have included *Annie*, *The Secret Garden*, *Little Shop of Horrors*, *Needham Neverending*, *Noises Off*, *Our Town*, *The Odd Couple*, *Spoon River Anthology*, *Romeo & Juliet*, *Inherit the Wind*, *The Crucible*, *The Seusification of Romeo & Juliet*, *Hounds of the Baskervilles* and in FY17 *Almost, Maine* and *Number the Stars*.

The Senior Directed Show is an Independent Study Senior Student Theatrical Production, selected by an application process and a committee consisting of the Director of Fine and Performing Arts and the NHS Principal.

Enabling Legislation:

MGL chapter 71, Section 47

Critical Issues:

Due to cancellations of productions this spring, revenues for this fund are less than what was predicted and we have concerns about the health of this account. FPA anticipates that, during SY20-21, this fund will meet revenue predictions provided we are able to hold in-person performances.

If we are unable to hold in-person performances during SY20-21, the Department has a strong interest in thinking creatively about how Drama opportunities can continue to be offered to students remotely. This Spring, Pollard and High Rock piloted a Zoom Spring Play production and the Senior Directed Shows were also held online. The costs associated with these productions were minimal or none at all. Given the circumstances and that we were treating these as pilots, ticket revenue was not collected.

There were three new stipends that have been approved in FY20 by the Stipend Committee that are now paid from this revolving account. An increase last year in the MS Musical and HS/ MS Play ticket prices has ensured that even with these additional stipends, the account had remained healthy prior to COVID-19.

Sound for the musical productions continues to remain a critical issue of this account. FPA would like to purchase a new sound portable sound system which will travel to the auditorium spaces and will resolve this issue. The purchase of new additional wireless microphones is also needed.

This account continues to fund the purchase of theatrical replacement light bulbs at Newman, NHS, and Pollard.

Support for District Vision, Mission, Goals, Objectives:

The High School/ Middle School musicals and plays provide age-appropriate comprehensive professional level musical theatrical experiences for our students. With musicals and plays requiring collegial effort by a diverse population of staff, students and parents, requiring the development of social, emotional, and citizenship skills. The provision for stipend support for the annual SAMD production, as well the Independent Study student produced/directed production supports the development of independent learners and self-directed young adults.

The activities of this fund supports the following District Goals and Objectives:

- PONG Priority 1, Objective B “Provide structures and experiences that enable student efficacy, leadership, and voice.”
- PONG Priority 1, Objective C: “Teach students content and skills necessary for them to grow personally and academically.”
- PONG Priority 2, Objective C: “Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.”

Description of Revenues:

Revenues are collected in the form of ticket sales, projections for FY21 are outlined below.

| Ticket | Price | Quantity | Total |
|--|--------------|-----------------|--------------|
| HS Musical Adult | \$15 | 650 | \$9,750 |
| HS Musical Student | \$10 | 200 | \$2,000 |
| MS Musical Adult | \$15 | 900 | \$13,500 |
| MS Musical Student | \$10 | 200 | \$2,000 |
| HS Play, MS Play, Senior Directed Show Adult | \$15 | 600 | \$9,000 |
| HS Play, MS Play, Senior Directed Show Student | \$10 | 200 | \$2,000 |
| Costume Materials Fee | \$35 | 75 | \$2,625 |

| | | | |
|--------------|--|--|-----------------|
| TOTAL | | | \$40,875 |
|--------------|--|--|-----------------|

Ticket Price Trends

| | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Ticket Price HS Musical Adult | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 | \$15 |
| Ticket Price HS Musical Student | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 | \$10 |
| Ticket Price MS Musical Adult | \$10 | \$10 | \$10 | \$10 | \$10 | \$15 | \$15 |
| Ticket Price MS Musical Student | | | | | \$10 | \$10 | \$10 |
| Ticket Price MS/ HS Play Adult | \$5 | \$5 | \$5 | \$5 | \$10 | \$15 | \$15 |
| Ticket Price MS/ HS Play Student | | | | | | \$10 | \$10 |
| Costume Fee HS | \$35 | \$35 | \$35 | \$35 | \$35 | \$35 | \$35 |
| Costume Fee MS | | | | | | | \$35 |

In the event that live performances are not possible, FPA will set a fee of \$20 per household for virtual shows. These revenues are currently projected to be \$0, but may arise if COVID-19 prohibits live audiences.

Staffing:

No permanent staff members are paid from this fund. Staffing consists of employees that are paid directly from this fund and those paid from the operating budget.

The employees paid from this fund are outlined below.

- Pit Orchestra Musicians
- Accompanists
- Additional stage, set and production advisors as needed.
- NHS Musical Production Manager*
- NHS Spring Play Production Manager (NHS Theater Assistant Manager)*
- Costumes Coordinator*
- Set Director Middle School *
- Technical Director Middle School Musical *
- General Director Middle School Spring Play *

The employees that are paid from the operating budget are outlined below.

- NHS Artist Director Musical*
- NHS Musical Director Musical*
- Set Advisor*
- Choreographer*
- Theater Arts Advisor*
- Student Directed Theater Advisor*
- General Director Middle School Musical*
- Musical Director Middle School Musical*

- Technical Director Middle School Musical* (renamed to Assistant Director, as approved by the Stipend Committee to accurately reflect roles and responsibilities)

*Unit A stipend position.

Expenses:

| | |
|---|-----------------|
| Staffing (Not including Stipends paid from Operating) | \$17,851 |
| Script Royalties | \$7,500 |
| Equipment Rentals | \$4,000 |
| Printing | \$3,000 |
| Costume | \$2,750 |
| Custodial Detail | \$2,100 |
| Set Construction | \$4,000 |
| Dues | \$400 |
| Total | \$41,601 |

The ending year fund balance, projected to be \$17,653, will be used to cover any difference between revenue and expenses if needed. We hope to build the fund balance up again over time, by producing high interest shows and cutting production costs.

FY21 Proposed Budget: Attached.

Revolving Fund Name: **Fine & Performing Arts Theatrical Productions**
 Revolving Fund Contact: **Director of Fine & Performing Arts**

| | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|---|------|-----|------|------------|------|----|-----|-----|----------------|------------|----------|-----------------------------------|----------------|----------------|----------------|----------------|--------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | |
| 2350 | 3657 | 080 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 00 | | Carry-Over Revenue | \$27,097 | \$38,131 | \$33,130 | \$30,438 | \$25,038 | \$18,379 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | |
| 2350 | 3657 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 00 | | Current Year Revenue Collecti | \$30,370 | \$32,304 | \$30,461 | \$39,825 | \$20,440 | \$40,875 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | |
| 2350 | 3657 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 00 | | Pre-Collection Next FY Revent | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | \$57,467 | \$70,435 | \$63,591 | \$70,263 | \$45,478 | \$59,254 |
| Expenditures | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3657 | 080 | 30 | 2305 | 075 | 99 | 520 | 010 | 5110 | 01 | Pollard | Certified Classroom Teacher/ S | \$0 | \$1,297 | \$2,594 | \$0 | \$6,954 | \$0 |
| 2350 | 3657 | 080 | 30 | 2330 | 075 | 99 | 520 | 010 | 5110 | 03 | Pollard | Instr. Asst - Paraprofessional/ S | \$0 | \$0 | \$6,788 | \$9,086 | \$0 | \$9,232 |
| 2350 | 3657 | 080 | 30 | 5350 | 075 | 99 | 520 | 020 | 5270 | 04 | Pollard | Lease Rental/ Services | \$0 | \$0 | -\$191 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 30 | 2440 | 075 | 99 | 520 | 020 | 5345 | 04 | Pollard | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 30 | 2440 | 075 | 99 | 520 | 020 | 5380 | 04 | Pollard | Other Services | \$2,700 | \$8,445 | \$8,691 | \$8,050 | \$4,278 | \$8,050 |
| 2350 | 3657 | 080 | 30 | 2440 | 075 | 99 | 520 | 030 | 5580 | 05 | Pollard | Other Supplies | \$1,102 | \$920 | \$1,848 | \$1,500 | \$641 | \$1,500 |
| 2350 | 3657 | 080 | 30 | 2440 | 075 | 99 | 520 | 030 | 5780 | 06 | Pollard | Other Expenses | \$279 | \$261 | \$2,853 | \$400 | \$1,539 | \$400 |
| 2350 | 3657 | 080 | 40 | 1230 | 075 | 99 | 520 | 010 | 5130 | 99 | NHS | Coaches | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2110 | 075 | 99 | 520 | 010 | 5110 | 99 | NHS | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2120 | 075 | 99 | 520 | 010 | 5110 | 99 | NHS | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2220 | 075 | 99 | 520 | 010 | 5110 | 99 | NHS | Curr Ldr/Academic Dept Head/ | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2305 | 075 | 99 | 520 | 010 | 5110 | 99 | NHS | Certified Classroom Teacher/ S | \$6,880 | \$6,677 | \$2,613 | \$8,485 | \$3,896 | \$8,619 |
| 2350 | 3657 | 080 | 40 | 2330 | 075 | 99 | 520 | 010 | 5110 | 99 | NHS | Instr. Asst - Paraprofessional/ S | \$0 | \$3,229 | \$81 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 5350 | 075 | 99 | 520 | 020 | 5270 | 99 | NHS | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2440 | 075 | 99 | 520 | 020 | 5300 | 99 | NHS | Professional Technical/ Service | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2440 | 075 | 99 | 520 | 020 | 5330 | 99 | NHS | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2440 | 075 | 99 | 520 | 020 | 5341 | 99 | NHS | Postage | \$0 | \$0 | \$83 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2440 | 075 | 99 | 520 | 020 | 5345 | 99 | NHS | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2440 | 075 | 99 | 520 | 020 | 5346 | 99 | NHS | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2440 | 075 | 99 | 520 | 020 | 5380 | 99 | NHS | Other Services | \$2,636 | \$3,755 | \$9,296 | \$5,050 | \$6,774 | \$5,050 |
| 2350 | 3657 | 080 | 40 | 2430 | 075 | 99 | 520 | 030 | 5510 | 99 | NHS | Educational Supplies | \$0 | \$100 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2415 | 075 | 99 | 520 | 030 | 5512 | 99 | NHS | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3657 | 080 | 40 | 2410 | 075 | 99 | 520 | 030 | 5517 | 99 | NHS | Textbooks & Workbooks | \$1,862 | \$451 | \$248 | \$0 | \$16 | \$0 |
| 2350 | 3657 | 080 | 40 | 2420 | 075 | 99 | 520 | 030 | 5522 | 99 | NHS | Instr. Equipment/ Supplies | \$0 | \$3,949 | \$274 | \$0 | \$3,000 | \$0 |
| 2350 | 3657 | 080 | 40 | 2440 | 075 | 99 | 520 | 030 | 5580 | 99 | NHS | Other Supplies | \$482 | \$4,933 | \$2,879 | \$4,500 | \$0 | \$4,500 |
| 2350 | 3657 | 080 | 40 | 2440 | 075 | 99 | 520 | 030 | 5780 | 99 | NHS | Other Expenses | \$3,396 | \$3,289 | \$495 | \$4,250 | \$0 | \$4,250 |
| Subtotal Expenditures | | | | | | | | | | | | | \$19,336 | \$37,305 | \$38,553 | \$41,321 | \$27,098 | \$41,601 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | \$38,131 | \$33,130 | \$25,038 | \$28,942 | \$18,379 | \$17,653 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | World Languages Book/Equipment Sales (2350-3662) |
| Fund Manager: | Director of World Language |
| Executive Summary: | Passthrough fee STAMP Bi-literacy and a STAMP Bi-literacy Retake test. |

Fund Description:

This pass-through revolving account funds the STAMP BiLiteracy exam. In the fall of 2019, Needham changed our path and decided *not* to enact the National Exams for French and Spanish. Instead, NPS enacted the STAMP test by Avant. This change was based on the collective decision to use assessments that reflect our values and the French and Spanish National tests do not honor our proficiency focus nor do they align with the test requirements for the State Seal of Biliteracy.

Enabling Legislation:

MGL Chapter 71, Section 47.

Critical Issues:

None.

Description of Revenues:

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

| | FY21 Proj. Students | FY21 Fees |
|-----------------------|---------------------------|--------------|
| STAMP BiLiteracy Exam | 108 | \$19.90 |
| STAMP Re-Take | 20 | \$5 |

If the expense of this test increases to Needham, the updated fee will be passed along.

Note that, due to the COVID-19 pandemic, the retake exam was cancelled in FY20 and the \$5 fee was refunded to students who had planned on participating.

FY21 revenues are projected to be \$2,249, based on the above projected activity.

For Latin and Medusa Mythology, it is not yet clear what tests students will take. In FY20, the Latin teachers chose not to enact the Latin National exam, but they may in FY21, or they may switch to the Alira test which assesses for Latin proficiency. Similarly, the Medusa Mythology test is remains an uncertainty – in some years,

students are very interested, and in other years, no students are interested. If either test is used, the fee will be a passthrough fee for students.

Description of Expenses:

The expenses of this program include the passthrough cost of the exam (\$19.90 as of June 2020) and the cost of the test retake (\$5 as of June 2020). The test is run online and includes the cost of proctors.

Staffing:

No staff members are paid from this fund.

District's Vision, Mission, Goals and Objectives:

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

FY21 Proposed Budget:

Attached.

Attachment A

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

| | | | | | | | | | | | | | | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
|--|------|-----|------|------------|------|----|-----|-----|----------------|------|------------|----------|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Revenues | | | | | | | | | | | | | | | | | | | |
| <u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3662 | 080 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 350 | 00 | | Carry-Over Revenue | \$1,976 | \$2,363 | \$2,651 | \$1,581 | \$2,126 | \$2,257 |
| <u>Current Year Revenue Collections</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3662 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | | Current Year Revenue Collections | \$1,820 | \$1,926 | \$913 | \$1,635 | \$2,280 | \$2,249 |
| <u>Revenue Collected for Next Fiscal Year</u> | | | | | | | | | | | | | | | | | | | |
| 2350 | 3662 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 350 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$3,796 | \$4,289 | \$3,564 | \$3,216 | \$4,407 | \$4,507 |
| Expenditures | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE Fun | Subj | Gr | Act | TM | Object Code | SchA | Ext Obj | Building | Object Code Description | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Proj | FY21 Budget |
| 2350 | 3662 | 080 | 40 | 1230 | 080 | 99 | 520 | 010 | 5130 | 300 | 99 | NHS | Coaches | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2110 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2120 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2220 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Curr Ldr/Academic Dept Head/ Sa | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2305 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2310 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Certified Teacher Specialist/ Salar | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2315 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2320 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2440 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2325 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2330 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2353 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Prof Dev Summer/Aft School/ Salz | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2355 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2357 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2110 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2120 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Secy to Dep Head (Non Sup)/ Salz | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2210 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2220 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 1420 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Human Resources & Benefits/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 4110 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 5200 | 080 | 99 | 520 | 010 | 5110 | 300 | 99 | NHS | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 4220 | 080 | 99 | 520 | 020 | 5241 | 300 | 99 | NHS | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 4210 | 080 | 99 | 520 | 020 | 5241 | 300 | 99 | NHS | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2451 | 080 | 99 | 520 | 020 | 5255 | 300 | 99 | NHS | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2420 | 080 | 99 | 520 | 020 | 5247 | 300 | 99 | NHS | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 5350 | 080 | 99 | 520 | 020 | 5270 | 300 | 99 | NHS | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2440 | 080 | 99 | 520 | 020 | 5300 | 300 | 99 | NHS | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2440 | 080 | 99 | 520 | 020 | 5330 | 300 | 99 | NHS | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2440 | 080 | 99 | 520 | 020 | 5341 | 300 | 99 | NHS | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2440 | 080 | 99 | 520 | 020 | 5345 | 300 | 99 | NHS | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2440 | 080 | 99 | 520 | 020 | 5346 | 300 | 99 | NHS | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2440 | 080 | 99 | 520 | 020 | 5380 | 300 | 99 | NHS | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2110 | 080 | 99 | 520 | 030 | 5420 | 300 | 99 | NHS | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 4220 | 080 | 99 | 520 | 030 | 5430 | 300 | 99 | NHS | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 4110 | 080 | 99 | 520 | 030 | 5450 | 300 | 99 | NHS | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 4210 | 080 | 99 | 520 | 030 | 5460 | 300 | 99 | NHS | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 3400 | 080 | 99 | 520 | 030 | 5490 | 300 | 99 | NHS | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2430 | 080 | 99 | 520 | 030 | 5510 | 300 | 99 | NHS | Educational Supplies | \$39 | \$0 | \$1,004 | \$0 | \$2,149 | \$2,249 |
| 2350 | 3662 | 080 | 40 | 2415 | 080 | 99 | 520 | 030 | 5512 | 300 | 99 | NHS | Teaching Aids/ Clsmr Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2410 | 080 | 99 | 520 | 030 | 5517 | 300 | 99 | NHS | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2420 | 080 | 99 | 520 | 030 | 5522 | 300 | 99 | NHS | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2453 | 080 | 99 | 520 | 030 | 5523 | 300 | 99 | NHS | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2455 | 080 | 99 | 520 | 030 | 5524 | 300 | 99 | NHS | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2451 | 080 | 99 | 520 | 030 | 5525 | 300 | 99 | NHS | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2440 | 080 | 99 | 520 | 030 | 5580 | 300 | 99 | NHS | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2357 | 080 | 99 | 520 | 030 | 5710 | 300 | 99 | NHS | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2357 | 080 | 99 | 520 | 030 | 5720 | 300 | 99 | NHS | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2357 | 080 | 99 | 520 | 030 | 5730 | 300 | 99 | NHS | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 2440 | 080 | 99 | 520 | 030 | 5780 | 300 | 99 | NHS | Other Expenses | \$1,394 | \$1,638 | \$434 | \$1,670 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 7300 | 080 | 99 | 520 | 200 | 5850 | 300 | 99 | NHS | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 7500 | 080 | 99 | 520 | 200 | 5851 | 300 | 99 | NHS | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 7350 | 080 | 99 | 520 | 200 | 5856 | 300 | 99 | NHS | Capitol Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2350 | 3662 | 080 | 40 | 7300 | 080 | 99 | 520 | 200 | 5870 | 300 | 99 | NHS | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$1,433 | \$1,638 | \$1,438 | \$1,670 | \$2,149 | \$2,249 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$2,363 | \$2,651 | \$2,126 | \$1,546 | \$2,257 | \$2,257 |

* Includes encumbrances.

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

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Nutrition Services (2550-3170) |
| Fund Manager: | Director of Nutrition Services |
| Executive Summary: | \$0.25 increase in all full priced meal prices |

Budget Overview:

The Nutrition Service Program in Needham schools provides meals that are nutritious, appetizing, and reasonably priced to students (and adults) in Needham's eight public schools. On average, the Program serves approximately 2,910 lunches and 240 breakfasts per day throughout the District and approximately 560,000 meals per year. This self-operated program receives revenue from the sale of student lunches and breakfasts, adult meals, a la carte food items, federal and state reimbursements and catering fees. Operating expenses total approximately \$2.8 million per year. Food items are carefully and creatively prepared and in the District's eight school kitchens. Lunch is served during a period of approximately two hours per day. The Nutrition Services program also serves breakfast before school at five of eight schools: the Eliot Elementary, Mitchell Elementary, High Rock Middle, Pollard Middle, and Needham High Schools.

Enabling and Affecting Legislation:

7 CFR Chapter 11 Child Nutrition Programs: Part 210 National School Lunch Program; OMB Circular A-87; Chapter 548 of the Acts of 1948; Healthy, Hunger-Free Kids Act (HHFKA) of 2010; MGL School Nutrition Law, Chapter 111, Section 223; Massachusetts School Nutrition Standards for Competitive Foods and Beverages, per the "Act Relative to School Nutrition" 1205 CMR 225, Mass Dept. of Public Health, July 2010

District's Vision, Mission, Goals and Objectives:

District Goal 3, Ensure Infrastructure Supports Learning Goals

Critical Issues:

Critical issues for the nutrition services program include:

- Food services expanded its services and offerings in the 2019-2020 school year:
 - Full day kindergarten began in FY20, so kindergarten students had access to school lunch meals. Approximately 43% of kindergarten students had lunch in the cafeteria daily, and no additional labor was required to accommodate these meals.
 - Breakfast began at High Rock in January 2020, which was very successful. We also expanded the Eliot breakfast program to a grab-& go style breakfast, which increased participation (smoothies and warm cinnamon rolls were the most popular items).
 - On district half days, a "Fun Lunch" meal program was introduced to assure students had access to meals on these days, and to offset the revenue losses caused by the Cafe Closures on ERD's. Fun Lunches were quite successful at Elementary schools only, serving between 1/3 - 1/2 of normal number of lunches on these early release days at no additional labor cost.
- The team made efforts to make meal service "go green":

- In January 2020, we began rolled out the implementation of the Organics Recycling Program at four schools, and began using compostable trays. Though these trays are more eco-friendly, they do cost approximately three times the cost of traditional styrofoam trays.
- We began to use reusable plastic trays. Again, while these trays are more eco-friendly, they require additional labor to collect, wash and dry. We also found that the trays did not dry sufficiently, which required additional labor and time.
- There were select areas where expenses increased:
 - Food costs in FY20 increased due to market conditions as well as a collaborative bid that was less competitive than in previous years. The bid prices for FY20 were not known until after the FY20 budget was submitted. If FY20 had been a “normal” year, the food costs would likely have been closer to \$1,000,000 than the budgeted \$913,000 or the projected \$740,000. We anticipate these food costs will remain at the higher rate for FY21, as the grocery bid was for two years (ends after FY21).
 - The opening of Sunita Williams required an additional 3 hour day for staffing with 2 service lines and 2 cashiers.
 - Nutrition Outreach Coordinator is currently working approximately 5 hours each day, as she runs the program as it continues to get more complex and elaborate with food offerings (and COVID-19 meal coordination, see below). She is instrumental in using existing food efficiently and to coordinate the meal bag program menus.
- While the team switched from serving hot meals to bagged meals at the start of the COVID-19 shutdown, it had a detrimental effect on the nutrition services budget:
 - The team began to serve bagged meals-to-go for 7 days/week starting on April 3rd. On average, 275 meal bags are distributed each day, and each bag contains contain breakfast and lunch for three or four days. Except for produce and milk, these meals use food on hand for nearly all bagged meals, and are reimbursed at the USDA free rate. These bagged meals continue through the summer meal program, offered for the first time ever in Needham. Approximately 27 of the 40 permanent cafeteria staff have worked at High Rock to support bag distribution.
 - Despite reimbursement for these bagged meals, the department experienced a significant drop in revenue from sale of meals, a la carte sales, and adult sales during this time.
 - Staff were compensated during the closure: cafeteria staff were also paid in full throughout the school closure, while the Director, Nutrition Outreach Coordinator, Bookkeeper, and Secretary continue to work throughout the school closure.
 - Ultimately, FY20 expenses exceeded revenues and required spending about \$179,000 of reserve.
- With increasing food and staff costs, and the possible reopening of schools in September, food service operations are poised to become more costly than ever:
 - A new three-year Unit E contract began on July 1st, which increased rates by a 1.0% COLA. In addition, because hours worked in prior years had been more than budgeted, the Nutrition Outreach Coordinator position was converted to a salary position. The position increased from .7 FTE to .8 FTE, and there was an additional scale adjustment, based on the recently completed compensation study.
 - To account for the increase in food costs and staff wages, this budget incorporates a 25 cent increase across all meals. Note that the FY20 budget projection had anticipated an increase of 15 cents on all meals this year, prior to knowledge of the increased food costs and additional COVID-19 related expenses.
 - This FY21 budget is projected a “normal” year of sales and expenses. However, with health precautions and CDC guidelines recommending students to bring their own meals, the department is anticipating a significant drop in sales and revenue. The Nutrition Services Director is currently working closely with the Business Office to develop different operational

scenarios with their corresponding financial projections; these may vary as DESE released additional guidance on student meals in the coming school year.

- Projected FY21 expenses are anticipated to exceed revenues by \$59,000, which leads to a projected ending fund balance of \$317,296, which represents the equivalent of 1.13 months operational reserves. The Business Office are paying close attention to this budget, and will revisit these calculations once additional COVID-19 scenarios are known.

Trends:

Trends in the Nutrition Service program include:

- Average Daily Participation (ADP), which measures the number and percentage of students who eat school lunch on a daily basis, remains high and steady over time. Participation is highest at the middle and elementary school levels, and lowest at the High School, given the Open Campus Policy for Juniors and Seniors, which allows these students to leave the High School at lunch time. ADP also has remained relatively constant at all levels over time - at approximately 60% for elementary students, 65% for middle school students, and about 43% at NHS. The expansion of the NHS cafeteria, completed in FY17 to alleviate overcrowding in the servery and dining areas has been important for maintaining participation at that school.

| Average Daily Participation as % of Enrollment | | | | | | | (March 12th 2020) |
|---|-------------|-------------|-------------|-------------|-------------|-------------|--------------------|
| | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 actual |
| * % of elem students who have access to lunch | * | * | * | * | * | * | until COVID-19 |
| Elementary | | | | | | | |
| Broadmeadow | 289 | 307 | 295 | 304 | 303 | 323 | 305 |
| | 52% | 56% | 56% | 57% | 58% | 61% | 56% |
| Eliot | 246 | 240 | 233 | 232 | 234 | 397 | 242 |
| | 67% | 65% | 62% | 62% | 63% | 59% | 58% |
| Hillside/Sunita Williams | 251 | 244 | 252 | 251 | 261 | 266 | 282 |
| | 63% | 61% | 58% | 58% | 57% | 56% | 55% |
| Mitchell | 272 | 272 | 264 | 270 | 292 | 288 | 286 |
| | 58% | 58% | 56% | 57% | 61% | 60% | 59% |
| Newman | 376 | 383 | 387 | 411 | 404 | 417 | 389 |
| | 61% | 63% | 64% | 68% | 64% | 64% | 61% |
| <i>Subtotal</i> | 60% | 61% | 59% | 60% | 61% | 60% | 58% |
| Middle | | | | | | | |
| High Rock | 299 | 309 | 329 | 292 | 310 | 302 | 392 |
| | 70% | 69% | 73% | 69% | 69% | 67% | 79% |
| Pollard | 544 | 519 | 505 | 568 | 521 | 495 | 498 |
| | 65% | 60% | 60% | 65% | 61% | 59% | 56% |
| <i>Subtotal</i> | 68% | 65% | 67% | 67% | 65% | 63% | 68% |
| High School | | | | | | | |
| | 727 | 729 | 691 | 726 | 709 | 720 | 694 |
| | 48% | 45% | 42% | 43% | 42% | 42% | 42% |

- **Meals per labor hour (MPLH)** also remain strong, relative to industry standards. MPLH is an industry-wide school food service measure of labor productivity. It reflects both the number of reimbursable meals served, as well as a meal equivalent conversion of the number of adult and a la carte sales (using the annually updated industry standard of \$3.665 sales equals one meal equivalent.) The higher the MPLH number, the more efficient the operation. As evident from the chart below, Needham performs well, relative to this standard, at all levels.

| <u>Meals Per Labor Hour</u> | | | | | | | | (March 12th 2020) |
|------------------------------------|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------|
| | Industry Guideline | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 actual |
| Elementary (Avg) | 14-18 | | | | | | | until COVID |
| Broadmeadow | 15-18 | 16 | 17 | 16 | 17 | 17 | 18 | 17 |
| Eliot | 14-17 | 17 | 17 | 16 | 16 | 16 | 16 | 18 |
| Hillside/Sunita Williams | 14-17 | 17 | 17 | 17 | 18 | 17 | 18 | 16 |
| Mitchell | 14-17 | 20 | 19 | 18 | 18 | 20 | 20 | 19 |
| Newman | 15-18 | 19 | 20 | 20 | 22 | 21 | 21 | 20 |
| | | | | | | | | |
| Middle (Avg) | 16-18 | | | | | | | |
| High Rock | 15-18 | 16 | 17 | 18 | 16 | 18 | 19 | 22 |
| Pollard | 17-20 | 18 | 18 | 17 | 17 | 16 | 15 | 16 |
| | | | | | | | | |
| High School | 18-22 | 19 | 18 | 17 | 19 | 18 | 19 | 18 |

- **Program Costs** also remain within the ‘norms’, set by the national Institute of Child Nutrition (ICN- formerly NFSMI.) According to ICN, labor cost should be within a range of 40-50% of program revenue (closer to 50% in Massachusetts), and food cost should be within 40-45% of the overall budget. Needham’s food expenses are on the low end of the recommended range, while labor costs are higher than the 40-50% range in the past year (due to COVID-19).

| | Industry Guideline | FY14 | FY15 | FY16 | FY17 | FY18 | FY19 | FY20 actual |
|--|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------------|
| <u>Cost per meal:</u> | | | | | | | | |
| Total meal equivalents served | | 663,024 | 676,980 | 664,302 | 688,023 | 698,798 | 707,177 | 531,731 |
| Food cost | | \$ 798,134 | \$ 835,327 | \$ 851,396 | \$ 868,943 | \$ 895,286 | \$ 914,668 | \$ 740,000 |
| Total dept costs * (excluding noncash commodity value) | | \$ 2,073,343 | \$ 2,069,081 | \$ 2,211,901 | \$ 2,288,188 | \$ 2,338,483 | \$ 2,522,177 | \$ 2,293,857 |
| Food Cost per meal | | \$ 1.20 | \$ 1.23 | \$ 1.28 | \$ 1.26 | \$ 1.28 | \$ 1.29 | \$ 1.39 |

| | | | | | | | | |
|---------------------------------------|--------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Total Cost per meal | | \$ 3.13 | \$ 3.06 | \$ 3.33 | \$ 3.33 | \$ 3.35 | \$ 3.57 | \$ 4.31 |
| <u>Food Cost % of revenue</u> | | | | | | | | |
| Food cost | | \$ 798,134 | \$ 835,327 | \$ 851,396 | \$ 868,943 | \$ 895,286 | \$ 914,668 | \$ 740,000 |
| Total revenue | | \$ 2,051,681 | \$ 2,047,581 | \$ 2,030,303 | \$ 2,325,378 | \$ 2,339,800 | \$ 2,371,024 | \$ 1,919,885 |
| % | 40-45% | 39% | 41% | 42% | 37% | 38% | 39% | 39% |
| <u>Labor Cost % of revenue</u> | | | | | | | | |
| Labor cost | | \$ 1,020,227 | \$ 1,048,136 | \$ 1,108,590 | \$ 1,152,691 | \$ 1,204,604 | \$ 1,227,183 | \$ 1,221,743 |
| Total revenue | | \$ 2,051,681 | \$ 2,047,581 | \$ 2,001,439 | \$ 2,325,378 | \$ 2,339,800 | \$ 2,371,024 | \$ 1,919,885 |
| % | 40-50% | 50% | 51% | 55% | 50% | 51% | 52% | 64% |

- The number of **Free and Reduced Price Eligible students** is now 8.3% of students. Since FY08, the percentage of students qualifying for free/reduced meals has increased from 4.3% of enrollment to 7.5% in FY19. In FY20, the rate had originally been 7.9%, but with COVID-19, there was an increased push to have families directly certify or fill out applications.

| | <u>Avg % eligible free/reduced (of enrollment)</u> |
|------|--|
| FY08 | 4.3%. |
| FY09 | 5.0 % |
| FY10 | 5.9% |
| FY11 | 6.1% |
| FY12 | 6.5% |
| FY13 | 6.4% |
| FY14 | 6.4 - 7.2% |
| FY15 | 7.3% |
| FY16 | 7.3% |
| FY17 | 7.3% |
| FY18 | 8.0% |
| FY19 | 7.5% |
| FY20 | 8.3% |

Description of Revenues:

Total program revenues for FY21 are anticipated to be \$2,758,643, which is \$27,640 (1%) more than the FY20 budget. (The FY21 budget is presented in Attachment A.) Revenues are derived largely from the sale of meals (\$1,685,400), which includes \$1,617,700 in lunch sales and \$67,700 from sales of breakfasts. FY21 totals look dramatically different than FY20 totals due to the closure of school in March. Projected FY21 totals, under this “normal” projection, return to levels seen in FY19 and earlier.

| | FY21 | | | FY20 | | |
|--|------------|------------|--------------|-------------|-----------|--------------|
| LUNCH | Budget | Budget Fee | Budget | Actual | Fee | Actual |
| Projected Fee Revenue | Lunches | Per Pupil | Revenue | Lunches | Per Pupil | Revenue |
| Elementary Full Price Lunch (All ElemSchools) | 234,000 | \$ 3.25 | \$ 760,500 | 156,112 | \$ 3.00 | 468,336 |
| Middle School Regular Lunch | 125,000 | \$ 3.50 | \$ 437,500 | 84,144 | \$ 3.25 | 273,468 |
| Middle School Gourmet Lunch | | \$ 4.25 | \$ - | - | \$ 4.00 | - |
| Middle School Salad Bar lunch | 2,800 | \$ 4.00 | \$ 11,200 | 1,956 | \$ 3.75 | 7,335 |
| High School Regular Lunch | 73,000 | \$ 3.50 | \$ 255,500 | 49,173 | \$ 3.25 | 159,812 |
| High School Salad Bar Lunch | 6,000 | \$ 4.25 | \$ 25,500 | 4,097 | \$ 4.00 | 16,388 |
| High School Gourmet Lunch | 30,000 | \$ 4.25 | \$ 127,500 | 21,228 | \$ 4.00 | 84,912 |
| Reduced Price Lunches | 11,000 | \$ - | \$ - | 7,216 | \$ - | - |
| Subtotals | 481,800 | | \$ 1,617,700 | 323,926 | | 1,010,251 |
| | | | | | | |
| | FY21 | FY21 | FY21 | FY20 | FY20 | FY20 |
| BREAKFAST | Budget | Budget Fee | Budget | Actual | Fee | Actual |
| Projected Fee Revenue | Breakfasts | Per Pupil | Revenue | Breakfasts | Per Pupil | Revenue |
| ES full price breakfasts | 19,000 | \$ 2.00 | \$ 38,000 | 13,129 | \$ 1.75 | \$ 22,976 |
| HS full price breakfasts | 1,200 | \$ 2.25 | \$ 2,700 | 922 | \$ 2.00 | \$ 1,844 |
| MS full price breakfasts- new May 2016 | 12,000 | \$ 2.25 | \$ 27,000 | 8,324 | \$ 2.00 | \$ 16,648 |
| Reduced Price Breakfasts | 1,900 | \$ - | \$ - | 1,320 | \$ - | \$ - |
| Subtotals | 34,100 | | \$ 67,700 | 23,695 | | \$ 41,468 |
| | | | | | | |
| TOTAL Bkfst & Lunch projected revenue for FY21 | | | \$ 1,685,400 | FY20 Total: | | \$ 1,051,719 |

As noted above, the number of meals anticipated for FY21 looks very similar to actual FY19 and earlier. The anticipated increase in breakfasts served is due, in part, to the expansion of breakfast at High Rock.

| | Actual | Actual | Actual | Actual | Actual | Budget | Actual | Budget |
|---|---------|---------|---------|---------|---------|---------|------------|---------|
| Lunches Sold: | FY14 | FY16 | FY17 | FY18 | FY19 | FY20 | FY20 Covid | FY21 |
| Elementary Full Price Lunch (All ElemSchools) | 220,106 | 218,813 | 223,746 | 228,634 | 232,020 | 242,474 | 156,112 | 234,000 |
| MS Full Price Regular Lunch | 128,214 | 127,325 | 127,973 | 127,411 | 121,036 | 120,242 | 84,144 | 125,000 |
| MS Full Price Gourmet Lunch | 810 | 831 | 100 | - | - | | - | |
| MS Salad Bar Lunch (4% of total reg lunch FY19) | | | | 4,158 | 3,337 | 2,856 | 1,956 | 2,800 |
| HS Full Price | 71,303 | 68,030 | 73,430 | 73,715 | 74,914 | 74,191 | 49,173 | 73,000 |

| | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Regular Lunch | | | | | | | | |
| HS Full Price Salad Bar Lunch | 6,482 | 7,325 | 7,660 | 6,504 | 7,322 | 6,422 | 4,097 | 6,000 |
| HS Full Price Gourmet Lunch | 30,250 | 29,300 | 28,531 | 28,185 | 30,415 | 26,702 | 21,228 | 30,000 |
| Reduced Price Lunches | <u>7,457</u> | <u>5,499</u> | <u>5,320</u> | <u>8,571</u> | <u>10,059</u> | <u>10,534</u> | <u>7,216</u> | <u>11,000</u> |
| Tot'l Paid & Red price lunches | 464,622 | 457,123 | 466,760 | 477,178 | 479,103 | 483,421 | 323,926 | 481,800 |
| Free lunches (FYI) | <u>36,786</u> | <u>44,559</u> | <u>45,238</u> | <u>43,226</u> | <u>41,313</u> | <u>41,324</u> | <u>28,025</u> | <u>42,100</u> |
| Total lunches | 501,408 | 501,682 | 511,998 | 520,404 | 520,416 | 524,745 | 351,951 | 523,900 |
| <u>Breakfasts sold:</u> | | | | | | | | |
| Elem full price breakfasts | 1,088 | 914 | 1,370 | 1,507 | 8,625 | 17,000 | 13,129 | 19,000 |
| HS full price breakfasts | 1,374 | 1,242 | 1,420 | 747 | 1,115 | 1,000 | 922 | 1,200 |
| MS Full Bkfst price | | 1,326 | 6,640 | 7,426 | 10,006 | 12,300 | 8,324 | 12,000 |
| Reduced Price Breakfasts | 149 | 153 | 401 | 660 | 694 | 900 | 1,320 | 1,900 |
| Free Breakfasts | <u>3,024</u> | <u>3,168</u> | <u>4,219</u> | <u>3,951</u> | <u>5,155</u> | <u>5,000</u> | <u>6,057</u> | <u>9,000</u> |
| Total Breakfasts | 5,635 | 6,803 | 14,050 | 14,291 | 25,595 | 36,200 | 29,752 | 43,100 |

A la carte sales, adult sales, catering and miscellaneous sales are expected to total to \$616,500 in FY21:

| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Proj. | Budget |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | <u>FY13</u> | <u>FY15</u> | <u>FY16</u> | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>FY20</u> | <u>FY21</u> |
| Student A la carte sales | \$ 422,868 | \$ 475,116 | \$ 484,559 | \$ 526,992 | \$ 537,022 | \$ 542,574 | \$ 538,900 | \$ 391,105 | \$ 535,000 |
| Adult Sales | \$ 44,760 | \$ 55,899 | \$ 57,422 | \$ 70,193 | \$ 75,451 | \$ 79,773 | \$ 85,000 | \$ 54,130 | \$ 80,000 |
| Catering and Misc. sales | \$ 20,000 | \$ 16,184 | \$ 20,695 | \$ 14,000 | \$ 20,240 | \$ 16,644 | \$ 15,000 | \$ 8,748 | \$ 12,000 |
| | \$467,855 | \$531,176 | \$542,320 | \$598,180 | \$614,300 | \$625,262 | \$624,900 | \$446,972 | \$616,500 |

And state and federal revenue is expected to steadily increase as well in FY21:

| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Projected | Budget |
|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | <u>FY13</u> | <u>FY15</u> | <u>FY16</u> | <u>FY17</u> | <u>FY18</u> | <u>FY19</u> | <u>FY20</u> | <u>FY20</u> | <u>FY21</u> |
| Fed and State Reimbursement | \$ 291,870 | \$ 346,635 | \$ 311,845 | \$ 354,236 | \$ 376,767 | \$ 388,128 | \$ 360,000 | \$ 404,133 | \$ 425,000 |

Finally, as noted above, all meal prices are proposed to increase by \$0.25 in FY21 to cover ongoing increases in the cost of meal production, as well as a projected increase in food costs. Historical and projected meal prices are presented in the chart below.

| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Inc/(Dec) |
|--|-------------|-------------|-------------|-------------|-------------|-------------|----------------|------------------|
| <u>Lunch Price by level & type:</u> | FY14 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 | Over FY20 |
| Elementary Full Price Lunch (All El's) | \$ 2.30 | \$ 2.30 | \$ 2.60 | \$ 2.60 | \$ 2.60 | \$ 3.00 | \$ 3.25 | \$ 0.25 |
| Middle School Regular Lunch | \$ 2.55 | \$ 2.55 | \$ 2.85 | \$ 2.85 | \$ 2.85 | \$ 3.25 | \$ 3.50 | \$ 0.25 |
| Middle School Gourmet Lunch | \$ 3.30 | \$ 3.30 | \$ 3.60 | \$ 3.60 | \$ 3.60 | \$ 4.00 | \$ 4.25 | \$ 0.25 |
| Middle School Salad Bar | | | \$ 2.85 | \$ 3.35 | \$ 3.35 | \$ 3.75 | \$ 4.00 | \$ 0.25 |
| High School Regular Lunch | \$ 2.55 | \$ 2.55 | \$ 2.85 | \$ 2.85 | \$ 2.85 | \$ 3.25 | \$ 3.50 | \$ 0.25 |
| High School Salad Bar Lunch | \$ 3.05 | \$ 3.05 | \$ 3.35 | \$ 3.60 | \$ 3.60 | \$ 4.00 | \$ 4.25 | \$ 0.25 |
| High School Gourmet Lunch | \$ 3.30 | \$ 3.30 | \$ 3.60 | \$ 3.60 | \$ 3.60 | \$ 4.00 | \$ 4.25 | \$ 0.25 |
| Reduced Price Lunches | \$ 0.40 | \$ 0.40 | \$ 0.40 | \$ 0.40 | \$ - | \$ - | \$ - | \$ - |
| | | | | | | | | |
| ADULT Lunch Elem | \$ 3.27 | \$ 3.27 | \$ 3.60 | \$ 3.60 | \$ 3.60 | \$ 4.00 | \$ 4.25 | \$ 0.25 |
| ADULT Lunch Elem - Special | \$ 3.50 | \$ 3.50 | \$ 3.83 | \$ 3.83 | \$ 3.83 | \$ 4.23 | \$ 4.48 | \$ 0.25 |
| ADULT Lunch Secondary Regular | \$ 3.27 | \$ 3.27 | \$ 3.60 | \$ 3.60 | \$ 3.60 | \$ 4.00 | \$ 4.25 | \$ 0.25 |
| ADULT Lunch Secondary Salad Bar | \$ 3.74 | \$ 3.74 | \$ 4.30 | \$ 4.30 | \$ 4.30 | \$ 4.70 | \$ 4.95 | \$ 0.25 |
| ADULT Lunch Secondary Gourmet | \$ 3.74 | \$ 3.74 | \$ 4.30 | \$ 4.30 | \$ 4.30 | \$ 4.70 | \$ 4.95 | \$ 0.25 |
| | | | | | | | | \$ - |
| | | | | | | | | \$ - |
| <u>Breakfast Price:</u> | | | | | | | | |
| Elementary breakfasts | \$ 1.25 | \$ 1.25 | \$ 1.25 | \$ 1.25 | \$ 1.25 | \$ 1.75 | \$ 2.00 | \$ 0.25 |
| HS full price breakfasts | N/A | \$ 2.00 | \$ 2.00 | \$ 2.00 | \$ 2.00 | \$ 2.00 | \$ 2.25 | \$ 0.25 |
| MS full price breakfasts | N/A | \$ 1.50 | \$ 1.50 | \$ 1.75 | \$ 1.75 | \$ 2.00 | \$ 2.25 | \$ 0.25 |
| Reduced Price Breakfasts | \$ 0.25 | \$ 0.25 | \$ 0.25 | \$ 0.25 | \$ - | \$ - | \$ - | \$ - |
| | | | | | | | | \$ - |
| ADULT Breakfast Elem | \$ 1.65 | \$ 1.65 | \$ 1.65 | \$ 1.65 | \$ 1.65 | \$ 2.00 | \$ 2.25 | \$ 0.25 |
| ADULT Breakfast Secondary | N/A | \$ 2.00 | \$ 2.00 | \$ 2.00 | \$ 2.00 | \$ 2.25 | \$ 2.50 | \$ 0.25 |

Without the fee increase, program expenses would exceed program revenues by approximately \$184,774, and the ending fund balance operating reserve would drop below one month's operational expenses, an amount inadequate to cover the cash flow needs of this program. In last year's budget, we had predicted the need for at least a \$0.15 increase in prices, effective for FY21. Since that time, however, the change in food costs, as well as the other critical needs identified above, have contributed to the need for a larger price adjustment. It is anticipated that ongoing price adjustments will continue to be needed every other year of between \$0.10 - \$0.15,

to keep pace with program costs. Note that further price increases, or a subsidy from the general fund, may become necessary with increasing costs due to additional safety precautions for COVID-19.

Based on a selected survey of full price lunches in neighboring communities, Needham's proposed prices for FY21 remain comparable to those of surrounding communities. See Appendix B.

Needham's meal prices conform to the requirements of the USDA "Equity in School Lunch Pricing" provisions of Section 210.14(e) of the Healthy, Hunger-Free Kids Act of 2010. The Paid Lunch Equity (PLE) program requires districts to provide the same level of support for lunches served to students who are ineligible for free or reduced-price meals (e.g., paid lunches), as they do for lunches served to eligible students. The regulations compare the weighted average price of paid lunches to the difference between the federal reimbursement rates for paid and free meals (the "required price.") Districts in which the average price is less than the required price, must either raise their 'paid' lunch prices, or provide an equivalent amount of funds from non-Federal sources (i.e., direct cash support for paid lunches from the state government or state or local organizations.) For FY20, Needham's weighted average lunch price in FY20 of \$3.19 is greater than the \$3.09 PLE requirement (or the difference between the \$3.48 free meal federal reimbursement rate and the \$0.39 paid meal reimbursement rate), requiring no change. Needham's meal prices conform to the requirements.

Finally, starting in FY16, revenues include an accounting adjustment to reflect the reclassification of pre-collected revenue from the income statement to the balance sheet, as well as the value of non-cash commodities received from the USDA. Prior to FY16, prepaid lunch fees were recorded as current revenue, rather than deferred revenue. Starting in FY16, the Town Accountant performed an accounting adjustment to record these revenues in the year that they are 'earned.' The FY20 Projected EOY Budget and FY21 Budget reflects the fact that approximately \$386,981 were pre-paid during FY20, and an additional \$182,761 are anticipated at the end of FY21. Last, the FY21 budget includes \$202,504 in USDA Donated Commodities. These commodities include donated foods from the United States Department of Agriculture (USDA), which school districts like Needham 'divert' to commercial food processors to convert raw bulk USDA foods into more convenient ready-to-use products. It also includes goods received through the USDA and Department of Defense (DOD) Fresh Fruit and Vegetable Program, which allows schools to use USDA 'entitlement dollars' to buy fresh produce.

Staffing:

In FY21, the Nutrition Service Program will be staffed by: a full-time Director (1.0 FTE), a part-time Nutrition Outreach Coordinator (0.8 FTE), a full-time bookkeeper, two full-time secretaries (2.0 FTE), eight cafeteria managers (7.96 FTE), 32.29 FTE part-time cafeteria workers, as well as twelve substitute cafeteria workers.

| FTE | FY16 Actual | FY17 Actual | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Projected | FY21 Budget | Inc/ (Dec) |
|--------------|------------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|------------------------|-----------------------|
| Admin | 1.71 | 1.71 | 1.71 | 1.71 | 1.71 | 1.71 | 1.8 | .09 |
| Teachers | | | | | | | | |
| Aides | 31.29 | 31.43 | 32.89 | 32.75 | 33.22 | 32.04 | 32.29 | -1.07 |
| Clerical | 1.5 | 1.5 | 1.5 | 1.5 | 2.0 | 2.0 | 2.0 | 0 |
| Total | 34.50 | 34.64 | 36.10 | 35.96 | 36.93 | 35.75 | | 1.29 |

Program Expenses:

Program expenses total \$2,817,667, a projected 5.6% increase from the current year's budget. These expenditures include salary and wages for program employees, food and food service supplies, custodial

supplies, repair, maintenance and replacement of kitchen equipment, computerized cash registers, office equipment, office supplies, and other administrative expenses. Note that meal preparation under COVID-19 may increase these expenses further; the Budget Office will continue to share information as it becomes available.

Proposed Budget:

The FY21 Food Services budget is included as Attachment A, with comparable fees from surrounding communities presented as Attachment B.

Appendix A: Budget Summary Sheet

| | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
|---|----------------------|----------------------|----------------------|----------------------|-------------------------|----------------------|
| | Actual | Actual | Actual | Budget | Projected | Budget |
| <u>Revenues</u> | | | | | | |
| Beginning Fund Balance | \$485,487 | \$ 522,676 | \$ 546,631 | \$ 408,576 | \$ 555,357 | \$ 376,320 |
| Plus Last Year's Pre-Collected Revenue | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Revenue Carryover | \$ 485,487 | \$ 522,676 | \$ 546,631 | \$ 408,576 | \$ 555,357 | \$ 376,320 |
| <u>Current Year Revenue Collections</u> | | | | | | |
| Meal & Food Sales Revenue | \$1,925,737 | \$1,965,416 | \$1,979,980 | \$2,040,220 | \$1,899,229 | \$ 2,129,639 |
| Less Next Fiscal Year Revenue Pre-Collect | \$ (130,219) | \$ (143,834) | \$ (221,688) | \$ (157,565) | \$ (386,981) | \$ (182,761) |
| Federal Reimbursement | \$ 362,844 | \$ 349,852 | \$ 355,978 | \$ 329,760 | \$ 382,057 | \$ 400,000 |
| State Reimbursement | \$ 35,814 | \$ 33,913 | \$ 32,151 | \$ 30,240 | \$ 22,076 | \$ 25,000 |
| Interest | \$ 984 | \$ 2,223 | \$ 2,915 | \$ 1,000 | \$ 1,737 | \$ 1,500 |
| Total Current Year Revenue | \$2,325,378 | \$2,351,404 | \$2,371,024 | \$2,401,220 | \$1,918,117 | \$ 2,556,139 |
| <u>Current Year Non-Cash Commodities</u> | | | | | | |
| USDA Donated Commodities (Non-Cash Revenue) | \$ 152,719 | \$ 152,421 | \$ 159,880 | \$ 172,218 | \$ 196,703 | \$ 202,504 |
| TOTAL Revenues | \$2,478,097 | \$2,503,825 | \$2,530,903 | \$2,731,003 | \$2,114,820 | \$ 2,758,643 |
| <u>Expenditures</u> | | | | | | |
| <u>Object Code Description</u> | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Projected</u> | <u>Budget</u> |
| Central Admin/ Salary | \$ 143,179 | \$ 143,326 | \$ 140,219 | \$ 152,235 | \$ 154,540 | \$ 162,466 |
| Food Service Workers | \$ 851,807 | \$ 901,757 | \$ 942,247 | \$ 990,551 | \$ 909,145 | \$ 1,032,978 |
| Secretaries | \$ 76,435 | \$ 80,278 | \$ 70,212 | \$ 108,605 | \$ 111,261 | \$ 113,646 |
| Café Subs (including Pollard lunch aides begin | \$ 67,601 | \$ 66,923 | \$ 62,106 | \$ 57,207 | \$ 33,005 | \$ 57,348 |
| Overtime | \$ 69 | \$ 46 | \$ 99 | \$ - | \$ 542 | \$ - |
| Longevity | \$ 13,600 | \$ 12,275 | \$ 12,300 | \$ 14,550 | \$ 13,250 | \$ 15,225 |
| R&M Tech Svc /Maint fees/upgrades | \$ 8,172 | \$ 9,614 | \$ 494 | \$ - | \$ 11,000 | \$ - |
| Software License & User Fees | | | \$ 6,625 | \$ 10,000 | \$ 500 | \$ 13,000 |
| R&M Instr Equip/ Services | \$ - | | \$ - | \$ - | \$ - | \$ - |
| R&M Equipment Repair | \$ 59,906 | \$ 35,884 | \$ 62,294 | \$ 55,000 | \$ 20,000 | \$ 68,000 |
| Tuition | \$ - | | \$ 300 | \$ - | | \$ - |
| Postage | \$ 7,480 | \$ 5,756 | \$ 11,949 | \$ 9,000 | \$ 263 | \$ 9,000 |
| Printing & Binding | \$ - | | \$ 92 | \$ - | \$ 5,814 | \$ - |
| Other Services | \$ 73,933 | \$ 73,435 | \$ 18,780 | \$ 23,000 | \$ 19,436 | \$ 21,000 |
| Office Supplies | \$ 2,577 | \$ 2,126 | \$ 2,249 | \$ 5,000 | \$ 2,521 | \$ 4,000 |
| Custodial/Hskpg (uniform, towels, etc) | \$ 13,058 | \$ 3,805 | \$ 4,177 | \$ 5,000 | \$ 2,352 | \$ 5,000 |
| Food | \$ 868,943 | \$ 895,286 | \$ 914,668 | \$ 913,000 | \$ 740,000 | \$ 993,000 |
| Equipment <\$5000 | \$ 26,061 | \$ 10,211 | \$ 4,484 | \$ 22,000 | \$ 166 | \$ 12,000 |
| Other Supplies, mostly Papergoods | \$ 63,719 | \$ 60,887 | \$ 61,591 | \$ 110,950 | \$ 53,000 | \$ 89,500 |
| In State Travel/ Conferences | \$ 5,598 | \$ 7,785 | \$ 1,521 | \$ 5,000 | \$ 1,559 | \$ 5,000 |
| Out of State Travel/ Conferences | \$ - | | \$ 64 | \$ - | \$ - | \$ - |
| Dues & Memberships | \$ 2,070 | \$ - | \$ 2,354 | \$ 2,500 | \$ 1,800 | \$ 2,000 |
| Other Expenses, incl student reimb | \$ 3,980 | \$ 18,055 | \$ 10,863 | \$ 12,000 | \$ 17,000 | \$ 12,000 |
| <i>Non-Cash Commodities (started reporting in FY18)</i> | <i>\$ 152,719</i> | <i>\$ 152,421</i> | <i>\$ 159,880</i> | <i>\$ 172,218</i> | <i>\$ 196,703</i> | <i>\$ 202,504</i> |
| Capital Equip > \$5000 / Unit by admin | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital Tech. > \$5000 Computers | \$ - | \$ - | \$ 18,807 | \$ - | \$ - | \$ - |
| Repl. Equipment> \$5000 Per Unit | \$ - | \$ - | \$ 13,802 | \$ - | \$ - | \$ - |
| Subtotal Expenditures | \$2,440,907 | \$2,479,869 | \$2,522,177 | \$2,667,815 | \$2,293,857 | \$ 2,817,667 |
| Anticipated Ending Fund Bal. | \$ 522,677 | \$ 546,632 | \$ 555,357 | \$ 471,764 | \$ 376,320 | \$ 317,296 |

Appendix B: Comparable Fee Comparison

| | <u>2019-2020</u> | | | | <u>2018-2019</u> | | | |
|-----------------|--------------------|----------------------|--------------------|----------------------------|-------------------|----------------------|--------------------|----------------------------|
| <u>District</u> | <u>Elementary</u> | <u>Middle School</u> | <u>High School</u> | <u>Premium Lunch price</u> | <u>Elementary</u> | <u>Middle School</u> | <u>High School</u> | <u>Premium Lunch price</u> |
| Natick | \$2.50 | \$3.00 | \$3.00 | \$3.50 | \$2.50 | \$3.00 | \$3.00 | \$3.50 |
| Weston | \$3.00 | \$3.60 | \$3.60 | | \$2.50 | \$3.10 | \$3.10 | |
| NEEDHAM | \$3.00 | \$3.25 | \$3.25 | \$4.00 | \$2.60 | \$2.85 | \$2.85 | \$3.60 |
| Framingham | \$2.75 | \$3.00 | \$3.00 | | \$2.75 | \$3.00 | \$3.00 | |
| Westwood | \$3.00 | \$3.50 | \$3.50 | | \$2.75 | \$3.00 | \$3.25 | |
| Hopkinton | \$2.75 | \$3.25 | \$3.25 | | \$2.75 | \$3.25 | \$3.25 | \$3.25 |
| Norwood | \$2.75 | \$3.25 | \$3.25 | | \$2.75 | \$3.25 | \$3.25 | |
| Medfield | \$2.75 | \$3.25 | \$3.25 | | \$2.75 | \$3.25 | \$3.25 | |
| Belmont | \$2.75 | \$3.25 | \$3.50 | | \$2.75 | \$3.25 | \$3.50 | |
| Dover | \$3.00 | \$3.50 | \$3.50 | | \$3.00 | \$3.50 | \$3.50 | |
| Sherborn | \$3.00 | \$3.50 | \$3.50 | | \$3.00 | \$3.50 | \$3.50 | |
| Dedham | \$3.00 | \$3.50 | \$3.75 | | \$3.00 | \$3.50 | \$3.75 | |
| Brookline | \$3.55 | \$3.55 | \$3.80 | \$4-10 | \$3.25 | \$3.25 | \$3.50 | \$4.25 |
| Wellesley | Unable to identify | | | | \$3.25 | \$3.50 | \$3.65 | \$0.75 |
| Holliston | \$3.25 | \$3.50 | \$3.50 | | \$3.25 | \$3.50 | \$3.50 | |
| Winchester | Unable to identify | | | | \$3.25 | \$3.25 - \$3.75 | \$3.25 - \$3.75 | |
| Newton | \$3.30 | Unable to identify | \$3.85 | | \$3.30 | \$3.60 | \$3.85 | |
| Lexington | Unable to identify | | \$3.75 | \$4.00 | \$3.50 | \$3.50 | \$3.50 | \$4.50 |
| Walpole | \$3.50 | \$3.75 | \$3.75 | | \$3.50 | \$3.75 | \$3.75 | |
| Wayland | \$3.50 | \$3.75 | \$4.00 | | \$3.50 | \$3.75 | \$4.00 | |
| Concord | \$3.85 | \$3.85 | \$3.85 | | \$3.85 | \$3.85 | \$3.85 | |

Revolving Fund FY21 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Staff Development Revolving Fund (2553-3111) |
| Fund Manager: | Assistant Superintendent for Human Resources |
| Executive Summary: | No Anticipated Activity in FY21 |

Fund Description:

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

Enabling Legislation:

MGL Chapter 71, Section 71E.

Critical Issues:

This account previously was used for Responsive Classroom courses. As that these courses are required, they are not voluntary and not being run out of this revolving fund. There are currently no courses planned to run through this account, and therefore no anticipated activity in this account, in FY21.

If courses are to be run, NPS has determined that the minimum class size would need to be 15 and the fee per credit hour would be \$85 for in district participants (same fee as in FY20 for additional courses), which would result in a revenue of \$3,825 to pay an instructor \$3,600 for a 3-credit course. Course materials would be paid for directly by participants.

Support for District Vision, Mission, Goals, Objectives:

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

Description of Revenues:

None planned.

Staffing:

None.

Expenses:

None.

FY21 Proposed Budget:

Attached.

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

| | | | | | | | | | | | | | | FY16 | FY17 | FY18 | FY19 | FY20 | | |
|---|------|-----|------|------|------|----|-----|-----|--------|------|-----|----------|--------------------------------------|----------|----------|---------|---------|----------|---------|---------|
| Revenues | | | | | | | | | | | | | | Actual | Actual | Actual | Actual | Budget | FY20 | FY21 |
| Beginning Fund Balance (Carry-Over Revenue from Prior Year) | | | | | | | | | | | | | | | | | | | | |
| 2553 | 3111 | 080 | 00 | 0000 | 000 | 00 | 520 | 980 | 0000 | 000 | 00 | | Carry-Over Revenue | \$5,994 | \$5,149 | \$3,650 | \$3,284 | \$1,759 | \$6,348 | \$1,049 |
| Current Year Revenue Collections | | | | | | | | | | | | | | | | | | | | |
| 2553 | 3111 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Current Year Revenue Collections | \$5,455 | \$5,110 | \$6,330 | \$5,040 | \$9,200 | \$3,120 | \$0 |
| Revenue Collected for Next Fiscal Year | | | | | | | | | | | | | | | | | | | | |
| 2553 | 3111 | 080 | 00 | 0000 | 000 | 00 | 432 | 000 | 0000 | 000 | 00 | | Pre-Collection Next FY Revenue | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Revenues | | | | | | | | | | | | | | \$11,449 | \$10,259 | \$9,980 | \$8,324 | \$10,959 | \$9,468 | \$1,049 |
| Expenditures | | | | | | | | | | | | | | | | | | | | |
| Fund | Dept | Pgm | Bldg | DOE | Subj | Gr | Act | IM | Object | SchA | Ext | Building | Object Code Description | FY16 | FY17 | FY18 | FY19 | FY20 | FY20 | FY21 |
| | | | | Fun | | | | | Code | | Obj | | | Actual | Actual | Actual | Actual | Budget | Proj | Budget |
| 2553 | 3111 | 080 | 10 | 1230 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Central Admin/ Salary | \$0 | \$3,600 | \$3,600 | \$0 | \$6,700 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2110 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Curriculum Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2120 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Dept Head (Non Supv)/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2220 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Curr Ldr/Academic Dept Head/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2305 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Certified Classroom Teacher/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2310 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Certified Teacher Specialist/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2315 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Instr. Coord-Team Leader/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2320 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Medical/Therapeutic/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Other Instructional | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2325 | 099 | 99 | 520 | 010 | 5110 | 553 | 03 | District | Classroom Subs/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2330 | 099 | 99 | 520 | 010 | 5110 | 553 | 03 | District | Instr. Asst - Paraprofessional/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2353 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Prof Dev Summer/Aft School/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2355 | 099 | 99 | 520 | 010 | 5110 | 553 | 03 | District | Prof Dev Subs | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 010 | 5110 | 553 | 01 | District | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2110 | 099 | 99 | 520 | 010 | 5110 | 553 | 02 | District | Secy to Curr Dir/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2120 | 099 | 99 | 520 | 010 | 5110 | 553 | 02 | District | Secy to Dep Head (Non Supv)/ Sala | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2210 | 099 | 99 | 520 | 010 | 5110 | 553 | 02 | District | Other Building Secy/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 1420 | 099 | 99 | 520 | 010 | 5110 | 553 | 02 | District | Secy to Acad Dept Head/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 4110 | 099 | 99 | 520 | 010 | 5110 | 553 | 03 | District | Human Resources & Benefits/ Sal | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 5200 | 099 | 99 | 520 | 010 | 5110 | 553 | 99 | District | Custodians/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 80 | 10 | 2356 | 99 | 99 | 520 | 10 | 5136 | 553 | 1 | District | Fringe | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 80 | 10 | 2358 | 99 | 99 | 520 | 30 | 5780 | 553 | 6 | District | Prof Dev Stipends | \$0 | \$0 | \$0 | \$1,200 | \$0 | \$6,400 | \$0 |
| 2553 | 3111 | 080 | 10 | 4220 | 099 | 99 | 520 | 020 | 5241 | 553 | 04 | District | OTR Expenses | \$0 | \$0 | \$0 | \$775 | \$0 | \$2,019 | \$0 |
| 2553 | 3111 | 080 | 10 | 4210 | 099 | 99 | 520 | 020 | 5241 | 553 | 04 | District | R&M Bldgs / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2451 | 099 | 99 | 520 | 020 | 5255 | 553 | 04 | District | R&M Grounds / Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2420 | 099 | 99 | 520 | 020 | 5247 | 553 | 04 | District | R&M Technology/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 5350 | 099 | 99 | 520 | 020 | 5270 | 553 | 04 | District | R&M Instr Equip/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 020 | 5300 | 553 | 04 | District | Lease Rental/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5300 | 553 | 04 | District | Professional Technical/ Services | \$4,182 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5330 | 553 | 04 | District | Transportation | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5341 | 553 | 04 | District | Postage | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5345 | 553 | 04 | District | Printing & Binding | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5346 | 553 | 04 | District | Advertising | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5380 | 553 | 04 | District | Other Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2110 | 099 | 99 | 520 | 030 | 5420 | 553 | 05 | District | Offices Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 4220 | 099 | 99 | 520 | 030 | 5430 | 553 | 05 | District | R&M Bldgs / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 4110 | 099 | 99 | 520 | 030 | 5450 | 553 | 05 | District | Custodial / Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 4210 | 099 | 99 | 520 | 030 | 5460 | 553 | 05 | District | Groundskeeping/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 3400 | 099 | 99 | 520 | 030 | 5490 | 553 | 05 | District | Food Services/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5510 | 553 | 05 | District | Educational Supplies | \$0 | \$0 | \$1,304 | \$0 | \$1,600 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2415 | 099 | 99 | 520 | 030 | 5512 | 553 | 05 | District | Teaching Aids/ Clsrm Ref | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2410 | 099 | 99 | 520 | 030 | 5517 | 553 | 05 | District | Textbooks & Workbooks | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2420 | 099 | 99 | 520 | 030 | 5522 | 553 | 05 | District | Instr. Equipment/ Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2453 | 099 | 99 | 520 | 030 | 5523 | 553 | 05 | District | A/V Hardware | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2455 | 099 | 99 | 520 | 030 | 5524 | 553 | 05 | District | Instructional Software | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2451 | 099 | 99 | 520 | 030 | 5525 | 553 | 05 | District | Instructional Tech. Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5580 | 553 | 05 | District | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5710 | 553 | 06 | District | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5720 | 553 | 06 | District | Out of State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5730 | 553 | 06 | District | Dues & Memberships | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5780 | 553 | 06 | District | Other Expenses | \$0 | \$3,008 | \$1,792 | \$0 | \$825 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 7300 | 099 | 99 | 520 | 200 | 5850 | 553 | 99 | District | Capital Equip > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 7500 | 099 | 99 | 520 | 200 | 5851 | 553 | 99 | District | Motor Vehicles > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 7350 | 099 | 99 | 520 | 200 | 5856 | 553 | 99 | District | Capital Tech. > \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 7300 | 099 | 99 | 520 | 200 | 5870 | 553 | 99 | District | Repl. Equipment> \$5000 Per Unit | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 010 | 5110 | 553 | 99 | District | Prof Dev School Year/ Salary | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 020 | 5300 | 553 | 99 | District | Professional Technical/ Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 030 | 5580 | 553 | 99 | District | Other Supplies | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2357 | 099 | 99 | 520 | 030 | 5710 | 553 | 99 | District | In State Travel/ Conferences | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2553 | 3111 | 080 | 10 | 2440 | 099 | 99 | 520 | 030 | 5780 | 553 | 99 | District | Other Expenses | \$2,118 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Subtotal Expenditures | | | | | | | | | | | | | | \$6,300 | \$6,608 | \$6,697 | \$1,975 | \$9,125 | \$8,419 | \$0 |
| Anticipated Ending Fund Bal. | | | | | | | | | | | | | | \$5,149 | \$3,650 | \$3,284 | \$6,348 | \$1,834 | \$1,049 | \$1,049 |

* Includes encumbrances.

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