



Needham School Committee

August 25, 2020

5:30 p.m.

Broadcast and streamed live on The Needham Channel

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

Meeting accessible via Zoom Webinar

Please use the link below to join the webinar:

<https://us02web.zoom.us/j/85804941875?pwd=dGIYMW9EQUtONGQ1NVhOanVyak9ZUT09>

Passcode: 504171

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

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



SCHOOL COMMITTEE MEETING AGENDA

Tuesday, August 25, 2020 5:30 p.m.

Next School Committee Meeting: Tuesday, September 1, 2020

Broadcast and streamed live on The Needham Channel.

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

Meeting accessible via Zoom Webinar*

5:30 p.m. Public Comments

5:45 p.m. School Committee Chair and Subcommittee Updates

5:45 p.m. Superintendent's Comments

5:50 p.m. Consent Items

1. Approve FY21 Budget Transfers
2. Approve FY21 Grants

Discussion Items

5:50 p.m. School Reopening Update

6:20 p.m. Draft FY22 Budget Guidelines

6:45 p.m. School Committee Policy EBCFA: Face Coverings

7:05 p.m. Action Items

- Vote to Request October 2020 Special Town Meeting Warrant Placeholder
- Approve Emery Grover Feasibility Study Option

7:10 p.m. School Committee Comments

Information Item

FY20 Student Activity Account Balances

*Please click the link below to join the webinar:

When: Aug 25, 2020 05:30 PM Eastern Time (US and Canada)

Topic: Needham School Committee 8/25/20

<https://us02web.zoom.us/j/85804941875?pwd=dGIYWw9EQUtONGQ1NVhOanVyak9ZUT09>

Passcode: 504171

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Needham School Committee

August 25, 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

August 25, 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

August 25, 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

August 25, 2020

Agenda Item: **Consent Agenda**

1. Approve FY21 Budget Transfers
2. Approve FY21 Grants

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

If none removed:

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

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: August 25, 2020

Item Title: **FY 2020/21 Budget Transfers**

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

Salaries	(\$100,000.00)
Purchase of Service/Expense	\$100,000.00
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	<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

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	-	100,000.00	(100,000.00)
	SUBTOTAL SALARIES				-	100,000.00	(100,000.00)
<u>PURCHASE OF SERVICE & EXPENSE</u>							
0001.3133.005.21.2430.090.99.520.030.5590.300.05	GENERAL SUPPLIES & SVCS	BRM	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	12500		12,500.00
0001.3133.005.22.2430.090.99.520.030.5590.300.05	GENERAL SUPPLIES & SVCS	ELI	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	12500		12,500.00
0001.3133.005.23.2430.090.99.520.030.5590.300.05	GENERAL SUPPLIES & SVCS	WIL	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	12500		12,500.00
0001.3133.005.24.2430.090.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	MIT	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	12500		12,500.00
0001.3133.005.25.2430.090.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	NEW	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	12500		12,500.00
0001.3133.005.26.2430.090.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	HR	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	12500		12,500.00
0001.3133.005.30.2430.099.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	POL	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	12500		12,500.00
0001.3133.005.40.2430.099.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	NHS	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	12500		12,500.00
0001.3150.040.99.1450.099.99.502.030.5305.300.04	ADMINISTRATIVE TECHNOLOGY	DISTRICT	ADM TECH SUPT - CENTRAL OFFC	PT SOFTWARE - LICENSE FEES	12,853.00		12,853.00
0001.3150.040.99.1450.099.99.520.030.5344.300.04	ADMINISTRATIVE TECHNOLOGY	DISTRICT	ADM TECH SUPT - CENTRAL OFFC	WIRELESS COMMUNICATIONS	817.00		817.00
0001.3150.040.99.1450.099.99.520.030.5380.300.04	ADMINISTRATIVE TECHNOLOGY	DISTRICT	ADM TECH SUPT - CENTRAL OFFC	ALL OTHER SERVICES	52,638.65		52,638.65
0001.3150.040.99.1450.099.99.520.030.5524.300.04	ADMINISTRATIVE TECHNOLOGY	DISTRICT	ADM TECH SUPT - CENTRAL OFFC	ED SUPPLIES - INSTR SOFTWARE	29,577.75		29,577.75
0001.3150.040.99.1451.099.99.420.030.5526.300.05	ADMINISTRATIVE TECHNOLOGY	DISTRICT	ADM TECH SUPT - SCHOOLS	TONER		12,853.00	(12,853.00)
0001.3150.040.99.4450.099.99.520.030.5255.300.04	ADMINISTRATIVE TECHNOLOGY	DISTRICT	TECH INFRSTRCT - MAINT SUPPT	R&M - TECHNOLOGY & EQUIPMENT		817.00	(817.00)
0001.3150.040.99.4450.099.99.520.030.5380.300.04	ADMINISTRATIVE TECHNOLOGY	DISTRICT	TECH INFRSTRCT - MAINT SUPPT	ALL OTHER SERVICES	1,572.01		1,572.01
0001.3150.040.99.4450.099.99.520.030.5525.300.05	ADMINISTRATIVE TECHNOLOGY	DISTRICT	TECH INFRSTRCT - MAINT SUPPT	ED SUPPLIES - INSTR TECHNOLOGY		1,572.01	(1,572.01)
0001.3534.010.10.2320.099.99.520.030.5300.300.04	SPED PROFESSIONAL SERVICES	DISTRICT	MEDICAL THERAPEUTIC	PROFESSIONAL SERVICES		29,448.00	(29,448.00)
0001.3570.005.10.2330.099.99.520.030.5380.300.04	STUDENT 504 COMPLIANCE	DISTRICT	INSTRUCTIONAL ASSISTANCES	ALL OTHER SERVICES	29,448.00		29,448.00
0001.3630.005.21.2451.040.99.520.030.5525.300.05	EDUCATIONAL TECHNOLOGY	DISTRICT	INSTR HARDWARE	ED SUPPLIES - INSTR TECHNOLOGY		29,577.75	(29,577.75)
0001.3630.005.25.2451.040.99.520.030.5525.300.05	EDUCATIONAL TECHNOLOGY	NEW	INSTR HARDWARE	ED SUPPLIES - INSTR TECHNOLOGY		52,638.65	(52,638.65)
	SUBTOTAL PURCHASE OF SERVICE & EXPENSE				226,906.41	126,906.41	100,000.00
<u>CAPTIAL</u>							
N/A					-	-	-
	SUBTOTAL CAPITAL				-	-	-
	GRAND TOTAL				226,906.41	226,906.41	-

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: August 20, 2020

Item Title: **FY 2020/21 Budget Transfers**

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

Salaries	(\$300,000.00)
Purchase of Service/Expense	\$300,000.00
Capital	<u>\$0.00</u>
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Recommendation/Options: Approve the attached line item budget transfers.

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Implementation Implications:

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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

G/L ACCOUNT #	DEPARTMENT	SCHOOL	FUNCTION	OBJECT	DEBIT	CREDIT	NET
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	SUBTOTAL SALARIES				-	300,000.00	(300,000.00)
<u>PURCHASE OF SERVICE & EXPENSE</u>							
0001.3133.005.21.2430.090.99.520.030.5590.300.05	GENERAL SUPPLIES & SVCS	BRM	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	37500		37,500.00
0001.3133.005.22.2430.090.99.520.030.5590.300.05	GENERAL SUPPLIES & SVCS	ELI	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	37500		37,500.00
0001.3133.005.23.2430.090.99.520.030.5590.300.05	GENERAL SUPPLIES & SVCS	WIL	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	37500		37,500.00
0001.3133.005.24.2430.090.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	MIT	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	37500		37,500.00
0001.3133.005.25.2430.090.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	NEW	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	37500		37,500.00
0001.3133.005.26.2430.090.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	HR	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	37500		37,500.00
0001.3133.005.30.2430.099.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	POL	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	37500		37,500.00
0001.3133.005.40.2430.099.99.520.030.5590.300.05	NEEDHAM HIGH SCHOOL	NHS	GENERAL SUPPLIES	OTHER SUPPLIES & EQUIP - SCHOOL COVID	37500		37,500.00
0001.3551.005.21.2330.081.99.520.030.5380.300.04	INSTR ASSISTANTS (CONTRACTUAL)	BRM	INTERPRETATION & TRANSLATION	INTERPRET & TRANS OTHER PURCH SERVS	1543		1,543.00
0001.3551.005.22.2330.081.99.520.030.5380.300.04	INSTR ASSISTANTS (CONTRACTUAL)	ELI	INTERPRETATION & TRANSLATION	INTERPRET & TRANS OTHER PURCH SERVS	1543		1,543.00
0001.3551.005.23.2330.081.99.520.030.5380.300.04	INSTR ASSISTANTS (CONTRACTUAL)	WIL	INTERPRETATION & TRANSLATION	INTERPRET & TRANS OTHER PURCH SERVS	1543		1,543.00
0001.3551.005.24.2330.081.99.520.030.5380.300.04	INSTR ASSISTANTS (CONTRACTUAL)	MIT	INTERPRETATION & TRANSLATION	INTERPRET & TRANS OTHER PURCH SERVS	1543		1,543.00
0001.3551.005.25.2330.081.99.520.030.5380.300.04	INSTR ASSISTANTS (CONTRACTUAL)	NEW	INTERPRETATION & TRANSLATION	INTERPRET & TRANS OTHER PURCH SERVS	1543		1,543.00
0001.3551.005.26.2330.081.99.520.030.5380.300.04	INSTR ASSISTANTS (CONTRACTUAL)	HR	INTERPRETATION & TRANSLATION	INTERPRET & TRANS OTHER PURCH SERVS	1543		1,543.00
0001.3551.005.30.2330.081.99.520.030.5380.300.04	INSTR ASSISTANTS (CONTRACTUAL)	POL	INTERPRETATION & TRANSLATION	INTERPRET & TRANS OTHER PURCH SERVS	1543		1,543.00
0001.3551.005.40.2330.081.99.520.030.5380.300.04	INSTR ASSISTANTS (CONTRACTUAL)	NHS	INTERPRETATION & TRANSLATION	INTERPRET & TRANS OTHER PURCH SERVS	1544		1,544.00
0001.3534.010.10.2320.099.99.520.030.5300.300.04	SPED PROFESSIONAL SERVICES	DISTRICT	MEDICAL THERAPEUTIC	OTHER PROFESSIONAL SERVICES		12345	(12,345.00)
	SUBTOTAL PURCHASE OF SERVICE & EXPENSE				312,345.00	12,345.00	300,000.00
<u>CAPTIAL</u>							
N/A					-	-	-
	SUBTOTAL CAPITAL				-	-	-
	GRAND TOTAL				312,345.00	312,345.00	-

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: August 8, 2020

Item Title: **Approve FY 2020/21 Grants**

Item Description: The School Department has received the following grants for the FY 2020/21 School Year, totaling \$4,191,250. These awards include \$1,329,515 awarded to meet COVID-19 educational needs: the Remote Learning Technology Grant, the Summer and Vacation Learning Program Grant, and the CvRF School Reopening Grant. An additional \$81,318 in Elementary and Secondary Emergency Relief Funds, awarded last school year, will continue to be available for spending during this school year.

	AWARD FY20	ACCEPT'D FY20	AWARD FY21	\$ INC/(DEC) OVR FY20
Federal, State & Local Grants:				
<u><i>Federal Grants</i></u>				
Title IIA/ Improving Educator Quality/ 140	68,286	68,848	67,389	(1,459)
Title I Part A/ 305	123,415	123,778	123,730	(48)
Title III Part A/ English Language Acquisition/180	22,388	22,388	26,135	3,747
Title III/ English Language Acquisition (Supplemental)/184	-	-	-	-
Title IVA Part A/ Student Support & Academic Enrichment / 309	10,000	10,000	10,000	-
LEAP Incentive Grant	-	-	-	-
SPED Program Improvement/ 274	-	-	-	-
SPED Early Childhood/ 262	36,342	36,342	36,655	313
SPED Early Childhood Program Improvement/298	-	-	-	-
SPED Entitlement/240 (94-142)	1,325,380	1,330,637	1,382,151	51,514
CARES Act: Elementary & Secondary Emergency Relief Funds (ESSER)	81,318	81,318	-	(81,318)
Remote Learning Technology Essentials 117/118	-	-	23,540	23,540
Summer and Vacation Learning Program Grant 114/333	-	-	12,000	12,000
CvRF School Reopening Grant/ 102	-	-	1,293,975	1,293,975
<u><i>State Grants:</i></u>				
Academic Support/632 (MCAS Tutoring)	-	-	-	-
Essential School Health	100,000	100,000	TBD	-
METCO/ 317	1,102,685	1,197,675	1,197,675	-
METCO Supplemental	92,389	92,389	-	(92,389)
Special Education Circuit Breaker *	1,587,130	1,587,130	TBD	-
<u><i>Local Grants:</i></u>				
NEF Fall Grants	50,102	50,102	TBD	-
NEF Winter Grants	34,296	34,296	TBD	-
NEF Spring Grants	22,300	22,300	TBD	-
Beth Israel Deaconess Life Skills	3,000	3,000	-	(3,000)
Metrowest Health Foundation Improving Student Health by Addressing Racial Discrimination	-	-	18,000	18,000
Circuit Breaker Reimbursement %s: FY20 Budget 72%; FY20 Actual 75%; FY21 Budget 75%				
	4,659,031	4,760,203	4,191,250	1,224,875

Issues:

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

Recommendation/Options: That the School Committee approves the receipt and acceptance of FY21 grant funds totaling \$4,191,250.

School Committee: **CONSENT**

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance & Operations



Needham School Committee

August 25, 2020

Agenda Item: **Discussion**

School Reopening Update

Background Information:

- The Superintendent will update the School Committee on the Needham Public Schools Plan for School Reopening.

Person Available for Presentation:

Dr. Daniel Gutekanst, Superintendent of Schools

A Plan for Reopening Our Schools

An Update to the Needham School Committee

August 25, 2020



Reopening Our Schools

Agenda

1

Cohort Update

Health & Safety

First Few Weeks of the School Year

Next Steps

Students will be divided into the 2 hybrid Blue & Gold cohorts, though some will be in the Green (Fully in-Person) & Red (Remote only) cohorts.

Overview: Four Cohorts

1

HYBRID MODEL

Blue Cohort

- Each group attends school in-person one week and participates remotely the next week, with all students remote every Wednesday.
- Cohorts are heterogeneous and not leveled K-8; cohorts leveled at NHS.
- Cohorts are arranged by family when feasible.

Gold Cohort

Green Cohort (Full-Time In-Person)

- Preschool students and our most vulnerable students, including those with high needs disabilities & English Learners will attend school in-person every week through a modified schedule.
- Students of educators are invited to participate in this cohort.

Red Cohort (Full-time Remote)

- Students who are immunocompromised, those exposed to COVID-19, or those whose families opt-out of hybrid will participate in 100% remote learning.
- These students do not attend school in-person although they may participate in most co-curricular activities.

The Blue and Gold cohorts will swap in-person learning each week, and all students and staff will be remote on Wednesdays.

Overview: Sample Two Week Schedule

1

HYBRID MODEL

<u>Week</u>	<u>Cohort</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Week 1	Blue (Hybrid)	In-Person	In-Person	All Students Remote: AM synchronous and PM independent remote learning	In-Person	In-Person
	Gold (Hybrid)	Remote	Remote		Remote	Remote
	Red (Full-time Remote)	Remote	Remote		Remote	Remote
	Green (Full-time face to face)	In-Person	In-Person		In-Person	In-Person
Week 2	Blue (Hybrid)	Remote	Remote		Remote	Remote
	Gold (Hybrid)	In-Person	In-Person		In-Person	In-Person
	Red (Full time Remote)	Remote	Remote		Remote	Remote
	Green (Full-time face to face)	In-Person	In-Person		In-Person	In-Person

Elementary students will remain with their class throughout the day, while middle and high school students will travel between classes.

Instructional Model: Key Elements for Blue, Gold, and Green Cohorts

1

HYBRID MODEL

Elementary School

- **Pods:** in-person students remain with their class peers ("pod") for the school day and will have limited interaction with students in other classes.
- **Launch Learning:** Both in-person and remote elementary students will have an opportunity to "Launch Learning" with staff. Students who are remote will join the staff member through an online platform. A combination of homeroom & special area teachers will provide daily check-ins on learning with students learning from home, so that remote students will have a minimum of two synchronous interactions each day.
- **Daily Schedule:** In-person students will remain in their classroom and follow a typical schedule; students who are remote will participate in synchronous and asynchronous learning.

Middle & High Schools

- **Travel Between Classes:** In-person students will travel between different classrooms for each class and mix with different groups of students, as they did in the past.
- **Classes:** Course offerings will remain the same.
- **Daily Schedule:** In-person students will follow an adapted schedule. During remote weeks, students will participate in both live lessons as well as asynchronous, independent work.
- **Classwork and Homework:** Teachers will communicate synchronous and asynchronous classwork and homework due each day/week.

All staff and students will be remote on Wednesdays, which will be split into a morning session, in which teachers work with students in (mostly) synchronous instruction, and an afternoon session for teacher training, collaboration, meetings, and lesson planning while students complete independent and asynchronous learning.

Students in the Red Cohort (Remote) will be supported in developmentally appropriate ways at each level.

Instructional Model: Elementary, Middle & High School

1

Components of Red Cohort (full-time Remote)

Elementary Model: 375 grades PreK-5 students representing each elementary school have opted for remote learning only. These students will be assigned to Needham preschool & elementary teachers in the appropriate grade level; some grade levels may be integrated with one other Needham school. Class sizes will range from 17 to 23. The teachers will follow the NPS curriculum and students will receive both synchronous and asynchronous instruction throughout the school day and week.

Middle School Model: 115 grades 6-8 students will be assigned to a “cluster model” with four core academic Needham teachers and specialists for other elective classes. Class sizes will range from 20-25. The teachers will follow the NPS curriculum and students will receive both synchronous and asynchronous instruction throughout the school day and week.

Needham High School Model: 113 grades 9-12 students will be assigned to classes based on the courses they selected in the spring, although three will be some classes not available in the remote cohort. Class sizes will range anywhere from 15-30 students based on the subject and level. Students will be assigned NHS teachers, although some may be assigned to a teacher in the [TECCA Connections Academy](#). Students will receive both synchronous and asynchronous instruction throughout the school day and week.

Reopening Our Schools

Agenda

Cohort Update

Health & Safety

First Few Weeks of the School Year

Next Steps

2

Health and Safety measures have been prioritized as we prepare for school reopening

Steps required to reopen schools safely

2

- Work with the Town to review maintenance plans and needs; Hire additional help for all schools to manage building safely
- Develop Health Metrics to determine when we should reopen or close school
- Plan trainings, prepare classrooms, & open school in September **if it is healthy and safe to do so**
- Provide families and staff with additional information about the plan, including accessible documents and an FAQ

Health and Safety measures have been prioritized as we prepare for school reopening

Steps required to reopen schools safely

2

- **Work with the Town to review maintenance plans and needs; Hire additional help for all schools to manage buildings safely**
 - The Town Manager is committed to providing additional custodial support in each school.
 - NPS nutrition service workers will supplement light cleaning and disinfecting in all schools
 - The Town of Needham Building Maintenance Department has hired engineers to assess the condition of HVAC systems and identify areas needing attention both short & long term.
 - The findings and next steps from the engineers will be available within the next two weeks; repairs have already commenced.

Health and Safety measures have been prioritized as we prepare for school reopening

Steps required to reopen schools safely

2

• The Harvard Chan School of Public Health Collaboration

- The NPS asked the Harvard School of Public Health to provide an assessment of airflow in certain classrooms at Pollard; they tested classrooms with two sets of windows, one set of windows, and no windows.
- The draft report suggests that achieving the minimum recommended air flow of at least 4 Air Changes per Hour (ACH) is achievable by supplementing mechanical ventilation with open windows and doors.
- They were not able to achieve the ACH minimum in a room that had no windows. Supplemental air ventilation/system in that room would be required.
- We can use this information to generalize to Mitchell which has a similar ventilation system.
- The NPS is committed to testing CO2 levels and ensuring adequate ventilation and ACH in all spaces occupied by students and staff.

Health and Safety measures have been prioritized as we prepare for school reopening

Steps required to reopen schools safely

2

- **Develop Health Metrics to determine when we should reopen or close schools**

- A **Health & Safety Joint Committee** comprised of Public Health staff, school administrators, and school staff representatives will propose and monitor health metrics to advise the superintendent on school buildings' opening or closing. The Committee has preliminarily proposed that three measures be adopted to advise the superintendent:

- 1. State Department of Public Health (DPH) and the Department of Elementary and Secondary Education (DESE) Health Metrics;





- 2. Positivity Rates (14 day average) below 5 percent using state, county, and relative rate of change in the average;

- 3. Adherence to NPS expectations for health & safety measures, including prevalence of student mask wearing, social distancing, hygiene/hand washing and meeting standards for proper ventilation of schools and classrooms.

Health and Safety measures have been prioritized as we prepare for school reopening

2

DPH and DESE Metrics

	<u>New color-coded metric*</u>	<u>DESE expectation for learning model</u>
	Average daily cases per 100,000 is greater than 8	Remote
	Average daily cases per 100,000 is between 4 - 8	Hybrid OR Remote (if extenuating circumstances)
	Average daily cases per 100,000 is less than 4	Full-time in person OR Hybrid (if extenuating circumstances)
	Fewer than 5 total cases over the past 14 days. Generally, this is for communities with small populations and very few cases.	

**Measured as a 14-day rolling average and will be reported weekly as part of the online DPH dashboard.*

Health and Safety measures have been prioritized as we prepare for school reopening

Steps required to reopen schools safely

2

- **Develop Health Metrics to determine when we should reopen or close schools**
 - A **Health & Safety Joint Committee** comprised of Public Health staff, school administrators, and school staff representatives will propose and monitor health metrics to advise the superintendent on school buildings' opening or closing.
 - Each school will activate its Health and Safety Committee to meet weekly at first and advise the Joint Committee on issues, concerns, and adherence to 3rd measure.
 - Joint Committee will meet weekly at first to discuss issues of concern and consider overall health and safety needs of students, staff, and buildings. The Committee will consider all three measures holistically when making a recommendation to the superintendent about opening/closing.

Reopening Our Schools

Agenda

Cohort Update

Health & Safety

First Few Weeks of the School Year

Next Steps

3

The first few weeks of school will be for training, planning and orientation for staff and students

A safe and smart return to school

3

8/31

August 31st through September 11th

Staff training, classroom preparation, collaboration, technology learning, & professional development with a focus on equity and inclusion.

9/14

Week of September 14th

Students begin on staggered & half day schedule: Gold (generally L-Z) Cohort on Sept. 14/15 & Blue (A-K) on Sept. 17/18

9/21

Week of September 21st

Gold Cohort in school learning (plus Green and Red)

Week of September 29th

Blue Cohort in school learning (plus Green and Red)

Reopening Our Schools

Agenda

Cohort Update

Health & Safety

First Few Weeks of the School Year

Next Steps

4

There are several important steps and additional planning that must take place in order to reopen schools safely

Steps required to reopen schools safely

4

- Work with the School Committee and Finance Committee to discuss funding necessary to support the reopening of the Needham Public schools to all students on September 14th
- Preliminary estimates to hire additional staff required to provide for the Red Cohort and to meet the needs of staff who have requested a leave range from a need of 15 to 22 new Full Time Equivalent (FTE) teachers.
- An estimated shortfall of \$1 million to \$1.5 million is anticipated to meet all student needs.
- Work with our legislators to advocate for increased Federal stimulus funds necessary to support the Town of Needham and the Needham Public Schools

There are several important steps and additional planning that must take place in order to reopen schools safely

Steps required to reopen schools safely

4

- In the process now of assigning students to classes; class & bus schedules available week of September 1st.
- Match Needham teachers with Needham students who wish to be in Remote Learning (Red Cohort); Confirm family participation
- Continue to develop the remote learning plan in the event it needs to be implemented due to health considerations
- Determine which staff may be unable to return to school; Hire teachers & staff to replace those who are unable to return at this time
- Work with the Town to review maintenance plans and needs; Hire additional help for all schools to manage building safely
- Planning trainings, preparing classrooms, and getting ready to open schools on September 14.
- Continue family meetings & updated information available on the district's website: [Needham Public Schools](https://www.needhampublicschools.org/).

We have kept our dedication to the education, health and safety of our students and staff at the heart of our planning process.

"All students, grades PreK -12, benefit from the interactions, socialization, collaborative & hands on learning, communication, and personal relationships that are nurtured and supported by in person teaching and learning."

"Our focus has been - and will remain - the health, safety, and wellbeing of all students and staff."

Dan Gutekanst
Superintendent of Schools

A Plan for Reopening Our Schools

Questions?
Feedback?

August 24, 2020





Needham School Committee

August 25, 2020

Agenda Item: **Discussion**

Draft FY22 Budget Guidelines

Background Information:

- The draft FY22 Budget Guidelines are enclosed for your review and comments.
- The Committee will be asked to approve the FY22 budget guidelines at the next meeting.

Persons Available for Presentation:

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

Introduction

The Needham School Committee is responsible for establishing budget priorities and subsequently voting a budget that reflects applicable state and federal mandates, as well as the priorities and needs of the Needham Public Schools. Once adopted by the School Committee, the budget must ultimately be approved at the Annual Town Meeting. The purpose of this document is to outline the roles and responsibilities associated with the budget process, to identify a timeline for budget development and to outline assumptions and priorities that will guide the School Committee in its deliberations and interactions with other Town boards during the budget process. The budget for Fiscal Year 2021/22 (FY22) will begin on July 1, 2021.

Budget Roles & Responsibilities

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

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

Budget Process & Calendar

Date	Activity
July 1, 2020	<ul style="list-style-type: none"> Start of Fiscal Year 2020/21
Aug 20 (Thurs)	<ul style="list-style-type: none"> School Committee Reviews Draft FY 2021-22 Budget Guidelines
Sept 15 (Tues)	<ul style="list-style-type: none"> School Committee Votes FY 2021-22 Budget Guidelines School Committee Engages in October 2020 Special Town Meeting Prep School Committee Receives Draft School Master Plan for Review
Mid-Sept TBD	<ul style="list-style-type: none"> Future School Needs Committee Identifies Criteria for Development of School Enrollment Projections
Oct 4 (Sun)	<ul style="list-style-type: none"> October 2020 Special Town Meeting (Rain Date is Oct 11)
Oct 6 (Tues)	<ul style="list-style-type: none"> School Committee Reviews & Discusses FY22-26 School Capital Requests School Committee Public Hearing on School Master Plan School Committee Consensus Vote on Preferred Master Plan Scenario
Oct 20 (Tues)	<ul style="list-style-type: none"> School Committee Prioritizes and Votes FY22-26 School Capital Requests
Nov 1-Nov 30	<ul style="list-style-type: none"> Superintendent's FY22 Budget Request Developed
Nov 10 (Tues)	<ul style="list-style-type: none"> School Committee Reviews & Discusses FY22-26 Five-Year Forecast (Target Date)
Nov 17 (Tues)	<ul style="list-style-type: none"> School Committee Reviews & Discusses FY22-26 Five-Year Forecast (Alternate Date)
Mid-Nov TBD	<ul style="list-style-type: none"> Future School Needs Reviews Draft Enrollment Projections
Dec 8 (Tues)	<ul style="list-style-type: none"> School Committee Receives Superintendent's FY22 Budget Request School Committee Budget Discussion – Summary Overview & Highlights School Committee Reviews and Discusses FY22-37 Enrollment Projections 5:30 pm (Tentative) School Committee/FinCom School Budget Workshop
Dec 9 (Wed)	<ul style="list-style-type: none"> Departmental Spending Requests Due to FinCom from the Town Manager and School Superintendent [Due by Second Wed in Dec]
Dec 15 (Tues)	<ul style="list-style-type: none"> School Committee Budget Discussion – Student Support Services School Committee Reviews Student Development Budget Request
TBD	<ul style="list-style-type: none"> Select Board Votes FY22-26 Capital Improvement Recommendation
Jan 5 (Tues)	<ul style="list-style-type: none"> School Committee Budget Discussion School Committee Reviews Secondary, Technology & Other Program Improvement Requests School Committee Reviews Revolving Budget Requests (Transportation, Athletics, Preschool & Community Education) Town Manager Budget Consultation with School Committee

Needham Public Schools
Operating Budget Guidelines
For the Fiscal Year Ending June 30, 2022 (FY22)

Jan 12	<ul style="list-style-type: none"> Town Manager Releases FY22-26 Capital Improvement Plan (Capital Budget Due to FinCom from Town Manager)
Jan TBD	<ul style="list-style-type: none"> Finance Committee Budget Hearing (Operating & Capital)
Jan 19 (Tues)	<ul style="list-style-type: none"> School Committee Budget Discussion School Committee Budget Public Hearing School Committee Reviews Revolving Budget Requests (Transportation, Athletics, Preschool & Community Education) - Alternate Date School Committee Reviews 2021 ATM Warrant Article Requests, if Applicable
Jan 26 (Tues)	<ul style="list-style-type: none"> School Committee Votes FY22 Budget Request School Committee Votes Selected Revolving Fees (Transportation, Athletics, Preschool & Community Education) School Committee Votes 2021 ATM Warrant Article Requests, if Applicable
Jan 27 (Wed)	<ul style="list-style-type: none"> Summary of School Committee Budget Vote Sent to Town Manager Summary of School Committee Budget Recommendation Sent to Principals & Directors FY22 Governor's Budget Recommendation Due (4th Wed in January)
Jan 29 (Fri)	<ul style="list-style-type: none"> Town Manager's Balanced Budget Recommendation (Including Voted School Committee Request) Due to FinCom
Feb 22 (Mon)	<ul style="list-style-type: none"> FinCom's FY22 Draft Budget Due to Town Manager
Mar 2 (Tues)	<ul style="list-style-type: none"> Primary Election (Anticipated) School Committee Reviews FY22 Revolving Fund Budgets (as Needed)
Mar 15 (Mon)	<ul style="list-style-type: none"> FinCom's FY22 Budget Recommendation Due to Town Manager for Inclusion in ATM Warrant
Mar 16 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY22 Revolving Fund Budgets (as Needed)
April 6 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY22 Revolving Fund Budgets (as Needed)
April 27 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY22 Revolving Fund Budgets (as Needed) School Committee Annual Town Meeting Preparation
TBD	<ul style="list-style-type: none"> League of Women Voters' Warrant Meetings
May 3 (Mon)	<ul style="list-style-type: none"> May 2021 Annual Town Meeting Begins
May 4 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY22 Revolving Fund Budgets (as Needed)
May 10 (Mon)	<ul style="list-style-type: none"> 2021 Special Town Meeting Begins
May 18 (Tues)	<ul style="list-style-type: none"> School Committee Budget Update School Committee Reviews FY22 Revolving Fund Budgets (as Needed)
June 1 (Tues)	<ul style="list-style-type: none"> School Committee Reviews FY22 Revolving Fund Budgets (as Needed)

June 15 (Tues)	<ul style="list-style-type: none"> • School Committee Reviews FY22 Revolving Fund Budgets (as Needed) • School Committee Votes FY22 Revolving Fund Budgets & Fees • School Committee Votes FY22 COLA Adjustments (Non-Union Contracts)
July 1, 2021	<ul style="list-style-type: none"> • Start of FY 2021/22

State and Local Budget Requirements and Applicable Laws

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

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

School Committee Policy #DB further specifies that the School Committee shall issue budget guidelines on or before its first meeting in November that articulate the general framework to be used in developing the budget. The guidelines shall be consistent with state law, the Town's By-Laws and the Town Manager's guidelines, and must include a budget calendar, assumptions and priorities for the ensuing fiscal year. Principals and department heads must use these guidelines to develop their budget requests. These departmental requests and a preliminary budget

recommendation are to be presented to the School Committee and the Finance Committee on or before the second Wednesday in December. In addition, following approval, the School Committee will send a copy of its proposed budget to all Town Meeting members at least seven days prior to Annual Town Meeting.

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

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

Guidelines for Budget Requests

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

The **Level Service Budget** assumes the same level of service to the schools from the FY21 budget to the FY22 budget, including the current school programs, staffing levels, class sizes, and services. The base budget includes:

- i. The total FY21 budget appropriation (net of turnover savings);
- ii. Statutory or regulatory mandates;
- iii. Contractual personnel step, longevity and collective bargaining increases (including cost of living);
- iv. Other contractual increases;
- v. Significant inflationary or enrollment increases (inflationary increase in the cost of student supplies, additional teachers needed to maintain student-teacher ratios, etc.)
These requests should include:
 - Specific dollar increase by line item; and
 - Purpose of the requested increase; and
- vi. Other items considered necessary and recommended by the Superintendent.

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

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

School Committee Budget Assumptions

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

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

(a) Education Reform Act

- a. *The Education Reform Act* of 1993 (MERA, St. 1993, c. 71) required the state to develop academic standards in core subjects, setting forth the "skills, competencies and knowledge" to be possessed by all students, with high expectations for student performance, otherwise known as the 'curriculum frameworks.' To help districts meet these standards, the Act also established a school finance system designed to make available an adequate level of resources to each school district, irrespective of each community's fiscal capacity.
- b. "Common Core" competency standards have been developed state-wide for ELA/Literacy (2017), Mathematics (2017), Science and Technology/Engineering (2016), Digital Literacy and Computer Science (2016) and History and Social Science (2018.)
- c. In implementing the Common Core requirements, Needham will:
 - i. Provide MCAS support and continue to close the achievement gap for minority, English Language Learners, economically challenged, and special education students, as well as for the group of lowest performing students.
 - ii. Comply with state financial, pupil and student reporting requirements, including providing the financial resources need to meet minimum state per student funding requirements under M.G.L. Ch. 70.
 - iii. Implement MCAS 2.0, the next generation of student assessments that improved upon the existing tests in ELA and Math to better measure the critical skills students need for success in the 21st Century. Changes in the content and format of the assessments have been made in ELA and Math for Grades 3-8 and 10, and reflect a curriculum that is aligned to the MA Common Core.
 1. The new format of the Next Generation MCAS includes assessments in ELA and Math that must be administered online in Grades 3-8 and Grade 10. It also includes Science in Grades 5 and 8, as well as Biology and Introductory Physics tests for students in the Class of 2023. It is essential that the

technology infrastructure is in place, sufficient up-to-date computers are available, and adequate staffing is available to support and administer the new assessments.

2. Ensure that the existing science curriculum is fully aligned to the new 2016 Massachusetts Science and Technology/Engineering Standards K-12.

(b) Massachusetts School and District Accountability System

- a. On December 10, 2015, President Obama signed the *Every Student Succeeds Act (ESSA)* into law, reauthorizing the federal *Elementary and Secondary Education Act of 1965 (ESEA)* and replacing the most recent reauthorization of ESEA, the *No Child Left Behind Act of 2001 (NCLB)*. With a few exceptions, ESSA took effect at the beginning of the 2017-18 school year. The law includes provisions to help ensure improved outcomes for all students receiving an elementary and secondary education.
- b. Meet Massachusetts Department of Elementary and Secondary Education regulations related to accountability and assistance for school districts and schools. 603 CMR 30 established the Massachusetts Comprehensive Assessment System (MCAS) and standards for competency determination. 603 CMR 2 holds districts accountable for the educational services they provide: it governs the overview of public school programs and the assistance provided to districts to improve them; identifies the circumstances under which a school may be declared underperforming.
- c. While the Massachusetts School and District Accountability System (2012) currently meets most of the ESSA requirements, some modifications will be required. Indicators used to determine accountability ratings for Grades 3-8 will continue to be academic achievement and academic progress for all students as a whole, and for all previously determined subgroups. Starting in 2018, the indicators also included: progress made by students in attaining English language proficiency (percentage of students meeting annual targets required in order to attain English proficiency in six years), and chronic absenteeism (percentage of students missing 10% or more of the school year.) For high schools, in addition to all of the above, accountability indicators include: four-year cohort graduation rate, extended engagement rate (five-year cohort graduation rate), annual dropout rate, and percentage of 11th & 12th graders completing advanced coursework. A new indicator introduced in 2018 at all grade levels in the ELA and Math assessments was the performance of the lowest performing 25% of the students in each school and the district as a whole.
- d. The goal of reducing proficiency gaps is a cornerstone of the Massachusetts School and District Accountability System and will continue. All districts, schools, and subgroups will be expected to make progress toward reducing the proficiency gap in ELA and Math. Based on 2017 and 2018 test results, initial gap setting targets will be set for 2019. Targets continue to be reviewed and established as additional longitudinal data becomes available.

(c) Student Learning Time

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

(d) Non-Discrimination

- a. Meet various federal civil rights laws, which prohibit discrimination in programs or activities that receive federal financial assistance from the U.S. Department of

Education:

- i. Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin.
 - ii. Title IX of the Education Amendments of 1972, which prohibits sex discrimination. The US Department of Education recently released new rules on sexual harassment under this law on May 6, 2020.
 - iii. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability.
 - iv. Title II of the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination on the basis of disability by public entities, whether or not they receive federal financial assistance.
 - v. Age Discrimination Act of 1975, which prohibits age discrimination.
 - b. Meet DESE regulations around non-discrimination against students, which ensure that public schools do not discriminate against students on the basis of race, color, sex, homeless status, gender identity, religion, national origin, sexual orientation, or disability, and ensure that all students have 'equal rights of access to the opportunities, privileges, advantages, and courses of study (603 CMR 26, as amended June 26, 2012.)
- (e) Chapter 766: Special Education (SpEd)
- a. Meet the federal requirement under the *Individuals with Disabilities Education Act (IDEA)* and state statutes under (M.G.L. c71B) to provide a free and appropriate public education to students with disabilities in the least restrictive environment. (34 CFR s.300.24(b)(15.)) This often means creating programs to retain students 'in-district,' whenever possible;
 - i. Priority is given, whenever possible, to providing in-district special education programs to students;
 - ii. Where out-of district programming is required,
 1. Provide for special education out-of-district tuition costs;
 2. Provide for special education transportation; and
 3. Implement and maintain systems for complying with monitoring, procedural review and paperwork requirements.
 - iii. Developing in-district programs for special education will include a cost benefit analysis.
 - b. Meet DESE regulations related to special education (603 CMR 28, amended March 27, 2018, with recent amendments July 1, 2018.)
 - c. Meet DESE regulations related to program and safety standards for approved public or private day and residential special education school programs (603 CMR 18, effective January 1, 2016.)
- (f) Student Discipline
- a. Meet DESE regulations (603 CMR 53) related to student discipline, including the requirement to provide every student who is expelled or suspended with the opportunity to receive education services to make academic progress during the period of suspension or expulsion. These regulations were effective July 1, 2014.

(g) English Language Learners (ELL)

- a. Meet the federal (Title VI, Civil Rights Act) and state (M.G.L. c71A) bilingual statutes that require districts to provide limited English Proficient (LEP) students with support services until they are proficient enough to participate meaningfully in the regular educational program. The DESE has developed regulations pertaining to the education of English learners under 603 CMR 14. These requirements:
 - i. Provide academic support and English language instruction for all LEP students;
 - ii. Implement, coordinate and maintain systems for student identification, assessment, support and student data reporting; and
 - iii. Provide training in sheltered English immersion practices to teachers with LEP students in their classrooms.
- b. Recently, Massachusetts implemented the Rethinking Equity and Teaching for English Language Learners (RETELL) initiative. This initiative implemented Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 14.07 and 603 CMR 7.15 (9)(b)), related to teacher and supervising administrators of English Language Learners. Both teachers and administrators are required to hold the Sheltered English Endorsement (SEI.) (These regulations were most recently amended June 26, 2018.)

(h) Section 504 and Americans with Disabilities Act (34 CFR s104.37)

- a. Meet the federal requirement to provide reasonable accommodations so that all people (students, faculty and community) can participate in activities in our schools, regardless of disability. These accommodations can include building modifications, specialized equipment, instructional or testing changes, or care from a nurse or other staff member.

(i) McKinney Vento Homeless Education Act (as amended by the *Every Student Succeeds Act (ESSA) of 2015*)

- a. This law allows homeless students to continue their education in their schools of origin (the school in which they were enrolled at the time of homelessness) for the remainder of the academic year in which they become permanently housed. Districts must provide transportation to students for the duration of their homelessness and through June of the year they become permanently housed.

(j) Prevention of Physical Restraint

- a. Meet DESE regulations (603 CMR 46.00,) effective January 1, 2016, which require that physical restraint of students be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. This regulation also requires the development and implementation of a written policy, staff training, student data review and reporting.

(k) Bullying Prevention

- a. Meet Massachusetts requirements related to bullying prevention and intervention. (Chapter 86 of the Acts of 2014, which amended M.G.L. Ch. 71 s370, the ‘anti-bullying statute.’) This law requires each school district to develop and implement a

plan to address bullying prevention and intervention. The DESE has developed regulations under 603 CMR 49.00 addressing a principal's duties under the ten required elements of the prevention and intervention plan, namely notification to parents or guardians of the target and the aggressor of bullying or retaliation and the action taken to prevent further bullying, and notification to law enforcement that the aggressor's conduct may result in criminal charges.

(l) Student Discipline

- a. Meet Massachusetts requirements related to student discipline (603 CMR 53, effective July 1, 2014.) These regulations limit the use of long-term suspension as a consequence for student misconduct, promote the engagement of parents in the discussion of student misconduct, assure that expelled or suspended students have an opportunity to receive the services and make academic progress, and keep school safe and supportive for students while ensuring fair and effective disciplinary practices.

(m) Educator Licensure & Evaluation

- a. Promote the growth and development of District administrators and teachers, using multiple measures of student learning.
- b. Meet state law (MGL Ch. 71 s.38G) and DESE regulations (603 CMR 35) related to educator evaluation.
- c. Meet Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 44) related to educator license renewal.
- d. Meet Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 7) related to educator licensure and preparation programs, approved on June 27, 2017, with recent amendments effective July 28, 2017.

(n) Criminal History Checks

- a. Meet DESE regulations (603 CMR 51) related to both national and state criminal history checks for school employees.

(o) Education Personnel Information Management System (EPIMS)

- a. Meet DESE requirements collect individual educator data, from all public school districts and charter schools. The data collected is linked with the licensure data, which the Department currently maintains in ELAR, the Educator Licensure and Recruitment database. This information is used to comply with state and federal requirements, and to perform analysis on the state's educator workforce that, over time, will identify high need areas, evaluate current educational practices and programs, and assist districts with their recruiting efforts.
- b. The DESE has developed the Educational Personnel Information Management System (EPIMS), a state-wide database that collects demographic data and work assignment information on individual public school educators.

(p) Massachusetts Equal Pay Act (MEPA)

- a. Meet Massachusetts requirements related to preventing gender-based wage discrimination, as established by *An Act to Establish Pay Equity* (M.G.L. Ch. 177 of the Acts of 2016,) which became effective July 1, 2018. This law requires Massachusetts employers to ensure that all employees are paid a salary or wage that is no less than rates paid to employees of a different gender for comparable work.

(q) Educational Finance

- a. Meet Massachusetts regulations under 603 CMR 10, pertaining to school and school district financial record keeping and reporting of information used to determine compliance with state and federal education statutes and regulations. These regulations also provide for the computation of school spending requirements and annual state aid allocations, and evaluate progress toward meeting the objectives of the Education Reform Act of 1993 (St. 1993, C.71.)

School Committee Priorities

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

The budget should reflect the following priorities, in relative order. The School Committee may sometimes choose to fund items addressing the lower priorities over items that may claim a higher priority. While not done lightly, such choices must sometimes be made to ensure that no priority is neglected.

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

- a. Develop a common understanding of student-centered learning & assess current practices.
 - b. Launch Full-Day Kindergarten and document fit with Portrait competencies.
 - c. Assess and expand existing structures/experiences for student efficacy, leadership, and voice.
 - d. Continue to align the Science and Social Studies curriculum and student-centered instruction to state standards.
 - e. Introduce Portrait to all students in developmentally appropriate ways.
 - f. Report the results of student self-assessment on Portrait competencies.
- ii. Priority II: All students experience integrative teaching and learning.
 - 1. Objectives:
 - a. Objective A: Extend interdisciplinary teaching and learning PreK-12.
 - b. Objective B: Embed Portrait competencies, Technology, Inclusive Practices, SEL, and Equity into all curricula and instructional practices.
 - c. Objective C: Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.
 - 2. FY20 Action Steps:
 - a. Develop a common understanding of interdisciplinary teaching and learning and assess current practices.
 - b. Support existing interdisciplinary teaching and highlight best practices.
 - c. Align and synthesize the District's multiple plans, initiatives, and assessments. (Technology strategic plan, DCAP, SEL, Equity Plan, multiple assessment methods, Portrait.)
 - d. Develop a framework for integrative teaching & learning.
- iii. Priority III: All students learn and grow within adaptable environments.
 - 1. Objectives:
 - a. Objective A: Support and design classroom models and environments that foster collaboration & innovation.
 - b. Objective B: Provide time, schedules, and spaces that promote learning objectives.
 - c. Objective C: Complement instruction with accessible learning beyond the classroom, within the community, and in partnership with families.
 - 2. FY20 Action Steps:
 - a. Plan for the expansion of classroom models and environments for collaboration, innovation, cross-grade & multi-age learning experiences (e.g., Buddy Classes.)
 - b. Develop plans for alternative scheduling.
 - c. Plan and prepare to adapt existing spaces within the classrooms and schools to meet students' needs (e.g. creative seating, standing desks).
 - d. Evaluate learning opportunities beyond the classroom for accessibility and Portrait alignment.
 - e. Partner with community members and businesses to plan for learning opportunities beyond the classroom (e.g. internships).
 - f. Provide Family education on Portrait and preparing all students for

their future.

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

1. Objectives:

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

2. FY20 Action Steps:

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

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

- a. Provide competitive wages for teachers and administrators by funding collective bargaining agreements and contractual obligations. The Units A and B contracts were recently settled for FY 2019/20 - 2021/22. Contracts for Units C, D and E were recently negotiated for FY 2020/21 - 2022/23.
- b. Develop and retain "highly qualified" teaching staff through professional development and licensing; and maintain student/teacher ratios at within established guidelines:
 - i. Class sizes should be within the guidelines set forth in SC Policy #IHB. These guidelines specify class sizes of 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.
 - ii. Student/Teacher ratios should be set to optimize the instructional benefit to students, within the constraints of Policy #IHB, fiscal considerations and information from Needham's comparison communities.
 - iii. For FY22, the following new personnel and classroom costs should be assumed:

Needham Public Schools
Operating Budget Guidelines
For the Fiscal Year Ending June 30, 2022 (FY22)

Level	Position	Days	Hrs/Day	Hours	Rate	FTE	Salary	Gr/St
All Levels	Teacher	183.00	7.00	1281.00	N/A	1.00	71,939	AA3 6
Elem & PreK	SpEd Teaching Assistant	203.50	7.00	1424.50	19.74	1.00	28,125	ASA 3
Middle School	SpEd Teaching Assistant	203.50	6.67	1356.67	19.74	1.00	26,786	ASA 3
High School	SpEd Teaching Assistant	203.50	6.50	1322.75	19.74	1.00	26,116	ASA 3
Elem & PreK	SpEd Program Specialist	203.50	7.00	1424.50	29.16	1.00	41,534	ASF 3
Middle School	SpEd Program Specialist	203.50	6.67	1356.67	29.16	1.00	39,556	ASF 3
High School	SpEd Program Specialist	203.50	6.50	1322.75	29.16	1.00	38,568	ASF 3
Elementary	Library Program Specialist	203.50	7.31	1487.11	29.16	1.00	43,360	ASD 3
Middle School	Library Program Specialist	203.50	6.97	1419.28	29.16	1.00	41,382	ASD 3
High School	Library Program Specialist	203.50	6.81	1385.36	29.16	1.00	40,393	ASD 3
Elementary	Media Program Specialist	211.50	7.00	1480.50	29.16	1.00	43,167	ASB 3
Middle School	Media Program Specialist	211.50	6.67	1410.00	29.16	1.00	41,111	ASB 3
Elementary	Media Program Specialist	211.50	6.50	1374.75	29.16	1.00	40,084	ASB 3
Elementary	Science Ctr. Program Specialist	213.50	7.48	1595.91	30.00	1.00	47,882	ASE 3
All Levels	10 Mo. School Aide	214.00	7.00	1498.00	20.75	1.00	31,084	AR1 5
All Levels	10 Mo. Secretary	214.00	7.00	1498.00	25.50	1.00	38,199	AR2 5
All Levels	11 Mo. Secretary	236.00	7.00	1652.00	25.50	1.00	42,126	AR2 5
All Levels	12 Mo. Secretary	260.00	7.00	1820.00	25.50	1.00	46,410	AR2 5
All Levels	AV/Computer Technician	260.00	8.00	2080.00	34.11	1.00	70,949	AR6 5

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

iv. The FY22 base salary budget resets FTE's to the FY21 Annual Town-Meeting appropriation.

- (c) The ongoing refinement of curriculum, instruction, and assessment practices. High priority is given to the elements that insure the continuance, renewal, revision, delivery and management of curriculum and instruction. These include:
- Professional development for teachers and administrators;
 - Regular curriculum review, revision and development;
 - Implementation of new programs to increase student achievement, growth and development;
 - Developing innovative instructional programs that support and extend learning beyond the classroom;

- e. Purchase and replacement of paper and/or electronic textbooks, consumable material and curriculum-related resources, management and assessment tools, supplies and materials
- (d) The need to develop and maintain educational resources and a technology infrastructure that supports student learning and meets District goals:
 - a. Teacher and Administrative Supplies
 - i. Provide for the acquisition and replacement of instructional and administrative technology, software, online services, supplies and other equipment;
 - ii. Provide for student and classroom supplies;
 - iii. Provide for office administrative and teacher supplies; and
 - iv. Provide for maintenance, licensing, online services and contractual agreements.
 - b. Equipment/ Capital Outlay
 - i. Provide for the regular replacement of copiers, and other instructional equipment, optimally within the capital budget;
 - ii. Provide for administrative, financial and personnel systems, computers, interactive whiteboards, projectors and other administrative and instructional equipment consistent with the Technology Plan and efficient school operations;
 - iii. Provide school buildings and physical and technology infrastructure that adequately support the educational program and promote student safety; and
 - iv. Plan proactively for future technology needs and the evolving impact of technology on the school budget.
 - c. Administrative Support Staff
 - i. Provide a sufficient number of trained and competent instructional and technical support staff to support the work of teachers and administrators throughout the District.
- (e) The need to ensure that fee-based extracurricular programs reflect School Committee budget guidelines and that student fees are set to recover the cost of providing associated services, without restricting student participation or becoming unaffordable for families.
 - a. Set student fees to recover the cost of providing associated services, unless the fiscal impact on families is determined to be excessively burdensome or has the potential to limit student participation. If the latter, the School Committee may subsidize the program budget from other operational resources.
 - b. Develop and approve annual operating budgets for fee-based programs, according to the same general guidelines as used to develop the regular School Operating budget.
 - c. Authorize student fees and fee-based program budgets annually by vote of the School Committee.

School Committee Budget Document Contents

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

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



Needham School Committee

August 25, 2020

Agenda Item: **Discussion**

School Committee Policy EBCFA: Face Coverings

Background Information:

- This is the first reading of the policy on face coverings.
- The Committee will review the policy and vote at its next meeting.

Persons Available for Presentation:

Dr. Dan Gutekanst, Superintendent of Schools

DRAFT

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS

FILE

EBCFA

Policy for: FACE COVERINGS	Revision 0
Date Approved by School Committee: Signature of Chair:	Page 1 of 2

In accordance with guidance from the Centers for Disease Control (CDC), the Department of Elementary and Secondary Education (DESE), the Massachusetts Department of Public Health (DPH), and the Needham Department of Public Health, the following requirements are in place until further notice.

A face covering that covers the nose and mouth must be worn by all individuals in school buildings, on school grounds, and on school transportation, even when social distancing is observed.

Individuals may be excused from the requirement per CDC guidance if the individual:

- has trouble breathing;
- is unconscious;
- in incapacitated;
- cannot remove the mask or face covering without assistance.

In addition, masks or face coverings will not be required for anyone who has a medical, behavioral or other challenge making it unsafe to wear a face mask or face covering. A written note from a physician specific for rationale and diagnoses, is required for a requested exemption. Notes will be reviewed by the School Physician before an exemption is granted. Parents/guardians may not excuse their child from the face mask or face covering requirement by signing a waiver.

Face masks or face coverings will not be required when appropriate social distancing is enforced:

- during mask breaks;
- while eating or drinking;
- during physical education classes;
- while engaging in school-sponsored sports activities and adhering to policy requirements of those activities

Student masks or face coverings will be provided by the student's family/guardian. The district will supply a disposable face mask or face covering should an individual arrive at a building, or board school transportation, without one. The district will provide face masks for all school staff.

DRAFT

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS

FILE

EBCFA

Policy for: FACE COVERINGS	Revision 0
Date Approved by School Committee: Signature of Chair:	Page 2 of 2

If students are in violation of this policy, the building principal will consult with the parents/guardians and the student will be removed from the school building for in-person learning until such time as they can comply with the requirement or the requirement is lifted.

Violations of this policy by staff will be handled in the same manner as other violations of School Committee policy.

This policy will remain in place until rescinded by the School Committee.

LEGAL REF.: Commonwealth of Massachusetts, COVID-19 Order No. 31 -

<https://www.mass.gov/doc/may-1-2020-masks-and-face-coverings/download>

REFS.: Centers for Disease Control and Prevention - Considerations for Wearing Masks -

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

Massachusetts Department of Elementary and Secondary Education - Reopening Guidelines - <http://www.doe.mass.edu/covid19/>

Commonwealth of Massachusetts - Mask Up MA! -

<https://www.mass.gov/news/mask-up-ma>

SOURCE: MASC - August 2020



Needham School Committee

August 25, 2020

Agenda Item: **Action**

Vote to Request October 2020 Special Town Meeting Budget Placeholder

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee votes to be included in a Town-wide warrant article for additional funding from the October 2020 Special Town Meeting for school budget expenses related to the reopening of school in September.



NEEDHAM PUBLIC SCHOOLS

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

August 20, 2020

To: Needham School Committee
From: Anne Gulati, Assistant Superintendent for Finance & Operations
RE: Request for October 2020 Special Town Meeting Budget Placeholder

Background:

The planned implementation of a hybrid school schedule for 2020-21 will require additional school budget resources beyond those which are currently available to provide the staffing and health/safety infrastructure needed to open schools. There are several areas in which the District faces significant exposure, including:

- Additional payments to staff on leave due to COVID-19 exposure or need to quarantine, or childcare closure.
- Additional potential staffing to staff the remote learning academy for students who opt out of the hybrid model.
- Additional potential staffing for special education and other student service needs.
- Revenue deficits due to fewer fees collected for nutrition services and reschool.

Since school schedules are still being built in this complicated hybrid model, we continue to develop our understanding of what the model will cost. Currently, the estimate of additional resources needed ranges from \$750,000 - \$1,000,000. We will have a better understanding of the need over the next few weeks.

Special Town Meeting Warrant Request:

This request is to seek additional funding from Special Town Meeting for school budget expenses, related to re-opening school in September.

ALG/alg



Needham School Committee

August 25, 2020

Agenda Item: **Action**

Approve Emery Grover Feasibility Study Option

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee votes Option 3 of the Emery Grover Feasibility Study as submitted.

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

August 25, 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

August 25, 2020

Agenda Item: **Information Item**

- FY20 Student Activity Account Balances



NEEDHAM PUBLIC SCHOOLS

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

August 20, 2020

To: Needham School Committee
 From: Anne Gulati, Director of Financial Operations
 RE: FY 2019/20 School Student Activity Balances

This report presents information about FY 2019/20 student activity account balances.

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

A brief synopsis of FY 2019/20 student account activity is presented below. During this fiscal year, students raised and spent over \$486,048 to fund their activities, including yearbooks, Prom, and the Junior Harbor Cruise. The balance in these accounts totaled \$375,774.31 on June 30 and was allocated among schools as shown in the chart below.

Quickbooks Class/ Club Ledger Balances	Beginning Balance 7/01/19	Plus Posted Receipts	Less Posted Expenses	Ending Balance 6/30/20	Adjusted Ending Balance 6/30/20
Broadmeadow	5,501.59	13,178.12	10,757.46	7,922.25	7,922.25
Eliot	2,161.31	8,296.27	6,107.48	4,350.10	4,350.10
Williams	8,969.65	11,610.32	4,904.24	15,675.73	15,675.73
Mitchell	5,367.69	10,684.01	8,471.34	7,580.36	7,580.36
Newman	9,004.22	9,105.85	6,480.71	11,629.36	11,629.36
High Rock	27,636.82	15,136.74	13,904.80	28,868.76	28,868.76
Pollard	69,332.14	162,438.20	148,167.98	83,602.36	83,602.36
Needham High School	<u>231,713.30</u>	<u>255,598.91</u>	<u>271,166.82</u>	<u>216,145.39</u>	<u>216,145.39</u>
Subtotal	359,686.72	486,048.42	469,960.83	375,774.31	375,774.31

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

The reconciled ending balance of \$375,774.31 is held in several bank accounts, including eight school checking accounts and a District-wide Agency Account. The breakdown of funds, by account, is presented below:

Checking & Agency Account Balances	Broadmeadow	Eliot	Williams	Mitchell	Newman	High Rock	Pollard	NHS	Total
Checking June 30, 2020 Ending Balance	1,504.34	1,002.89	3,008.67	2,005.79	4,011.55	10,028.88	10,028.72	10,028.76	41,619.60
Plus Pending Reimbursements	-	-	-	-	-	-	-	-	-
Less Outstanding Checks	4.34	2.89	8.67	5.79	11.55	28.88	28.72	28.76	119.60
Reconciled Checking June 30, 2020 Ending Bal	1,500.00	1,000.00	3,000.00	2,000.00	4,000.00	10,000.00	10,000.00	10,000.00	41,500.00
Agency June 30, 2020 Ending Balance	8,403.00	5,336.47	18,626.41	9,560.44	15,593.36	38,779.43	102,159.15	218,346.02	416,804.28
Plus Pending Reimbursements/Deposits in Tra	1,022.06	13.63	49.32	24.01	36.00	89.34	293.21	9,799.41	11,326.98
Less Outstanding Payments	3,002.81	2,000.00	6,000.00	4,004.09	8,000.00	20,000.00	28,850.00	22,000.05	93,856.95
Reconciled Agency June 30, 2020 Ending Bala	6,422.25	3,350.10	12,675.73	5,580.36	7,629.36	18,868.77	73,602.36	206,145.38	334,274.31
Reconciled Grand Total SAA June 30, 2020	7,922.25	4,350.10	15,675.73	7,580.36	11,629.36	28,868.77	83,602.36	216,145.39	375,774.31
Compare to School Class/Club Ledgers	7,922.25	4,350.10	15,675.73	7,580.36	11,629.36	28,868.76	83,602.36	216,145.39	375,774.31
Variance to Reconcile	-	-	-	-	-	0.01	-	-	-

Student activity accounts earned a total of \$1,181.98 in interest income during FY 2019/20. Of this total, \$1,062.38 was earned in the Agency Account and \$119.60 was earned in the checking accounts. (The checking interest is typically re-deposited to the Agency Account at the conclusion of each school year.) Under School Committee policy, this interest income may be used for certain expenses associated with maintaining the accounts, providing scholarships to students, or providing refreshments for parent volunteers. Alternatively, the School Committee may vote to allocate these funds to purposes as determined by the School Committee. Traditionally, the School Committee votes to allocate this income back to specific student activities, as recommended by the Principal of each school. In June, 2020, the School Committee voted to re-distribute FY20 interest income as follows: Broadmeadow, Eliot, Williams, Mitchell, Newman, High Rock and Pollard - all Year of Graduation (YOG) accounts, equally; and NHS - Student Council.

The table below identifies the sources and uses of net interest income for FY20:

Student Activity Account Interest Income Sources & Uses: FY20	Broadmeadow	Eliot	Williams	Mitchell	Newman	High Rock	Pollard	NHS	Total
<u>Agency Account</u>									
Beginning Balance	-	-	-	-	-	-	-	-	-
Plus Current Interest Income	17.72	10.74	40.65	18.22	24.45	60.46	264.49	625.65	1,062.38
Plus Checking Interest Swept to Agency	4.34	2.89	8.67	5.79	11.55	28.88	28.72	28.76	119.60
Plus Voted Reallocation Among Clubs	-	-	-	-	-	-	-	-	-
Reconciled Net Interest 6-30-20	22.06	13.63	49.32	24.01	36.00	89.34	293.21	654.41	1,181.98
<u>Checking Account</u>									
Beginning Balance	-	-	-	-	-	-	-	-	-
Plus Current Interest Income	4.34	2.89	8.67	5.79	11.55	28.88	28.72	28.76	119.60
Plus Adjustments	-	-	-	-	-	-	-	-	-
Plus Checking Interest Swept to Agency	(4.34)	(2.89)	(8.67)	(5.79)	(11.55)	(28.88)	(28.72)	(28.76)	(119.60)
Reconciled Net Interest 6-30-20	-	-	-	-	-	-	-	-	-
Allocated to SAA Clubs on 6-30-20	22.06	13.63	49.32	24.01	36.00	89.34	293.21	654.41	1,181.98

Finally, the Student activity accounts received \$19,262.96 in photo commissions related to SY 2019/20 photo sales. In January, 2020, the School Committee voted to distribute this undesignated income as follows: Broadmeadow, Eliot, Hillside, and Pollard - All YOG accounts, equally; Mitchell – Student Council and YOG 2028; Newman – Student Council; High Rock - Yearbook; and NHS - Student Council. All of these funds were distributed during 2019/20.

ALG/alg
Attachment(s)

Attachment A

Student Activity Account

June 30, 2020
Summary Balance Sheets
All Schools

Broadmeadow Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3210-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2025 - Checking	0.00
Class of 2026 Checking	0.00
Class of 2027 - Checking	0.00
Class of 2029 - Checking	1,000.00
Student Council - Checking	500.00
Total 9300-3210-102 Checking Account	1,500.00
9300-3210-104 Agency Account	6.01
Agency Interest - Agency	0.00
Broadmeadow School Store - Agen	494.58
Class of 2026 - Agency	0.00
Class of 2027 - Agency	2,255.72
Class of 2028 - Agency	1,448.53
Class of 2029 - Agency	446.08
Class of 2030 - Agency	853.92
Class of 2031 - Agency	372.22
Class of 2032	358.46
Student Council - Agency	186.73
Undesignated Income - Agency	0.00
Total 9300-3210-104 Agency Account	6,422.25
Total Bank Accounts	\$7,922.25
Total Current Assets	\$7,922.25
TOTAL ASSETS	\$7,922.25
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-2,939.30
Opening Balance Equity	8,440.89
Retained Earnings	0.00
Net Income	2,420.66
Total Equity	\$7,922.25
TOTAL LIABILITIES AND EQUITY	\$7,922.25

Eliot Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3220-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2023 - Checking	0.00
Class of 2024 - Checking	0.00
Class of 2025 - Checking	0.00
Class of 2026 - Checking	0.00
Class of 2027 - Checking	0.00
Class of 2028 - Checking	700.00
Class of 2030 - Checking	100.00
Total 9300-3220-102 Checking Account	800.00
9300-3220-104 Agency Account	4.01
Agency Interest - Agency	0.00
Class of 2023 - Agency	0.00
Class of 2024 - Agency	0.00
Class of 2025 - Agency	0.00
Class of 2026 - Agency	0.00
Class of 2027 - Agency	831.89
Class of 2028 - Agency	582.36
Class of 2029 - Agency	604.68
Class of 2030 - Agency	744.98
Class of 2031 - Agency	485.25
Class of 2032	296.93
Undesignated Income	0.00
Total 9300-3220-104 Agency Account	3,550.10
Total Bank Accounts	\$4,350.10
Total Current Assets	\$4,350.10
TOTAL ASSETS	\$4,350.10
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-2,275.03
Opening Balance Equity	4,436.34
Retained Earnings	0.00
Net Income	2,188.79
Total Equity	\$4,350.10
TOTAL LIABILITIES AND EQUITY	\$4,350.10

Hillside Williams Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3230-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2026 - Checking	0.00
Class of 2028 - Checking	3,000.00
Total 9300-3230-102 Checking Account	3,000.00
9300-3230-104 Agency Account	12.02
Agency Interest - Agency	0.00
Class of 2023 - Agency	0.00
Class of 2026 - Agency	0.00
Class of 2027 - Agency	2,627.25
Class of 2028 - Agency	3,374.29
Class of 2029 - Agency	2,498.90
Class of 2030 - Agency	2,040.81
Class of 2031 - Agency	1,664.23
Class of 2032-Agency	458.23
Undesignated Income - Agency	0.00
Total 9300-3230-104 Agency Account	12,675.73
Total Bank Accounts	\$15,675.73
Total Current Assets	\$15,675.73
TOTAL ASSETS	\$15,675.73
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-2,415.56
Opening Balance Equity	11,385.21
Retained Earnings	0.00
Net Income	6,706.08
Total Equity	\$15,675.73
TOTAL LIABILITIES AND EQUITY	\$15,675.73

Mitchell Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3240-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2024 - Checking	0.00
Class of 2025 - Checking	0.00
Class of 2026 - Checking	0.00
Class of 2027 - Checking	0.00
Student Council - Checking	2,000.00
Total 9300-3240-102 Checking Account	2,000.00
9300-3240-104 Agency Account	8.01
Agency Interest - Agency	0.00
Class of 2024 - Agency	0.00
Class of 2025 - Agency	0.00
Class of 2026 - Agency	0.00
Class of 2027 - Agency	709.03
Class of 2028 - Agency	1,711.39
Class of 2029 - Agency	368.98
Class of 2030 - Agency	339.71
Class of 2031 - Agency	28.40
Class of 2032	6.90
Student Council - Agency	2,407.94
Undesignated Income - Agency	0.00
Total 9300-3240-104 Agency Account	5,580.36
Total Bank Accounts	\$7,580.36
Total Current Assets	\$7,580.36
TOTAL ASSETS	\$7,580.36
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-607.43
Opening Balance Equity	5,975.12
Retained Earnings	0.00
Net Income	2,212.67
Total Equity	\$7,580.36
TOTAL LIABILITIES AND EQUITY	\$7,580.36

Newman Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3250-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2027 - Checking	0.00
Class of 2028 - Checking	3,000.00
Class of 2029 - checking	1,000.00
Total 9300-3250-102 Checking Account	4,000.00
9300-3250-104 Agency Account	16.00
Agency Interest - Agency	0.00
Class of 2024 - Agency	0.00
Class of 2025 - Agency	0.00
Class of 2026 - Agency	0.00
Class of 2027 - Agency	2,889.17
Class of 2028 - Agency	681.64
Class of 2029 - Agency	256.99
Class of 2030 - Agency	918.22
Class of 2031 - Agency	388.22
Class of 2032	11.57
Student Council - Agency	2,467.55
Undesignated Income - Agency	0.00
Total 9300-3250-104 Agency Account	7,629.36
Total Bank Accounts	\$11,629.36
Total Current Assets	\$11,629.36
TOTAL ASSETS	\$11,629.36
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-Out	-2,617.49
Opening Balance Equity	11,621.71
Retained Earnings	0.00
Net Income	2,625.14
Total Equity	\$11,629.36
TOTAL LIABILITIES AND EQUITY	\$11,629.36

High Rock Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3260-102 Checking Account	0.00
Checking Interest - Checking	0.00
Class of 2022 - Checking	0.00
Class of 2023 - Checking	0.00
Recycling Club - Checking	2,500.00
Student Council - Checking	6,000.00
Yearbook - Checking	1,500.00
Total 9300-3260-102 Checking Account	10,000.00
9300-3260-104 Agency Account	40.09
Agency Interest - Agency	0.00
Class of 2023 - Agency	0.00
Class of 2024 - Agency	0.00
Class of 2025 - agency	0.00
Class of 2026 - Agency	8,990.73
Musical Theatre	120.00
Recycling Club - Agency	1,737.98
Student Council - Agency	1,188.95
Undesignated Income - Agency	0.00
Yearbook - Agency	6,791.01
Total 9300-3260-104 Agency Account	18,868.76
Total Bank Accounts	\$28,868.76
Total Current Assets	\$28,868.76
TOTAL ASSETS	\$28,868.76
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-In	10,854.81
Graduated Class Transfer-Out	-6,001.67
Opening Balance Equity	22,783.68
Retained Earnings	0.00
Net Income	1,231.94
Total Equity	\$28,868.76
TOTAL LIABILITIES AND EQUITY	\$28,868.76

Pollard Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3300-102 Checking Account	0.00
Checking Interest - Checking	0.00
Student Council - Checking	10,000.00
Total 9300-3300-102 Checking Account	10,000.00
9300-3300-104 Agency Account	40.45
Agency Interest - Agency	0.00
Best Buddies - Agency	421.25
Class of 2021 - Agency	0.00
Class of 2022 - Agency	0.00
Class of 2023 - Agency	0.00
Class of 2024 - Agency	13,980.24
Class of 2025 - Agency	8,638.96
Drama Club - Agency	0.00
Music Club - Agency	12,212.44
Robotics Club - Agency	1,693.16
Ski Club	1,250.59
Student Council - Agency	4,476.66
Undesignated Income - Agency	0.00
Yearbook - Agency	30,888.61
Total 9300-3300-104 Agency Account	73,602.36
Total Bank Accounts	\$83,602.36
Total Current Assets	\$83,602.36
TOTAL ASSETS	\$83,602.36
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Graduated Class Transfer-In	6,001.67
Graduated Class Transfer-Out	-17,245.89
Opening Balance Equity	80,576.36
Retained Earnings	0.00
Net Income	14,270.22
Total Equity	\$83,602.36
TOTAL LIABILITIES AND EQUITY	\$83,602.36

Needham High School Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
9300-3400-102 Checking Account	0.00
Checking Interest - Checking	0.00
Habitat for Humanity - Checking	6,500.00
Musical Performance - Checking	0.00
SAMD - Checking	3,500.00
Total 9300-3400-102 Checking Account	10,000.00
9300-3400-341 Agency Account	39.06
Advocate, The - Agency	34,487.27
Agency Interest - Agency	0.00
AGSA - Agency	997.02
Amnesty International Club - Agency	406.87
Anime Club - Agency	1,173.41
Asian Student Union - Agency	243.00
Best Buddies - Agency	2,826.39
Bio Builder Club - Agency	441.71
Biology Club - Agency	17.09
Birthday Wishes	87.12
Birthday Wishes - Agency	76.50
Bomb Squad - Agency	119.11
Book Club - Agency	0.78
Brownies for Books - Agency	138.50
Chess Club - Agency	190.40
Choose To Be Nice - Agency	103.50
Class of 2023 - Agency	16,652.14
Class of 2013 - Agency	6,124.21
Class of 2014 - Agency	3,170.04
Class of 2015 - Agency	787.53
Class of 2016 - Agency	7,993.30
Class of 2017 - Agency	7,124.17
Class of 2018 - Agency	0.00
Class of 2019 - Agency	3,980.61

Needham High School Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
Class of 2020 - Agency	7,461.75
Class of 2021 - Agency	15,891.60
Class of 2022 - Agency	8,481.98
Coffee Cart	47.00
Comp Engineering Club - Agency	45.00
Craydles to Crayons - Agency	235.46
Culinary and Pastry Arts Club	364.26
DECA - Agency	377.97
Dream Far - Agency	0.00
EKAL of NHS - Agency	971.70
English Club - Agency	4,137.55
Environmental Club - Agency	2,772.54
Fashion Club - Agency	266.15
Fermata Nowhere - Agency	0.00
Film Club - Agency	170.75
French Club - Agency	2,698.20
French Trip - Agency	590.48
Future Med Prof - Agency	125.72
Gender Equality Club - Agency	798.65
Gift of Life - Agency	297.58
Girl Up Club - Agency	333.69
Girls Who Code Club - Agency	284.75
Greater Boston Project - Agency	350.83
Habitat for Humanity - Agency	2,059.35
Happy Camper - Agency	652.68
HIDIN (Helping Island Dogs in Need) - Agency	191.55
Hill Topper - Agency	170.84
Hope Club - Agency	175.51
International Culture Club - Agency	164.52
Jewish Student Union - Agency	243.00
Jimmy Fund Club - Agency	183.06
Kids for Wish for Kids Club	286.47
KIVA - Agency	2,645.51
Know a language, Share a language - Agency	60.00

Needham High School Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
Korean Club - Agency (deleted)	305.50
Latin Club - Agency	224.17
Launch Club - Agency	447.00
Life Skills 101 - Agency	-1,851.12
Lifting Metco - Agency	2,351.77
Mahjong Club - Agency	140.00
Make a Statement Day - Agency	173.17
Mandarin Club - Agency	1,711.79
March for Our Lives	60.00
Marching Band - Agency	328.42
Math Team - Agency	68.20
Mending Hearts - Agency	159.23
Mock Trial - Agency	1,747.47
Model Congress - Agency	32.83
Mud Club - Agency	73.15
Musical Performance - Agency	1,603.67
N.I.C.E. - Agency	80.05
N.P.S. National Suicide Prevention - Agency	486.75
National Art Honor Socceity - Agency	524.78
National Honors Soc - Agency	5,214.63
Needham Graphics Design Club - Agency	210.00
Operation Smile-Agency	985.67
Own Your Peace - Agency	175.28
People for Paws - Agency	471.90
Photography Club - Agency	0.05
Ping Pong Club - Agency	335.49
Quiz Bowl - Agency	119.14
Rag, The - Agency	1,756.63
Raise to Save - Agency	64.00
Red Cross Club - Agency	513.84
Relay for Life Club - Agency	142.37
Rise Above	55.00
Robotics Club - Agency	5,582.28
Rockerty Club - Agency	1,522.33
Rocket Express - Agency (deleted)	1,146.26

Needham High School Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

	TOTAL
Room to Read - Agency	484.41
SADD/RADD/SALSA - Agency	1,861.16
SAMD - Agency	7,681.08
Save a Child's Heart - Agency	2,400.92
School on Wheels	228.93
School the World (deleted)	64.80
Science Club - Agency	209.57
Scribbles that Matter - Agency	16.01
Self Defense for Girls	151.00
Shanghai Needham Excha - Agency	3,857.89
Soccer Without Borders - Agency	61.00
Social Studies - Agency	1,926.21
Spanish NHS - Agency	0.00
Special Olympics	62.86
Speech & Debate - Agency	64.15
Student Council - Agency	6,385.20
Support Our Troops Clu - Agency	631.75
Swim Across America	663.88
T1D	298.01
Take Back The Night - Agency	3,258.92
Tea Club	59.58
The Rising Hearts Club	65.00
Undesignated Income	146.55
UNICEF - Agency	0.71
Visual Arts Club - Agency	1,564.45
Wellness Club. - Agency	103.02
Womyn's Rights Coalition (deleted)	69.00
World Language - Agency	6,058.15
Wrier's Corner	93.65
Total 9300-3400-341 Agency Account	206,145.39
Total Bank Accounts	\$216,145.39
Total Current Assets	\$216,145.39
TOTAL ASSETS	\$216,145.39

Needham High School Student Activity Ledger

BALANCE SHEET

As of June 30, 2020

		TOTAL
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
Graduated Class Transfer-In		17,245.89
Opening Balance Equity		214,467.41
Retained Earnings		0.00
Net Income		-15,567.91
Total Equity		\$216,145.39
TOTAL LIABILITIES AND EQUITY		\$216,145.39