



Needham School Committee

December 15, 2020

6:30 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 for Public Comments:

*Please [click here](#) to join webinar



SCHOOL COMMITTEE MEETING AGENDA

Tuesday, December 15, 2020 6:30 p.m.

Next School Committee Meeting: Tuesday, January 5, 2021

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 for Public Comments via Zoom Webinar*

6:30 p.m. Public Comments

6:40 p.m. School Committee Chair and Subcommittee Updates

6:45 p.m. Superintendent's Comments

6:50 p.m. Consent Items

1. FY21 Budget Transfers
2. Accept Donations

Discussion Items

6:50 p.m. FY22 Budget Discussion: Student Support Services

7:30 p.m. Update on Student Learning:

- Health & Safety
- Exploratory Team

8:30 p.m. School Committee Comments

Please [click here](#) to join webinar

Webinar ID: 819 1392 5456 Passcode: 984366

Or iPhone one-tap: US: +13126266799



Needham School Committee December 15, 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

December 15, 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

December 15, 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
December 15, 2020

Agenda Item: **Consent Agenda**

1. Approve FY21 Budget Transfers
2. Accept Donations

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

If none removed:

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

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: December 10, 2020

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

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

Salaries	\$0
Purchase of Service/Expense	\$0
Capital	\$0
Net Change:	\$0

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. All of the attached transfers occur within the category of "Purchase of Service/Expense."

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

Implementation Implications:

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

School Committee (circle one)

Action	Information	Discussion	Consent Calendar
Central Administrator	Town Counsel	Sub-Committee:	_____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Anne Gulati
Assistant Superintendent for Finance & Operations

G/L ACCOUNT #	DEPARTMENT	DEBIT	CREDIT	NET
<u>SALARIES</u>				
N/A	N/A	-	-	-
	SUBTOTAL SALARIES	-	-	-
<u>PURCHASE OF SERVICE & EXPENSE</u>				
0001.3032.040.99.1220.099.99.520.030.5420.300.05	DIR OF PROG DEV OFFICE SUPPLIES	\$377.00		377.00
0001.3032.040.99.1220.099.99.520.030.5710.300.06	DIR OF PROG DEV IN-STATE TRAVEL		\$219.00	(219.00)
0001.3032.040.99.1220.099.99.520.030.5730.300.06	DIR OF PROG DEV DUES & MEMBERSHIPS		\$100.00	(100.00)
0001.3032.040.99.1220.099.99.520.030.5780.300.06	DIR OF PROG DEV OTHER EXPENSES		\$58.00	(58.00)
0001.3132.005.25.2358.099.99.520.030.5303.300.04	CURR DEV - NEW - OUTSIDE PD PROV - P&T SEMINAR &		\$485.00	(485.00)
0001.3132.005.30.2410.099.99.520.030.5517.300.05	CURR DEV ED SUPPLIES - WKBKS/TXTBKS		\$1,000.00	(1,000.00)
0001.3132.005.40.2410.099.99.520.030.5517.300.05	CURR DEV ED SUPPLIES - WKBKS/TXTBKS		\$1,230.00	(1,230.00)
0001.3132.005.40.2430.099.99.520.030.5510.300.05	CURR DEV EDUCATIONAL SUPPLIES		\$1,871.00	(1,871.00)
0001.3132.040.21.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES		\$1,891.00	(1,891.00)
0001.3132.040.21.2455.090.99.520.030.5305.300.04	CURR DEV - BRM - INSTR SOFTWARE & LICENSES - P&T S	\$2,400.00		2,400.00
0001.3132.040.22.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES		\$1,891.00	(1,891.00)
0001.3132.040.22.2455.090.99.520.030.5305.300.04	CURR DEV - ELI - INSTR SOFTWARE & LICENSES - P&T S	\$2,400.00		2,400.00
0001.3132.040.23.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES		\$1,891.00	(1,891.00)
0001.3132.040.23.2455.090.99.520.030.5305.300.04	CURR DEV - WILL - INSTR SOFTWARE & LICENSES - P&T	\$2,400.00		2,400.00
0001.3132.040.24.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES		\$1,891.00	(1,891.00)
0001.3132.040.24.2455.090.99.520.030.5305.300.04	CURR DEV - MIT - INSTR SOFTWARE & LICENSES - P&T S	\$2,400.00		2,400.00
0001.3132.040.25.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES		\$1,890.00	(1,890.00)
0001.3132.040.25.2455.090.99.520.030.5305.300.04	CURR DEV - NEW - INSTR SOFTWARE & LICENSES - P&T	\$2,400.00		2,400.00
0001.3132.040.26.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES		\$1,890.00	(1,890.00)
0001.3132.040.26.2455.090.99.520.030.5305.300.04	CURR DEV - HIGH ROCK - INSTR SOFTWARE & LICENSES	\$2,400.00		2,400.00
0001.3132.040.30.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES		\$1,890.00	(1,890.00)
0001.3132.040.30.2455.090.99.520.030.5305.300.04	CURR DEV - POLL - INSTR SOFTWARE & LICENSES - P&T	\$2,400.00		2,400.00
0001.3132.040.40.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES		\$1,890.00	(1,890.00)
0001.3132.040.40.2455.090.99.520.030.5305.300.04	CURR DEV - NHS - INSTR SOFTWARE & LICENSES - P&T S	\$2,400.00		2,400.00
0001.3132.040.50.2455.090.99.520.030.5275.300.04	CURRICULUM DEVELOPMENT - SOFTWARE LIC & USER FEES		\$1,890.00	(1,890.00)
0001.3132.040.50.2455.090.99.520.030.5305.300.04	CURR DEV - PRESCHOOL - INSTR SOFTWARE & LICENSES	\$2,400.00		2,400.00
	SUBTOTAL PURCHASE OF SERVICE & EXPENSE	21,977.00	21,977.00	-
<u>CAPTIAL</u>				
N/A		-	-	-
	SUBTOTAL CAPITAL	-	-	-
	GRAND TOTAL	21,977.00	21,977.00	-

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ **Date:** December 15, 2020

Item Title: **Approve School Department Donations**

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

Non - Covid Related Donations:

	<u>Value:</u>
• Needham Athletic Boosters Club, Inc Needham, MA, donation for Fall 2020 NHS Athletic Waivers	\$8,000.00
• Ms. Naoko Akai, Fort Lee, NJ donation in support of Fine & Performing Arts Scholarships	\$683.00
• Donation to Elizabeth L. Gardner Scholarship from Elizabeth L. Gardner Charitable Trust	\$6,574.33
• Mr. Brian Silver, Needham MA, donation of 2 Chromebooks to the IT department	Est. Value \$200.00

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

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

School Committee: Consent Calendar

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations



Needham School Committee

December 15, 2020

Agenda Item: **Discussion**

FY22 Budget Discussion: Student Support Services

Background Information:

- This will be second of several discussions about the FY22 budget and will highlight the student support services program.
- Tom Denton will also share guidance updates relative to supporting students this fall.

Persons Available for Presentation:

Dr. Dan Gutekanst, Superintendent of Schools
Dr. Alexandra Montes McNeil, Assistant Superintendent for Human Resources
Dr. Terry Duggan, Assistant Superintendent for Student Learning
Ms. Anne Gulati, Assistant Superintendent for Finance and Operations
Ms. Mary Lammi, Assistant Superintendent for Student Support Services
Mr. Thomas Denton, Director of Guidance, PreK -12



Student Support Services FY22 Budget Request

Needham School Committee
December 15, 2020

Presentation Overview

Build an understanding of the critical role student support services plays in providing equitable access to high quality inclusive educational experiences

Share budget drivers in the areas of student supports services

Provide an update on special education specific to enrollment, programs, and needs

Review requests/Revisit Drivers

Questions and Comments

Overview of Student Support Services

- All Students are general education students first!
- The District Curriculum Accommodation Plan (DCAP) ensures all efforts have been made to meet students' needs in general education through supports that address learner variability.
- A multi-tiered system of support is a framework endorsed by the Every Student Succeeds Act that is designed to assist schools in integrating the systems, practices, and supports needed to ensure equitable access to high quality education for all students.
- Student Support Services plays an important role in ensuring equity, access, and inclusion of all students by providing comprehensive programs and services

FY22 Budget Drivers

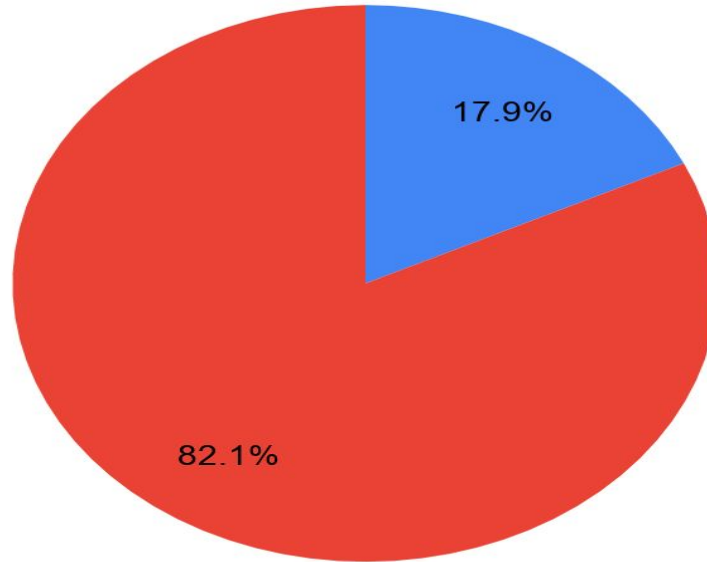
The FY22 budget focuses on continuing to build capacity and ensure equity for all students in an inclusive learning environment.

- Increasing number of students requiring special education, counseling, and English language instruction
- Strengthening in-district capacity to meet students' needs through a continuum of academic and social-emotional programs and services
- Continuing work to address caseload/workload barriers to equitable inclusive education
- Planning for the possible continuation of the Remote Learning Academy due to COVID-19 and additional staffing needs related to COVID health and safety requirements.



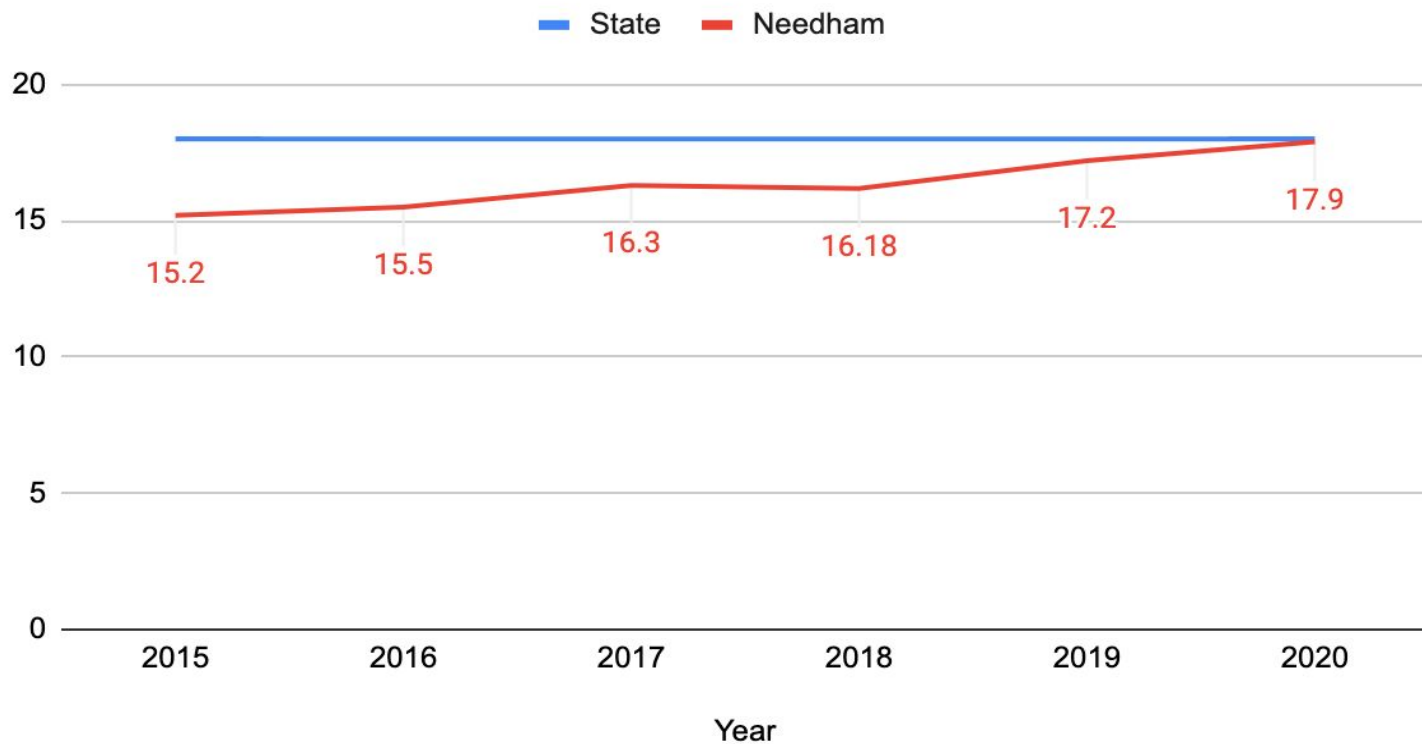
Special Education Data

NPS Rate of Special Education

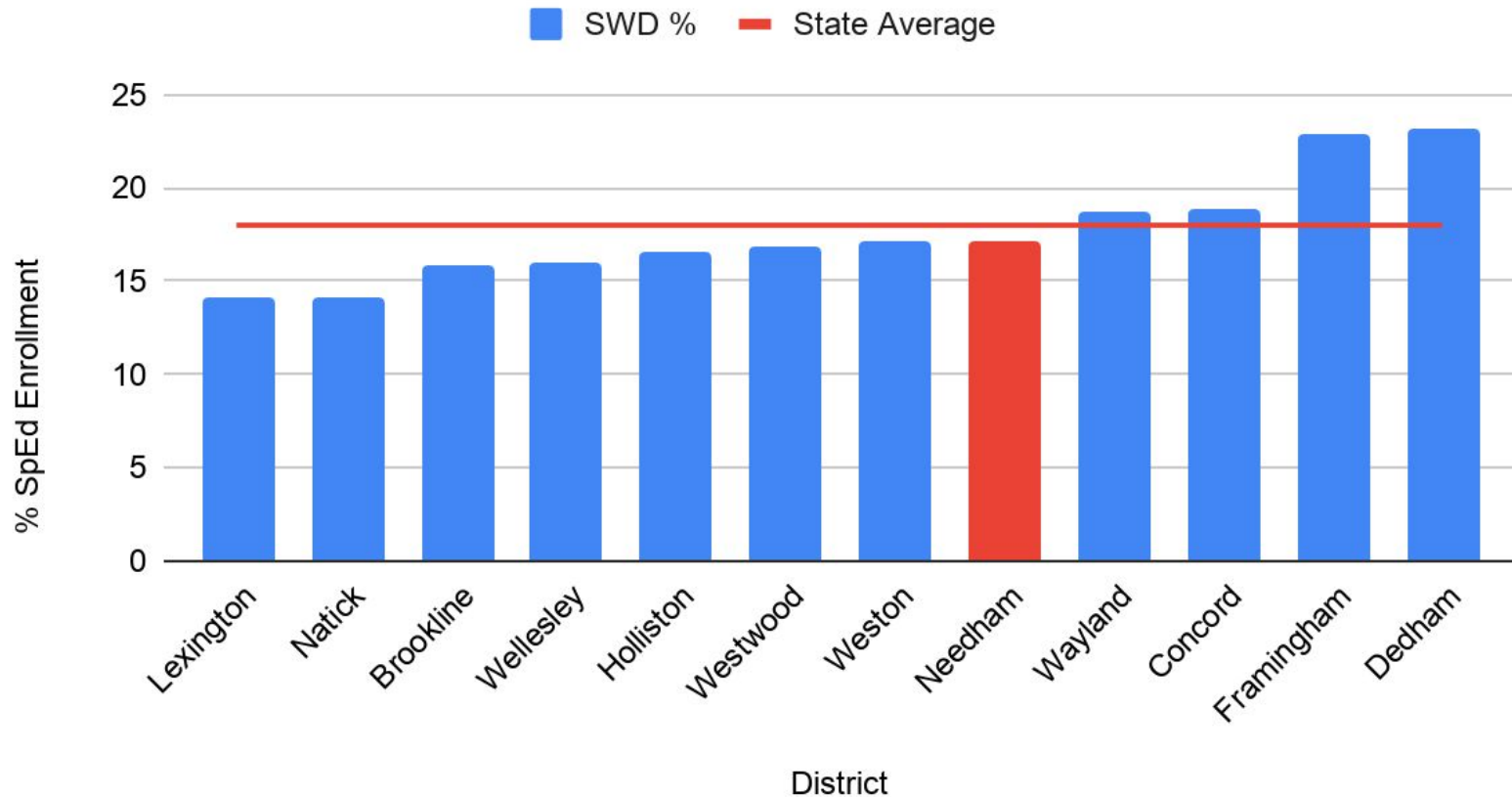


- Students Receiving Special Education Services
- Students NOT Receiving Special Education Services

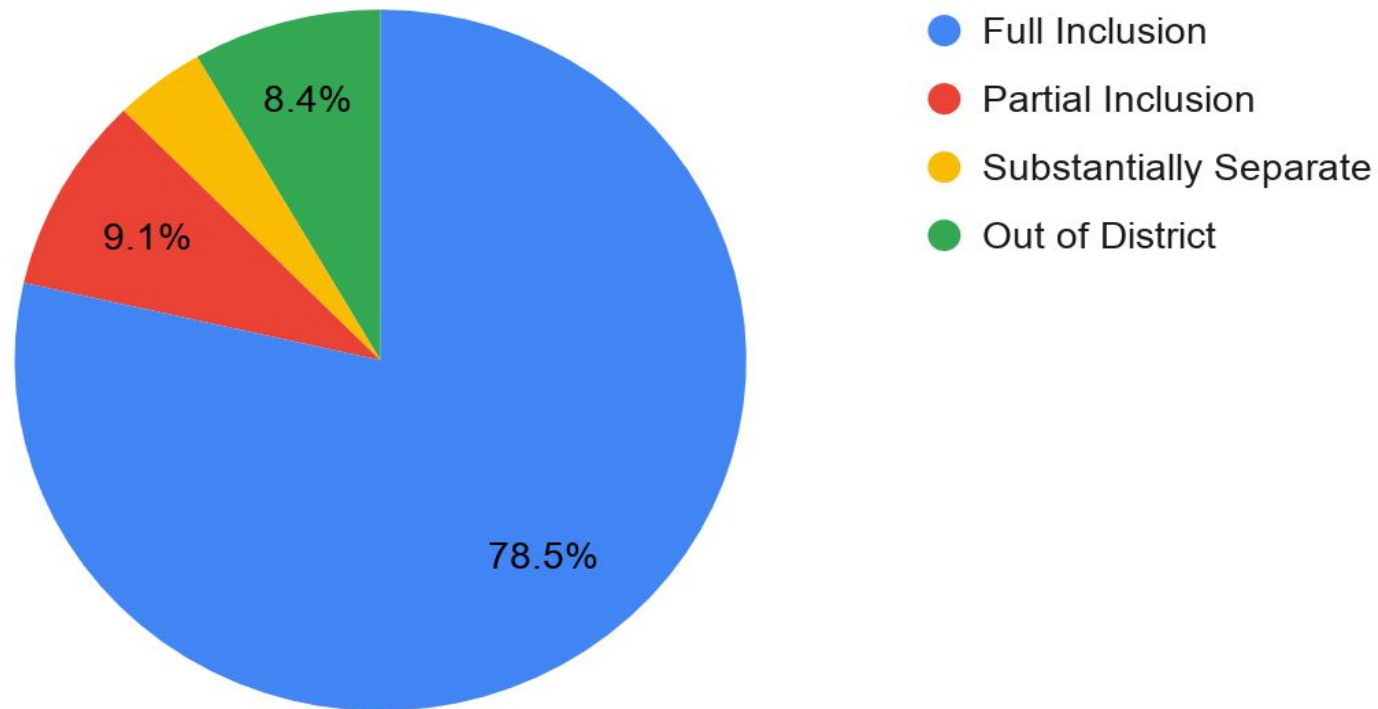
Special Education Enrollment



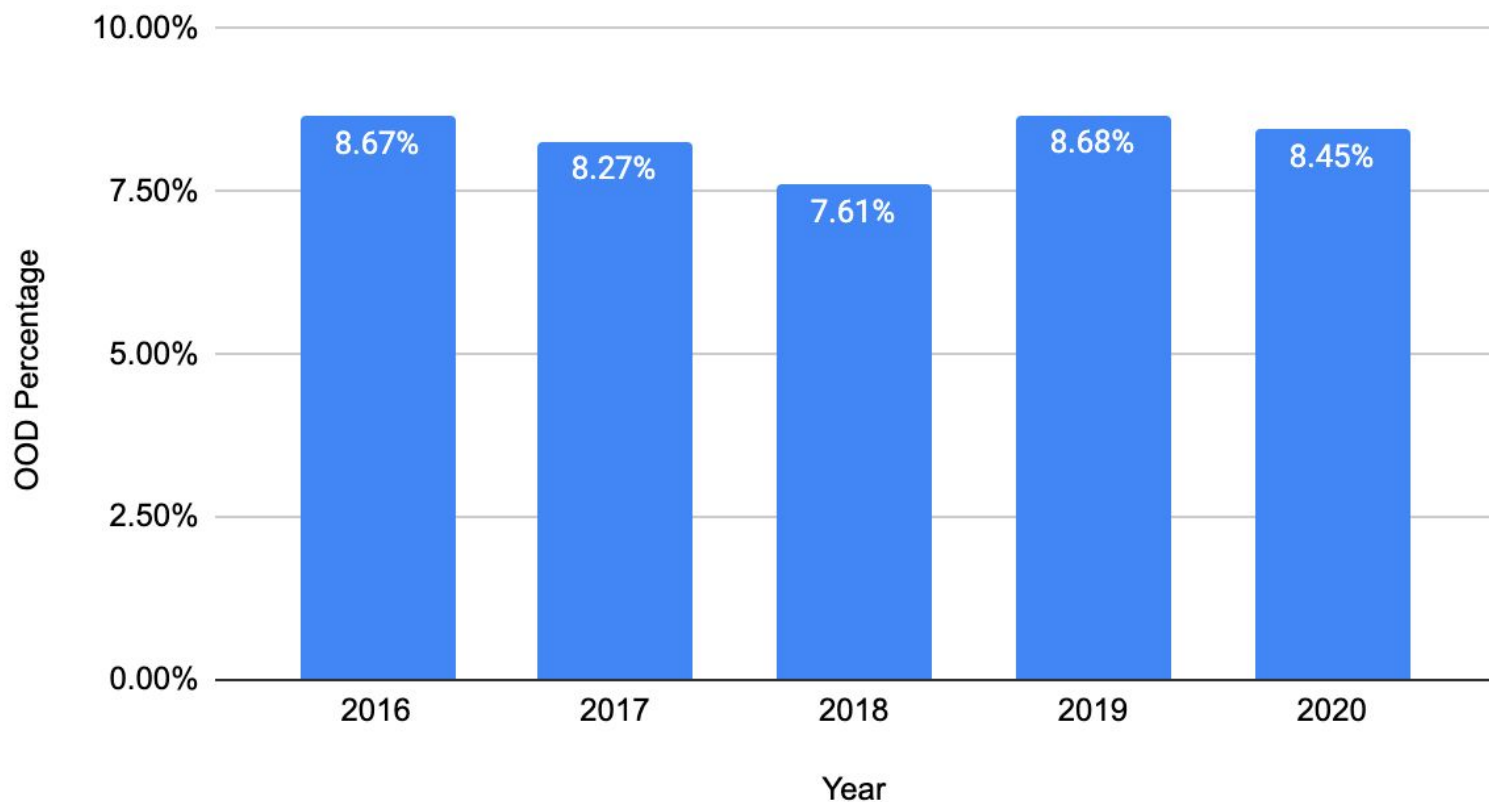
Percentage of Special Education: District Comparison



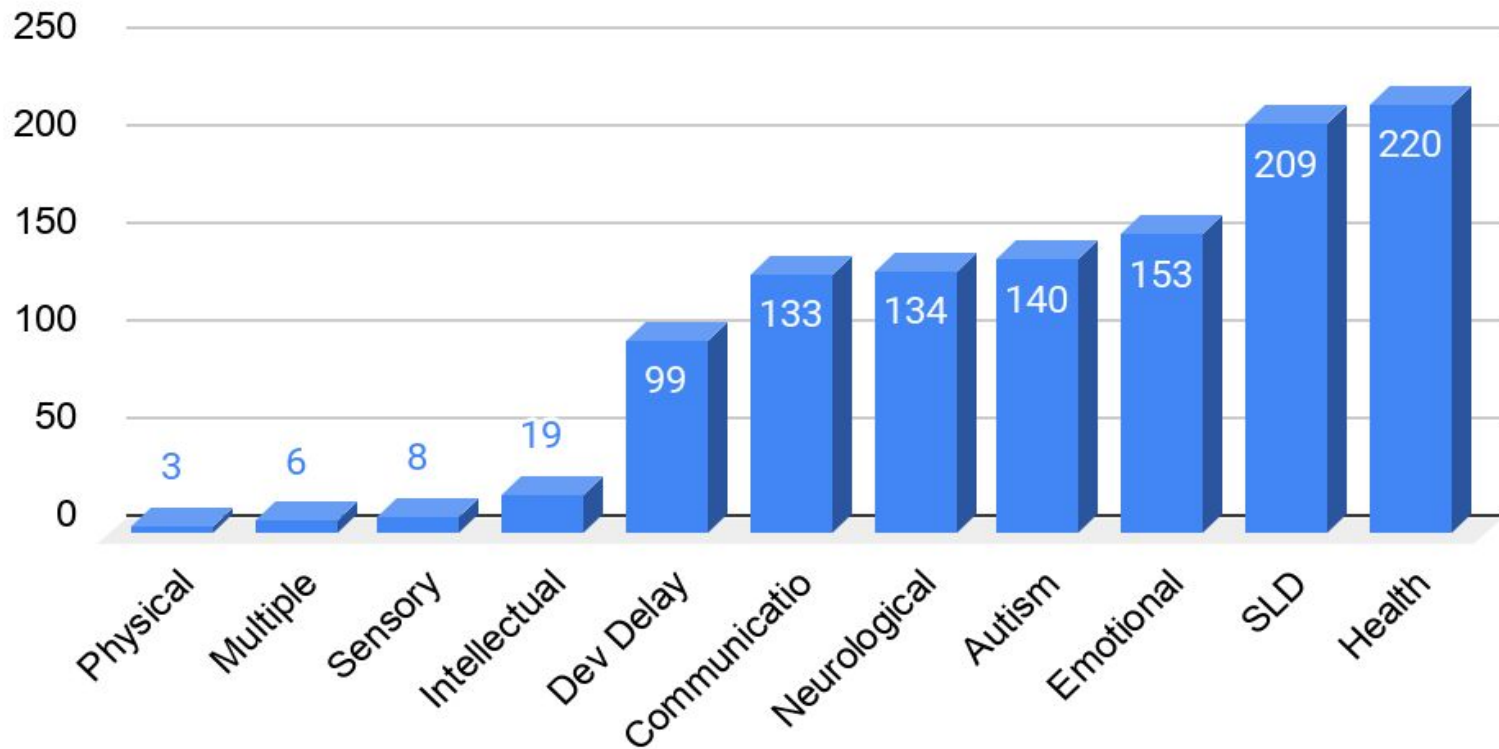
Placement by Type SY 2019-2020



OOD as a Percentage of Special Education



Student Data - Primary Disability Categories





Special Education Budget Requests

School Psychologist - .5 FTE

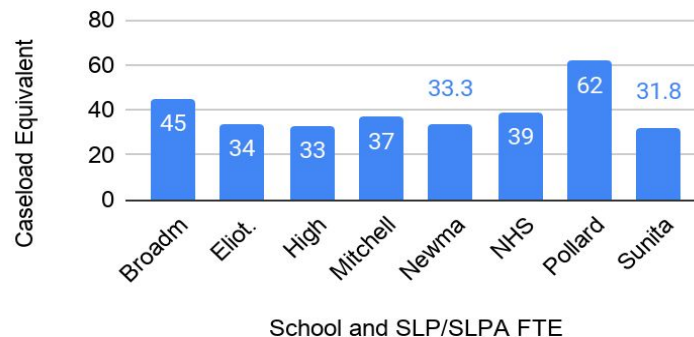
Rationale: This request is based on increased enrollment at Williams as well as the need for increased psychology support for the Elementary Learning Center (ELC) now fully housed at Williams. The request related to caseload as well.

The Request is being addressed through a budget reallocation. Specifically we have moved the funds needed to cover this position from special education contractals to salary.

Speech and Language Pathologist - .6 FTE

- Rationale for Request: Caseload size- the increase of .6 SLP is necessary to address high caseload and workload demands; to address compliance with mandated IEP services. This increase will also provide flexibility to ensure manageable SLP caseloads across all schools.
- This request was made in the FY21 Budget process and deferred.

20-21 SLP Caseload Equivalent w.



Speech Therapist Workload

- Direct instruction
- Team Consultation
- Directing Teaching Assistants
- Special Education Assessment
- Family engagement
- IEP development
- Progress monitoring
- School-wide support teams

Additional Factors impacting workload:

- Complexity of student profile
- Intersectionality of special education, income status, ELL, METCO
- Compliance with IDEA and other mandates

Connections Clinician - .1 FTE

Connections provides a therapeutic classroom model, with inclusion opportunities for students who because of learning, social-emotional and behavioral difficulties are unable to participate fully in their grade level classroom.

The therapeutic approach often includes a positive behavioral support plan for a student. Students are provided counseling and other related services (Occupational Therapy, Speech and Language), in order to support their involvement in the general education program.

Current Need: Increased Clinical Support (.1) to provide for a full time clinician to support the program.

This request originated from efforts to strengthen the program after a challenging few years and to adopt the recommendations of a program evaluation review completed by LABBB.

Adapted Physical Education Teacher - .2 FTE

Request: Increase existing .8 APE Teacher to 1.0 Full Time

Rationale: Caseload size, intensity of APE needs in ELC and ILC programs

This request was deferred from last year.

APE Teacher Profile/Responsibilities

- Implement IEPs
- Design learning activities and physical activity programs specific to the needs of the individual students
- Administer assessments
- Work with students with significant learning, emotional, and developmental disabilities
- Assess and report performance and progress to a student's Team
- Write individual student progress reports
- Attend IEP meetings as required
- APE program development
- Recommend scheduling and facility needs

APE Current Caseload

BES	Eliot	Mitchell	Newman	Williams	High Rock	Pollard	Total
4	3	0	5	23	2	3	40

COVID-19 Impact Positions - Remote Learning Academy

3 Special Education Liaisons

- 1.0 SpEd Liaison (Eliot)
- 1.0 SpEd Liaison (Pollard)
- 1.0 SpEd Liaison (NHS)

5 Teaching Assistants

- 3.0 Teaching Assistants (NHS)
- 2.0 Teaching Assistants (Poll)

COVID-19 Impact Positions - Green Cohort

ELC Program: These positions were added due to increased ELC enrollment and the additional impact of health and safety requirements in this program.

- 1.0 FTE Program Specialist
- 4.0 FTE Teaching Assistants (2.0 FTE at Sunita Williams & 2.0 FTE at Newman)

Recap of FY22 Student Support Services Needs

The FY22 budget focuses on continuing to build capacity and ensure equity for all students in an inclusive learning environment.

- Increasing number of students requiring special education, counseling, and English language instruction
- Strengthening in-district capacity to meet students' needs through a continuum of academic and social-emotional programs and services
- Continuing work to address caseload/workload barriers to equitable inclusive education
- Planning for the possible continuation of the Remote Learning Academy due to COVID-19 and additional staffing needs related to COVID health and safety requirements.

FY22 Budget Requests- 15.4 FTE

Not Related to COVID - 1.4 FTE

- ❑ .6 SLP
- ❑ .5 School Psychologist
- ❑ .1 Connections Counselor
- ❑ .2 Adapted Physical Ed teacher

COVID-19 Related- 14.0 FTE

- ❑ 3.0 FTE RLA Special Education Liaisons
- ❑ 1.0 FTE Green Cohort Special Education Liaison
- ❑ 5.0 FTE Remote Learning Academy TAs
- ❑ 4.0 FTE ELC Green Cohort TAs
- ❑ 1.0 ELC Program Specialist



Questions



Needham School Committee

December 15, 2020

Agenda Item: **Discussion**

Update on Student Learning: Health and Safety

Background Information:

- The Superintendent will provide another update on the schools with a focus on health and safety.
- Dr. Alan Stern and Timothy McDonald will join the discussion and answer questions relating to health and safety.

Person(s) Available for Presentation:

Daniel Gutekanst, Superintendent of Schools
Timothy McDonald, Town of Needham Director of Public Health
Alan Stern, M.D., School Physician

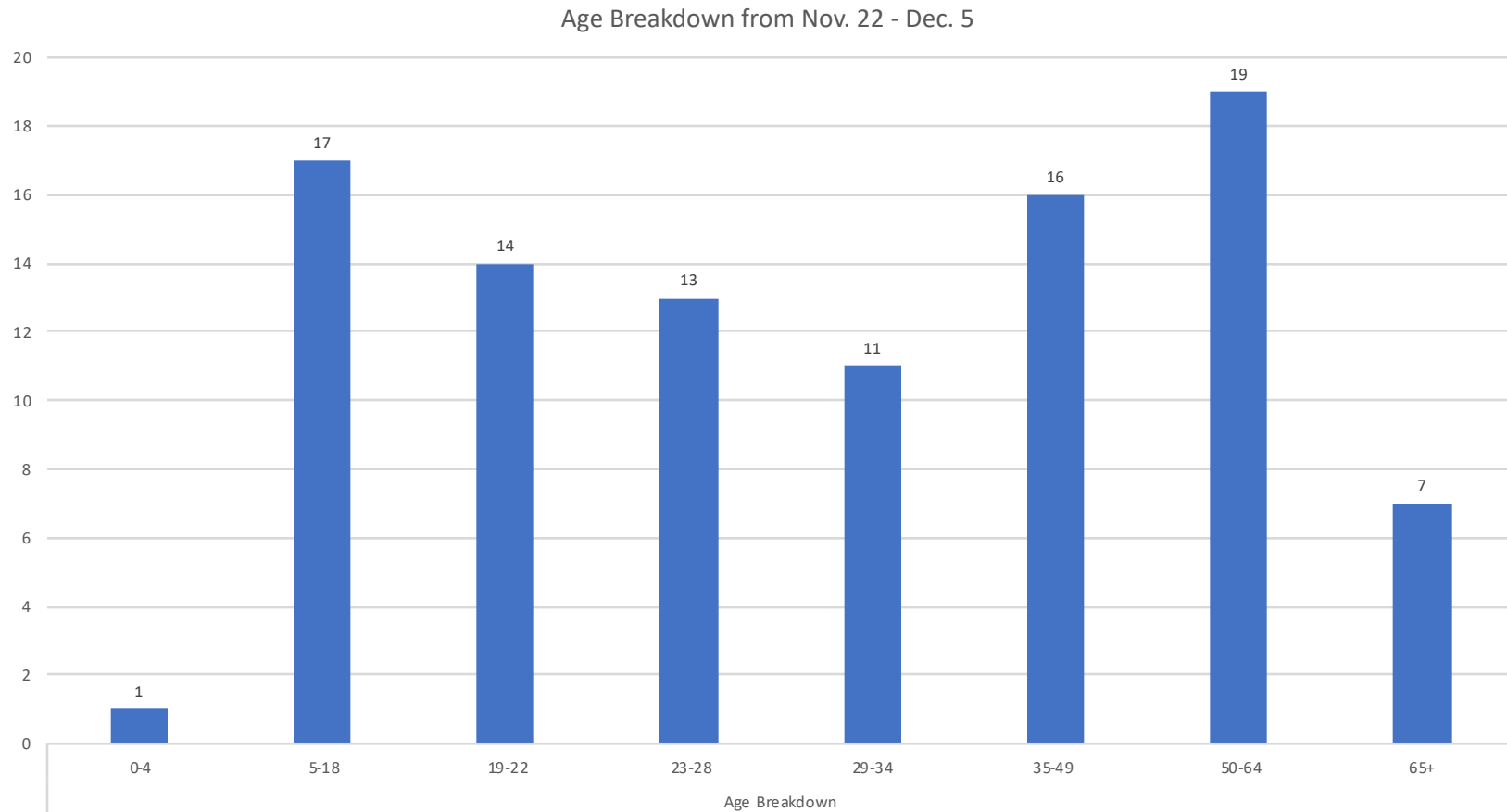
New State Criteria for Community Risk, effective 11/06/2020

Group	Population		
	Under 10K	10K-50K	Over 50K
Grey	Less than or equal to 10 total cases	Less than or equal to 10 total cases	Less than or equal to 15 total cases
Green	Less than or equal to 15 total cases	<10 avg cases/100k AND >10 total cases	<10 avg cases/100k AND >15 total cases
Yellow	Less than or equal to 25 total cases	≥10 avg cases/100k OR ≥5% pos rate	≥10 avg cases/100k OR ≥ 4% pos rate
Red	More than 25 total cases	≥10 avg cases/100k AND ≥5% pos rate	≥10 avg cases/100k AND ≥4% pos rate

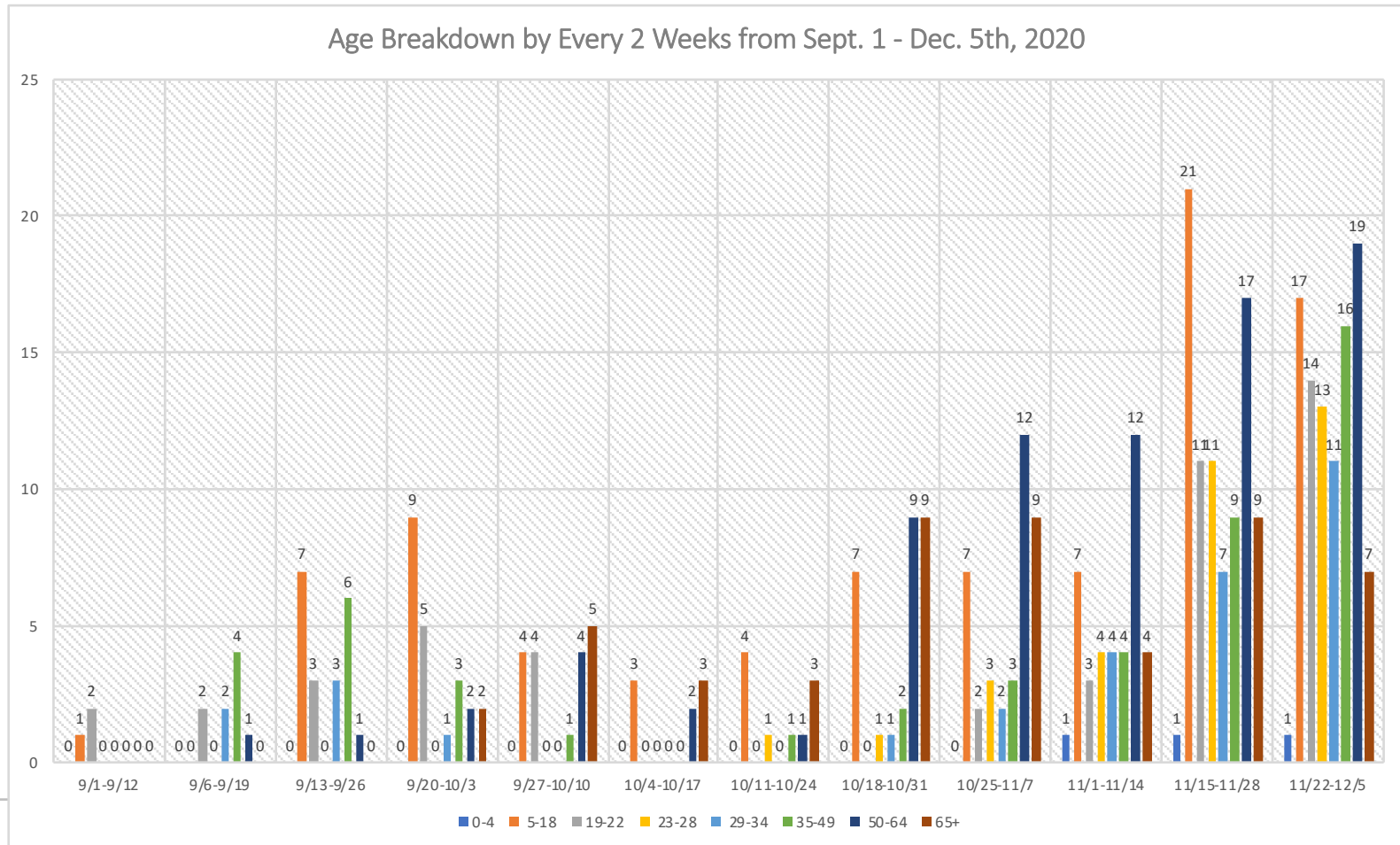
Local, County, and State Level Data -- Data published 12.10.20 (data drawn from 11/22 to 12/05)

Area	Average Daily Incident Rate per 100K (last 14 days)	Percent Positive Tests (last 14 days)
Massachusetts	50.0 (Red, old Red)	5.25% (trending higher)
Needham	23.94 (Yellow, old Red)	2.15% (trending higher)
Middlesex County	46.1 (Red, old Red)	4.12% (trending higher)
Framingham	63.46 (Red, old Red)	7.37% (trending higher)
Newton	23.6 (Yellow, old Red)	1.33% (trending higher)
Norfolk County	34.0 (Red, old Red)	4.01% (trending higher)
Dedham	36.7 (Yellow, old Red)	4.63% (trending higher)
Norwood	39.42 (Red, old Red)	5.45% (trending higher)
Suffolk County	53.0 (Yellow, old Red)	3.44% (trending higher)
Boston	46.06 (Yellow, old Red)	2.82% (flat)

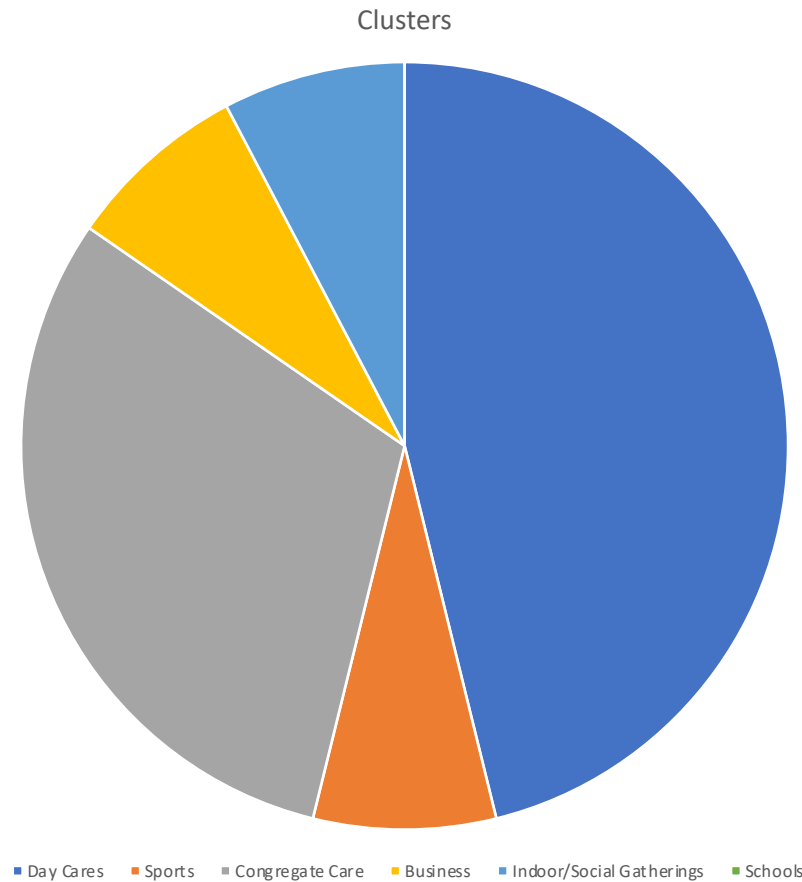
Age Breakdown over last two weeks -- Data published 12.10.20 (data drawn from 11/22 to 12/05)



Age Breakdown over time-- Data published 12.10.20 (data drawn from 09/01 to 12/05)

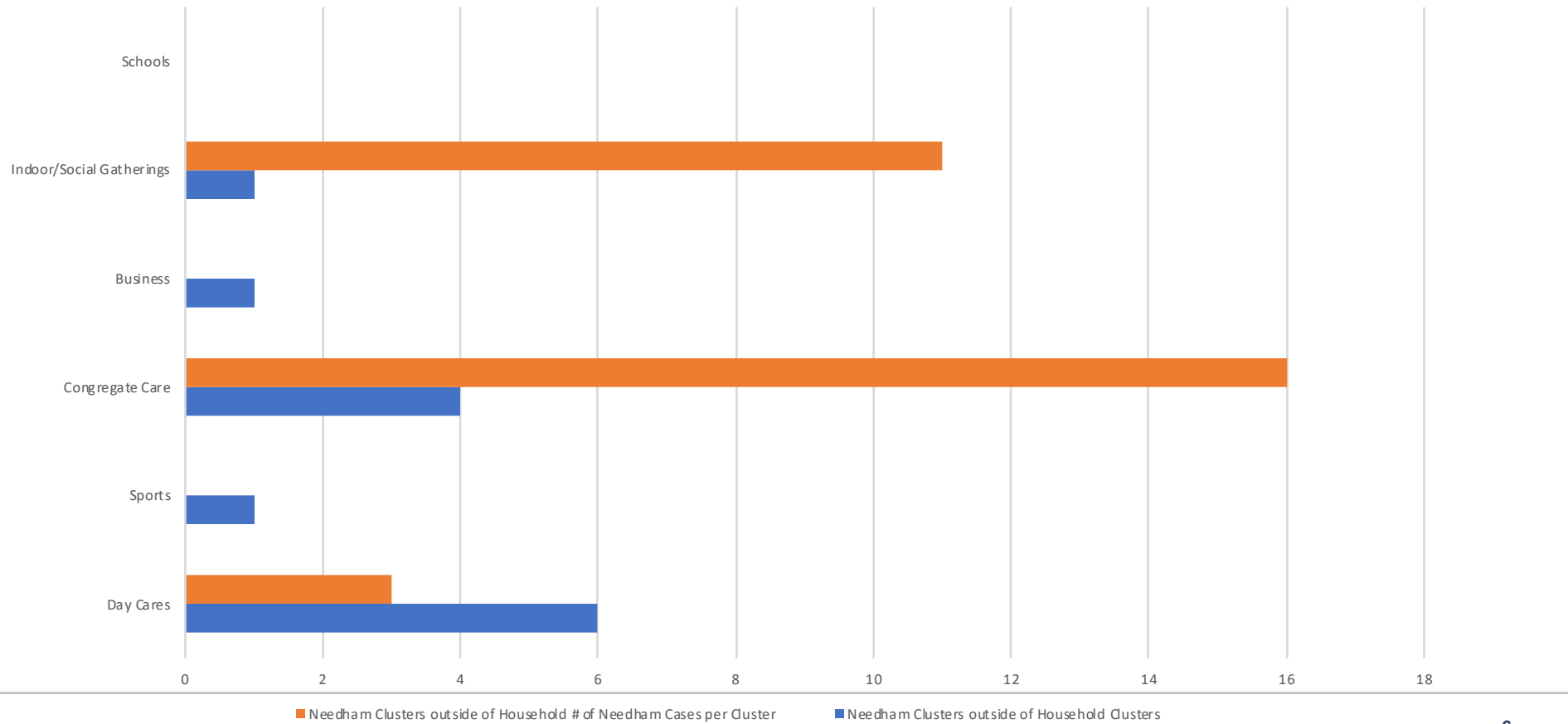


Pie Chart of COVID Clusters in Needham (data drawn from cases 10/24 to 11/30)



Needham COVID Clusters and Corresponding Cases (data drawn from cases 10/24 to 11/30)

Clusters Outside of Needham Households





Needham School Committee

December 15, 2020

Agenda Item: **Discussion**

Update on Student Learning: Exploratory Team

Background Information:

- The Exploratory Team is a working group of elementary school community stakeholders which includes representative teachers, School Committee members, principals, administrators, and parents.
- With health and safety as a priority, the Team was tasked with
 - 1) reviewing the November district survey results;
 - 2) sharing the perspectives and experiences of all stakeholders;
 - 3) generating insights, questions, and ideas about potential improvements to the experience.
- The superintendent will share brief updates about the Exploratory Team's work.

Persons Available for Presentation:

Dr. Dan Gutekanst, Superintendent of Schools

PLAN FOR THE EXPLORATORY TEAM

This is a brief summary of the process we will use to consider possible improvements to the Needham Public Schools K-5 hybrid learning model necessitated by the pandemic. The superintendent is establishing a working group of elementary school community stakeholders (up to 20 people) which will include representative Teachers, School Committee members, Principals, Administrators, and Parents. With health and safety as a priority, they will be tasked with 1) reviewing the November district survey results; 2) sharing the perspectives and experiences of all stakeholders; and 3) generating insights, questions, and ideas about potential improvements to the experience.

PROCESS

Diane Simmons, Director of Strategic Planning and Community Engagement, will facilitate two meetings of the Exploratory Team. The superintendent will be an ex-officio member of the group. The Exploratory Team will use the Zoom platform to meet and will include the following constituent groups:

- 6 elementary teacher grade level leaders representing each grade and school
- 1 elementary special educator
- 1 English Language Learner teacher or guidance counselor
- 1 special area teacher (Wellness, Art, Music)
- 2 Needham Education Association representatives
- 2 School Committee members
- 3 elementary principals
- 1 district administrator
- 5 parents, one from each school

EXPLORATORY TEAM SESSION 1: TUESDAY, DECEMBER 8 (3:30 – 5:30 PM)

This first of 2 sessions will provide the Working Group with the results of the District Survey administered in mid-November. The survey gathered information on the ways in which we can support our stakeholders during the 2020-2021 school year with responses from 1818 Students, 1110 Families, and 585 Staff. Since school-specific survey results will be analyzed by each School Council, the Working Group will focus on district-wide elementary themes. **Objective 1: Review the data; generate questions and insights about the data.**

EXPLORATORY TEAM SESSION 2: MONDAY, DECEMBER 14 (3:30 – 5:30 PM)

The group will winnow down suggestions and ideas to stakeholder concerns by a triage process (i.e., assigning degrees of urgency to decisions about intervention). This work will be done within the context of the district's number one priority - our dedication to the health and safety of all students and staff. **Objective 2: Identify major themes from the data and discuss the benefits and challenges of addressing the major themes.**

NEXT STEPS

The insights generated by the Exploratory Team will be shared with school staff, administration, and the School Committee for appropriate action.

DECEMBER 2020

Teachers

Craig Brenhisser – Eliot Physical Education
Barbara Fuller – Sunita Williams Grade 3
Laura Hindermann – Newman Grade 5
Lisa LaForte – Broadmeadow Grade 1
Beth Martin – Mitchell Grade 4
Martha Miceli – Sunita Williams Kindergarten
Jackie O'Doherty – ELL
Amanda Rapp – Eliot Grade 2
Ashley Sullivan – Newman Special Education

Parents

Erika Buckley – Broadmeadow
Kelly Cummings – Sunita Williams
Frederica LaLonde – Mitchell
Julie Levine – Eliot
Michael O'Brien – Newman
Sally Theran – Newman
Lizzie Zosa – Broadmeadow

Principals

Karen Bourn - Eliot
Michael Kascak – Sunita Williams
Jessica Peterson – Newman

Curriculum Coordinator

Lisa Messina, District Elementary Literacy Coordinator

School Committee

Andrea Longo Carter
Matthew Spengler

Needham Education Association

Caren Firger
Raylene Roberts

Daniel Gutekanst – Superintendent -Ex-Officio Member
Diane Simmons – Director of Strategic Planning and Community Engagement – Facilitator



Needham School Committee

December 15, 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