



# *Needham School Committee*

*Broadmeadow Performance Center*

*June 1, 2021*

*6:30 p.m.*

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

Meeting accessible for **Public Comments** on Zoom:  
<https://us02web.zoom.us/j/84246013618?pwd=ZmVpbDgvS1BxN3plY1NyK0dwWVFSUT09>  
Webinar ID: 842 4601 3618 Passcode: 478920 Or One tap mobile: US: +19292056099

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



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## Needham School Committee

**Tuesday, June 1, 2021 6:30 p.m.**

**Next School Committee Meeting: Tuesday, June 15, 2021**

Broadcast on the Needham Channel municipal and HD channels, live stream at: <https://needhamchannel.org>  
Meeting accessible for **Public Comments** via Zoom Webinar:

<https://us02web.zoom.us/j/84246013618?pwd=ZmVpbDgvS1BxN3plY1NyK0dwWVFSUT09>

Webinar ID: 842 4601 3618 Passcode: 478920 Or One tap mobile: US: +19292056099

**6:30 p.m. Public Comments**

**6:35 p.m. School Committee Chair and Subcommittee Updates**

**6:40 p.m. Superintendent's Comments**

**6:45 p.m. Consent Items**

1. Approve FY22 Revolving Fund Fee
2. Approve FY21 Budget Transfers
3. Accept Donations

### **Discussion Items**

**6:45 p.m.** Needham Education Foundation DEI Collaborative Initiative

**7:05 p.m.** Sunita Williams School Improvement Plan

**7:45 p.m.** Update on Student Learning

**8:05 p.m.** Superintendent's Evaluation

**8:40 p.m. Action Items**

Approve COLA Non-Contracted & Non-Unionized Contracted Employees  
Approve Minutes of the Meetings of February 2, 2021

**8:45 p.m. School Committee Comments**

### **Information Item**

FY22 Revolving Fund Budget Requests



## Needham School Committee

June 1, 2021

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Agenda Item:     **Public Comments**

Background Information:

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



## Needham School Committee

June 1, 2021

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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:

Connie Barr, Chair  
Matthew Spengler, Vice Chair  
Andrea Longo Carter  
Michael Greis  
Elizabeth Lee  
Michael O'Brien  
Aaron Pressman  
Aidan Michelow, Student Representative member of School Committee



## Needham School Committee

June 1, 2021

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Agenda Item:     **Superintendent's Comments**

Background Information:

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



## Needham School Committee

June 1, 2021

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Agenda Item:     **Consent Agenda**

1. Approve FY22 Revolving Fund Budget
2. Approve FY21 Budget Transfers
3. Accept Donations

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

If none removed:

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

## ***NEEDHAM SCHOOL COMMITTEE***

**Agenda Item #:** \_\_\_\_\_

**Date:** May 27, 2021

**Item Title:** **Approve FY 2021/22 NHS Student Planner Fee**

**Item Description:** Needham High School sells student planners from its NHS Book and Equipment Sales Revolving Fund. In FY22, the cost of a student planner will be \$12.00, a \$0 increase from the prior year.

Although revolving fund fees are typically approved in July for the upcoming student year, NHS wishes to offer these planners for sale in June, prior to Graduation. The NHS will continue to offer a paper planner at the students' preference, after finding that students would print the digital planner offered in prior years.

This agenda item is to request approval of the NHS student planner fee of \$12.00 for FY22. The budget for this revolving fund is attached.

Additional revolving fund budgets and fees will be sent to the School Committee for review and approval in June and July.

**Recommendation/Options:** That the School Committee approve the NHS Student Planner fee for FY 2021/22.

**Rationale:**

**Implementation Implications:**

**Supporting Data:** FY 2021/22 NHS Book and Equipment Revolving Fund Budget

School Committee (circle one)

Action      Information      Discussion      Consent Calendar

Respectfully Submitted,

*Anne Gulati*

Anne Gulati  
Assistant Superintendent for Finance and Operations

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>High School Book &amp; Equipment Sales (2350-3421)</b>
<b>Fund Manager:</b>	<b>High School Principal</b>
<b>Executive Summary:</b>	<b>No Increase in Student Planner Price (\$12.00)</b>

### Fund Description:

This pass-through account funds the purchase and re-sale of student planners for students in grades 9-12.

### Enabling Legislation:

MGL Chapter 71, Section 47.

### Critical Issues:

This revolving fund supports the direct sale of planners to students.

### Description of Revenues:

Revenues for this fund are received from students who pay \$12.00 per student planner. In FY22 we expect to sell approximately 1,100 student planners at \$12.00 to the store, for total revenue of \$13,200.

### Staffing:

No staff are paid from this fund.

### Expenses:

FY22 program expenses represent the anticipated purchase cost of 1,100 student planners for \$12.00/each or \$13,200. No other purchases are anticipated.

### District Vision, Mission, Goals, Objectives:

The High School Book & Equipment Sales account supports District Goal 1, related to advancing standards based learning.

### FY22 Proposed Budget:

Attached.



Revolving Fund Name:	NHS Book & Equipment Sales
Revolving Fund Contact:	NHS Principal

														FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
<b>Revenues</b>																			
<u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u>																			
2350	3421	090	00	0000	000	00	520	980	0000	350	00		Carry-Over Revenue	\$359	\$763	\$51	\$123	\$123	\$191
<u>Current Year Revenue Collections</u>																			
2350	3421	090	00	0000	000	00	432	000	0000	350	00		Current Year Revenue Collections	\$17,264	\$16,725	\$16,596	\$16,500	\$68	\$13,200
<u>Revenue Collected for Next Fiscal Year</u>																			
2350	3421	090	00	0000	000	00	432	000	0000	350	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Revenues</b>														<b>\$17,623</b>	<b>\$17,487</b>	<b>\$16,647</b>	<b>\$16,623</b>	<b>\$191</b>	<b>\$13,391</b>
<b>Expenditures</b>																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subi	Gr	Act	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
2350	3421	090	40	1230	099	99	520	010	5130	300	99	NHS	Coaches	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2110	099	99	520	010	5110	300	99	NHS	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2120	099	99	520	010	5110	300	99	NHS	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2220	099	99	520	010	5110	300	99	NHS	Curr Ldr/Academic Dept Head/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2305	099	99	520	010	5110	300	99	NHS	Certified Classroom Teacher/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2310	099	99	520	010	5110	300	99	NHS	Certified Teacher Specialist/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2315	099	99	520	010	5110	300	99	NHS	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2320	099	99	520	010	5110	300	99	NHS	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	010	5110	300	99	NHS	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2325	099	99	520	010	5110	300	99	NHS	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2330	099	99	520	010	5110	300	99	NHS	Instr. Asst - Paraprofessional/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2353	099	99	520	010	5110	300	99	NHS	Prof Dev Summer/Aft School/ Sale	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2355	099	99	520	010	5110	300	99	NHS	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2357	099	99	520	010	5110	300	99	NHS	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2110	099	99	520	010	5110	300	99	NHS	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2120	099	99	520	010	5110	300	99	NHS	Secy to Dep Head (Non Sup)/ Sale	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2210	099	99	520	010	5110	300	99	NHS	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2220	099	99	520	010	5110	300	99	NHS	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	1420	099	99	520	010	5110	300	99	NHS	Human Resources & Benefits/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4110	099	99	520	010	5110	300	99	NHS	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	5200	099	99	520	010	5110	300	99	NHS	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4220	099	99	520	020	5241	300	99	NHS	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4210	099	99	520	020	5241	300	99	NHS	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2451	099	99	520	020	5255	300	99	NHS	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2420	099	99	520	020	5247	300	99	NHS	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	5350	099	99	520	020	5270	300	99	NHS	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5300	300	99	NHS	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5330	300	99	NHS	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5341	300	99	NHS	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5345	300	99	NHS	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5346	300	99	NHS	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5380	300	99	NHS	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2110	099	99	520	030	5420	300	99	NHS	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4220	099	99	520	030	5430	300	99	NHS	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4110	099	99	520	030	5450	300	99	NHS	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4210	099	99	520	030	5460	300	99	NHS	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	3400	099	99	520	030	5490	300	99	NHS	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2430	099	99	520	030	5510	300	99	NHS	Educational Supplies	\$16,860	\$17,436	\$16,524	\$16,500	\$0	\$13,200
2350	3421	090	40	2415	099	99	520	030	5512	300	99	NHS	Teaching Aids/ Clsm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2410	099	99	520	030	5517	300	99	NHS	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2420	099	99	520	030	5522	300	99	NHS	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2453	099	99	520	030	5523	300	99	NHS	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2455	099	99	520	030	5524	300	99	NHS	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2451	099	99	520	030	5525	300	99	NHS	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	030	5580	300	99	NHS	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2357	099	99	520	030	5710	300	99	NHS	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2357	099	99	520	030	5720	300	99	NHS	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2357	099	99	520	030	5730	300	99	NHS	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	030	5780	300	99	NHS	Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	7300	099	99	520	200	5850	300	99	NHS	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	7500	099	99	520	200	5851	300	99	NHS	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	7350	099	99	520	200	5856	300	99	NHS	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	7300	099	99	520	200	5870	300	99	NHS	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Expenditures</b>														<b>\$16,860</b>	<b>\$17,436</b>	<b>\$16,524</b>	<b>\$16,500</b>	<b>\$0</b>	<b>\$13,200</b>
<b>Anticipated Ending Fund Bal.</b>														<b>\$763</b>	<b>\$51</b>	<b>\$123</b>	<b>\$123</b>	<b>\$191</b>	<b>\$191</b>

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## ***NEEDHAM SCHOOL COMMITTEE***

**Agenda Item #:** \_\_\_\_\_

**Date:** May 26, 2021

**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	<u>\$0</u>
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. Although there are no transfers between categories, a total of \$263,884.84 is being journaled between line items within the purchase of service/expense category.

**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
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Central Administrator	Town Counsel	Sub-Committee:	_____
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Will report back to School Committee (date): \_\_\_\_\_

Respectfully Submitted,

*Anne Gulati*

Anne Gulati  
Assistant Superintendent for Finance & Operations

G/L ACCOUNT #	DEPARTMENT	DEBIT	CREDIT	NET
<b><u>SALARIES</u></b>				
N/A		-	-	-
	<b>SUBTOTAL SALARIES</b>	-	-	-
<b>PURCHASE OF SERVICE &amp; EXPENSE</b>				
0001.3631.005.10.2453.099.99.520.030.5380.300.04	MEDIA SVCS - DO NOT USE	\$3,914.00		3,914.00
0001.3631.005.21.2358.045.99.520.030.5730.300.06	MEDIA - BRM - OUTSIDE PD PROV - DUES & MEMBERSHIP	\$108.00		108.00
0001.3631.005.21.2452.045.99.520.030.5525.300.05	MEDIA - BRM - INSTR HDWRE STUDENT DEVICES - INSTR	\$142.35		142.35
0001.3631.005.21.2454.045.99.520.030.5525.300.05	MEDIA - BRM - INSTR HDWRE STAFF DEVICES - INSTR TE	\$100.66		100.66
0001.3631.005.22.2358.045.99.520.030.5730.300.06	MEDIA - ELI - OUTSIDE PD PROV - DUES & MEMBERSHIP	\$108.00		108.00
0001.3631.005.22.2415.045.99.520.030.5512.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS	\$567.53		567.53
0001.3631.005.22.2452.045.99.520.030.5525.300.05	MEDIA - ELI - INSTR HDWRE STAFF DEVICES - INSTR TE	\$142.35		142.35
0001.3631.005.22.2454.045.99.520.030.5525.300.05	MEDIA - ELI - INSTR HDWRE OTHER - INSTR TECH	\$100.66		100.66
0001.3631.005.23.2358.045.99.520.030.5730.300.06	MEDIA - WILL - OUTSIDE PD PROV - DUES & MEMBERSHIP	\$108.00		108.00
0001.3631.005.23.2452.045.99.520.030.5525.300.05	MEDIA - WILL - INSTR HDWRE STAFF DEVICES - INSTR T	\$142.35		142.35
0001.3631.005.23.2454.045.99.520.030.5525.300.05	MEDIA - WILL - INSTR HDWRE OTHER - INSTR TECH	\$100.66		100.66
0001.3631.005.24.2358.045.99.520.030.5730.300.06	MEDIA - MIT - OUTSIDE PD PROV - DUES & MEMBERSHIP	\$108.00		108.00
0001.3631.005.24.2420.045.99.520.030.5257.300.04	MEDIA SVCS R & M EQUIPMENT	\$60.00		60.00
0001.3631.005.24.2452.045.99.520.030.5525.300.05	MEDIA - MIT - INSTR HDWRE STAFF DEVICES - INSTR TE	\$142.35		142.35
0001.3631.005.24.2454.045.99.520.030.5525.300.05	MEDIA - MIT - INSTR HDWRE OTHER - INSTR TECH	\$100.66		100.66
0001.3631.005.25.2358.045.99.520.030.5730.300.06	MEDIA - NEW - OUTSIDE PD PROV - DUES & MEMBERSHIP	\$108.00		108.00
0001.3631.005.25.2420.045.99.520.030.5257.300.04	MEDIA SVCS R & M EQUIPMENT	\$450.00		450.00
0001.3631.005.25.2452.045.99.520.030.5525.300.05	MEDIA - NEW - INSTR HDWRE STAFF DEVICES - INSTR TE	\$142.35		142.35
0001.3631.005.25.2454.045.99.520.030.5525.300.05	MEDIA - NEW - INSTR HDWRE OTHER - INSTR TECH	\$100.66		100.66
0001.3631.005.26.2358.045.99.520.030.5730.300.06	MEDIA - HGH ROCK - OUTSIDE PD PROV - DUES & MEMBER	\$108.00		108.00
0001.3631.005.26.2454.045.99.520.030.5525.300.05	MEDIA - HGH ROCK - INSTR HDWRE OTHER - INSTR TECH	\$237.68		237.68
0001.3631.005.30.2358.045.99.520.030.5730.300.06	MEDIA - POLL - OUTSIDE PD PROV - DUES & MEMBERSHIP	\$108.00		108.00
0001.3631.005.30.2415.035.99.520.030.5512.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS	\$235.20		235.20
0001.3631.005.30.2454.045.99.520.030.5525.300.05	MEDIA - POLL - INSTR HDWRE OTHER - INSTR TECH	\$265.51		265.51
0001.3631.005.40.2358.045.99.520.030.5303.300.04	MEDIA - NHS - OUTSIDE PD PROV - P&T SEMINAR & TRAI	\$1,075.00		1,075.00
0001.3631.005.40.2358.045.99.520.030.5730.300.04	MEDIA - NHS - OUTSIDE PD PROV - DUES & MEMBERSHIP	\$109.00		109.00
0001.3631.005.40.2420.045.99.520.030.5257.300.04	MEDIA SVCS R & M EQUIPMENT	\$200.00		200.00
0001.3631.005.40.2454.045.99.520.030.5525.300.05	MEDIA - NHS - INSTR HDWRE OTHER - INSTR TECH	\$229.50		229.50
0001.3631.040.21.2455.045.99.520.030.5381.300.04	MEDIA - BRM - INSTR SOFTWARE & LICENSES - COVID	\$631.53		631.53
0001.3631.040.22.2455.045.99.520.030.5305.300.04	MEDIA - ELI - INSTR SOFTWARE & LICENSES - P&T SOFT	\$1,623.41		1,623.41
0001.3631.040.22.2455.045.99.520.030.5381.300.04	MEDIA - ELI - INSTR SOFTWARE & LICENSES - COVID	\$631.53		631.53
0001.3631.040.23.2455.045.99.520.030.5305.300.04	MEDIA - WILL - INSTR SOFTWARE & LICENSES - P&T SOF	\$10,324.31		10,324.31
0001.3631.040.23.2455.045.99.520.030.5381.300.04	MEDIA - WIL - INSTR SOFTWARE & LICENSES - COVID	\$631.53		631.53

G/L ACCOUNT #	DEPARTMENT	DEBIT	CREDIT	NET
0001.3631.040.24.2455.045.99.520.030.5305.300.04	MEDIA - MIT - INSTR SOFTWARE & LICENSES - P&T SOFT	\$10,201.31		10,201.31
0001.3631.040.24.2455.045.99.520.030.5381.300.04	MEDIA - MIT - INSTR SOFTWARE & LICENSES - COVID	\$631.53		631.53
0001.3631.040.25.2455.045.99.520.030.5305.300.04	MEDIA - NEW - INSTR SOFTWARE & LICENSES - P&T SOFT	\$11,208.14		11,208.14
0001.3631.040.25.2455.045.99.520.030.5381.300.04	MEDIA - NEW - INSTR SOFTWARE & LICENSES - COVID	\$631.53		631.53
0001.3631.040.26.2454.045.99.520.030.5525.300.05	MEDIA - HGH ROCK - INSTR HDWRE OTHER - INSTR TECH	\$229.50		229.50
0001.3631.040.26.2455.045.99.520.030.5305.300.04	MEDIA - HGH ROCK - INSTR SOFTWARE & LICENSES - P&T	\$3,854.17		3,854.17
0001.3631.040.30.2454.045.99.520.030.5525.300.05	MEDIA - POLL - INSTR HDWRE OTHER - INSTR TECH	\$229.50		229.50
0001.3631.040.30.2455.045.99.520.030.5305.300.04	MEDIA - POLL - INSTR SOFTWARE & LICENSES - P&T SOF	\$15,671.80		15,671.80
0001.3631.040.40.2454.045.99.520.030.5525.300.05	MEDIA - NHS - INSTR HDWRE OTHER - INSTR TECH	\$353.44		353.44
0001.3631.040.40.2455.045.99.520.030.5305.300.04	MEDIA - NHS - INSTR SOFTWARE & LICENSES - P&T SOFT	\$9,513.99		9,513.99
0001.3631.040.40.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES	\$1,265.50		1,265.50
0001.3631.040.40.2455.045.99.520.030.5381.300.04	MEDIA - NHS - INSTR SOFTWARE & LICENSES - COVID	\$631.55		631.55
0001.3631.005.10.2110.045.99.520.030.5420.300.05	MEDIA SVCS OFFICE SUPPLIES		\$95.13	(95.13)
0001.3631.005.10.2110.045.99.520.030.5710.300.06	MEDIA SERVICES IN-STATE TRAVEL		\$794.50	(794.50)
0001.3631.005.10.2110.045.99.520.030.5780.300.06	MEDIA SVCS - DISTRICT - OTHER EXPENSES		\$2,000.00	(2,000.00)
0001.3631.005.10.2110.099.99.520.030.5420.300.05	MEDIA SERVICES		\$1,500.00	(1,500.00)
0001.3631.005.10.2356.045.99.520.030.5710.300.06	LIBRARY MEDIA SERV-DISTRICT-IN-STATE TRAVEL		\$1,750.00	(1,750.00)
0001.3631.005.10.2356.045.99.520.030.5720.300.06	LIBRARY MEDIA SERV-DISTRICT-OOS TRAV/ CONF		\$750.00	(750.00)
0001.3631.005.10.2356.099.99.520.030.5780.300.06	LIBRARY MEDIA SERV-DISTRICT-ALL OTHER EXP		\$1,100.00	(1,100.00)
0001.3631.005.10.2415.045.99.520.030.5512.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS		\$1,570.00	(1,570.00)
0001.3631.005.21.2415.045.99.520.030.5780.300.06	MEDIA SVCS OTHER EXPENSES		\$2,000.00	(2,000.00)
0001.3631.005.21.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES		\$3,604.56	(3,604.56)
0001.3631.005.21.2452.045.99.520.030.5525.300.05	MEDIA - BRM - INSTR HDWRE STUDENT DEVICES - INSTR		\$1,550.00	(1,550.00)
0001.3631.005.22.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES		\$1,177.60	(1,177.60)
0001.3631.005.22.2451.045.99.520.030.5525.300.05	MEDIA - ELI - INSTR HDWRE STUDENT DEVICES - INSTR		\$1,500.00	(1,500.00)
0001.3631.005.22.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES		\$3,531.84	(3,531.84)
0001.3631.005.23.2451.045.99.520.030.5525.300.05	MEDIA - WILL - INSTR HDWRE STUDENT DEVICES - INSTR		\$1,500.00	(1,500.00)
0001.3631.005.24.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES		\$3,700.00	(3,700.00)
0001.3631.005.24.2451.045.99.520.030.5525.300.05	MEDIA - MIT - INSTR HDWRE STUDENT DEVICES - INSTR		\$1,500.00	(1,500.00)
0001.3631.005.25.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES		\$3,800.00	(3,800.00)
0001.3631.005.25.2451.045.99.520.030.5525.300.05	MEDIA - NEW - INSTR HDWRE STUDENT DEVICES - INSTR		\$1,550.00	(1,550.00)
0001.3631.005.26.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES		\$440.00	(440.00)
0001.3631.005.26.2451.045.99.520.030.5525.300.05	MEDIA - HGH ROCK - INSTR HDWRE STUDENT DEVICES - I		\$2,000.00	(2,000.00)
0001.3630.005.30.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES		\$700.00	(700.00)
0001.3631.005.30.2451.045.99.520.030.5525.300.05	MEDIA - POLL - INSTR HDWRE STUDENT DEVICES - INSTR		\$2,400.00	(2,400.00)
0001.3631.005.30.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES		\$2,280.00	(2,280.00)
0001.3631.005.40.2415.045.99.520.030.5512.300.05	MEDIA SVCS ED SUPPLIES - TEACH AIDS		\$2,318.53	(2,318.53)
0001.3631.005.40.2420.099.99.520.030.5247.300.04	MEDIA SVCS R & M OFFICE EQUIP		\$200.00	(200.00)

G/L ACCOUNT #	DEPARTMENT	DEBIT	CREDIT	NET
0001.3631.005.40.2430.045.99.520.030.5510.300.05	MEDIA SVCS EDUCATIONAL SUPPLIES		\$1,955.45	(1,955.45)
0001.3631.005.40.2451.045.99.520.030.5525.300.05	MEDIA - NHS - INSTR HDWRE STUDENT DEVICES - INSTR		\$5,135.00	(5,135.00)
0001.3631.040.21.2455.045.99.520.030.5305.300.04	MEDIA - BRM - INSTR SOFTWARE & LICENSES - P&T SOFT		\$1,538.69	(1,538.69)
0001.3631.040.21.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES		\$3,000.00	(3,000.00)
0001.3631.040.21.2455.045.99.520.030.5524.300.05	MEDIA - BRM - INSTR SOFTWARE & LICENSES - SOFTWARE		\$1,500.00	(1,500.00)
0001.3631.040.22.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES		\$1,000.00	(1,000.00)
0001.3631.040.22.2455.045.99.520.030.5524.300.05	MEDIA - ELI - INSTR SOFTWARE & LICENSES - SOFTWARE		\$1,000.00	(1,000.00)
0001.3631.040.23.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES		\$1,000.00	(1,000.00)
0001.3631.040.23.2455.045.99.520.030.5524.300.05	MEDIA - WILL - INSTR SOFTWARE & LICENSES - SOFTWARE		\$1,000.00	(1,000.00)
0001.3631.040.24.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES		\$1,000.00	(1,000.00)
0001.3631.040.24.2455.045.99.520.030.5524.300.05	MEDIA - MIT - INSTR SOFTWARE & LICENSES - SOFTWARE		\$1,000.00	(1,000.00)
0001.3631.040.25.2455.045.99.520.030.5380.300.04	MEDIA SVCS OTHER PURCHASED SERVICES		\$1,500.00	(1,500.00)
0001.3631.040.25.2455.045.99.520.030.5524.300.05	MEDIA - NEW - INSTR SOFTWARE & LICENSES - SOFTWARE		\$1,500.00	(1,500.00)
0001.3631.040.26.2455.045.99.520.030.5524.300.05	MEDIA - HGH ROCK - INSTR SOFTWARE & LICENSES - SFT		\$4,000.00	(4,000.00)
0001.3631.040.30.2453.045.99.520.030.5380.300.04	MEDIA SVCS - DO NOT USE		\$1,840.00	(1,840.00)
0001.3631.040.30.2455.045.99.520.030.5524.300.05	MEDIA - POLL - INSTR SOFTWARE & LICENSES - SOFTWARE		\$2,000.00	(2,000.00)
0001.3631.040.40.2455.045.99.520.030.5524.300.05	MEDIA - NHS - INSTR SOFTWARE & LICENSES - SOFTWARE		\$2,000.00	(2,000.00)
0001.3630.005.23.2430.040.99.520.030.5510.300.05	ED TECH EDUCATIONAL SUPPLIES		\$297.44	(297.44)
0001.3150.040.99.1450.099.99.520.030.5380.300.04	ADMINISTRATIVE TECHNOLOGY OTHER PURCH SVCS	\$6,995.20		6,995.20
0001.3150.040.99.1450.099.99.520.030.5780.300.06	ADMIN TECH - CO SUPPT - ALL OTHER EXPENSES	\$382.02		382.02
0001.3150.040.99.1450.099.99.520.030.5590.300.05	ADMIN TECH - CO SUPPT - OTHR SUP - SCH COVID	\$42,981.41		42,981.41
0001.3150.040.99.1451.099.99.520.030.5342.300.04	ADMIN TECH - SCHL SUPPT - LANDLINE	\$33,044.74		33,044.74
0001.3150.040.99.4130.099.99.520.030.5342.300.04	ADMIN TECH - UTILITY SVCS - LANDLINE	\$5,000.00		5,000.00
0001.3150.040.99.4450.099.99.520.030.5305.300.04	ADMIN TECH - NETWORK - P&T SOFTWARE LIC FEES	\$47,100.05		47,100.05
0001.3150.040.99.4450.099.99.520.030.5380.300.04	ADMIN TECH - NETWORK - OTHER PURCHASED SERVICE	\$24,103.56		24,103.56
0001.3150.040.99.4450.099.99.520.030.5510.300.05	ADMIN TECH EDUCATIONAL SUPPLIES	\$90.96		90.96
0001.3150.040.99.1450.099.99.520.030.5524.300.04	ADMIN TECH R & P - ED SUPPLIES		\$29,178.15	(29,178.15)
0001.3150.040.99.1450.099.99.520.030.5525.300.05	ADMIN TECH EDUCATIONAL SUPPLIES		\$17,586.04	(17,586.04)
0001.3150.040.99.4450.099.99.520.030.5343.300.04	ADMIN TECH - NETWORK - CABLE INTERNET		\$60,579.02	(60,579.02)
0001.3150.040.99.4450.099.99.520.030.5525.300.05	ADMIN TECH ED SUPPLIES - INST TECH		\$23,176.58	(23,176.58)
0001.3150.040.99.1450.099.99.520.030.5305.300.04	ADMIN TECH R & P - ED SUPPLIES		\$29,178.15	(29,178.15)
0001.3300.005.30.2356.099.99.520.030.5730.300.06	POLLARD MIDDLE SCH-POLLARD-DUES AND MEMBERSHIPS	\$74.98		74.98
0001.3300.005.30.2358.099.99.520.030.5730.300.06	POLLARD MIDDLE SCH - DUES & MBRSHPS	\$1,462.00		1,462.00
0001.3300.005.30.2358.099.99.520.030.5780.300.06	POLLARD - OUTSIDE PD PROV - OTHER EXPENSES	\$467.80		467.80
0001.3300.005.30.2415.099.99.520.030.5512.300.05	POLLARD ED SUPPL - INSTR MAT	\$1,414.38		1,414.38
0001.3300.040.30.2210.090.99.520.030.5380.300.04	POLLARD OTHER PURCHASED SERVICES	\$240.00		240.00
0001.3300.040.30.2210.090.99.520.030.5730.300.06	POLLARD DUES & MEMBERSHIPS	\$325.00		325.00
0001.3300.040.30.2210.099.99.520.030.5780.300.06	POLLARD OTHER EXPENSES	\$235.00		235.00

G/L ACCOUNT #	DEPARTMENT	DEBIT	CREDIT	NET
0001.3300.040.30.2455.099.99.520.030.5305.300.04	POLLARD - INSTR SOFTWARE & LICENSES - P&T SOFTWARE	\$22,389.00		22,389.00
0001.3300.005.30.2430.099.99.520.030.5510.300.05	POLLARD EDUCATIONAL SUPPLIES		\$17,470.65	(17,470.65)
0001.3300.005.30.2440.099.99.520.030.5270.300.04	POLLARD RENTALS AND LEASES		\$2,400.00	(2,400.00)
0001.3300.005.30.2440.099.99.520.030.5345.300.04	POLLARD PRINTING & MAILING		\$2,100.00	(2,100.00)
0001.3300.005.30.2440.099.99.520.030.5380.300.04	POLLARD OTHER PURCHASED SERVICES		\$3,392.00	(3,392.00)
0001.3300.005.30.2451.099.99.520.030.5525.300.05	POLLARD - INSTR HDWRE STUDENT DEVICES - INSTR TECH		\$1,245.51	(1,245.51)
NA	NA	-	-	-
	<b>SUBTOTAL PURCHASE OF SERVICE &amp; EXPENSE</b>	<b>263,884.84</b>	<b>263,884.84</b>	<b>(0.00)</b>
<b><u>CAPTIAL</u></b>				
N/A	N/A	-	-	-
	<b>SUBTOTAL CAPITAL</b>	-	-	-
	<b>GRAND TOTAL</b>	<b>263,884.84</b>	<b>263,884.84</b>	<b>(0.00)</b>

## NEEDHAM SCHOOL COMMITTEE

**Agenda Item#:** \_\_\_\_\_ **Date:** May 18, 2021

**Item Title:** **Approve School Department Donations**

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

<b>General Donations:</b>	<u>Value</u>
• Ms. Pauline Benninga, Lexington, MA donation to the NHS Science Department in memory of Mike Robinson	\$150.00
• Ms. Carolyn Dunbar-Masterson, Needham, MA donation towards 2021 Prom at Needham High School	\$60.00
• Ms. Sarah Keselman, Needham, MA donation towards 2021 Prom at Needham High School	\$50.00
• Mr. & Mrs. Anthony Dedek, Needham, MA donation towards 2021 Prom at Needham High School	\$50.00
• Ms. Adie Sprague of Treat Cupcake Bar, Needham, MA hosted Treat Others Well event to support the EKAL Club at NHS	\$40.00
• Norfolk District Attorney, Canton, MA donation to enhance student safety during 2021 Prom and Graduation at NHS	\$500.00
• Donation from NHS Student Council to the NHS Speech and Debate Club	\$2,049.00

**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

**Agenda Item#:** \_\_\_\_\_ **Date:** May 26, 2021

**Item Title:** **Approve School Department Donations**

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

**Description:**

Value:

- 328 tablet armchair/ desks from Boston College (est. value of \$150/chair.) Estimated \$49,200  
These desks, originally on loan to the School Department, have been in use this year at the Pollard School and Needham High. On May 10, 2021, Boston College disposed of these desks to the School Department at no cost.

**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 donation from Boston College

**School Committee:** Consent Calendar

Respectfully Submitted,

*Anne Gulati*

Assistant Superintendent for Finance and Operations



## NEEDHAM SCHOOL COMMITTEE

**Agenda Item#:** \_\_\_\_\_ **Date:** May 26, 2021

**Item Title:** **Approve School Department Donations**

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

<b>Description:</b>	<b><u>Value:</u></b>
<ul style="list-style-type: none"><li>25 families have opted to donate the remaining balance in their student's school lunch account to the Needham Public School Nutrition Services Program, to reduce overall program costs. The total balance in these accounts is \$665.16.</li></ul>	\$665.16

**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 donation from families to the NPS Nutrition Services Program.

**School Committee:** Consent Calendar

Respectfully Submitted,

*Anne Gulati*

Assistant Superintendent for Finance and Operations



## Needham School Committee

June 1, 2021

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### Agenda Item:     **Discussion**

#### **Needham Education Foundation DEI Collaborative Initiative**

#### Background Information:

- The Needham Public Schools and the Needham Education Foundation (NEF) will collaborate on a plan to address issues on diversity, equity, and inclusion (DEI).

#### Action Item

Upon recommendation of the Superintendent that the Needham School Committee accepts with gratitude the Needham Education Foundation 2021 spring grant awards in the amount of \$35,000.

#### Persons Available for Presentation:

Ms. Joanna Herrera, Needham Education Foundation Collaborative Initiative Co-Chair

Ms. Lisa Nagler, Needham Education Foundation Collaborative Initiative Co-Chair



## **Proposed Collaborative Initiative of the Needham Public Schools and the Needham Education Foundation**

### **Overview**

The Needham Public Schools (NPS) administration proposes a Collaborative Initiative with the Needham Education Foundation (NEF) to make progress on a coordinated and thoughtful plan to address issues on diversity, equity, and inclusion (DEI) for all in the Needham Public Schools. The initiative would be aligned with the Portrait of a Needham Graduate (PONG), the district's five-year strategic plan which serves as a framework for educational innovation and inclusive excellence for our schools. We envision this collaboration between NPS and NEF as a promising method for building momentum in ongoing equity efforts across the district.

This project is envisioned as a multi-year partnership with multiple phases. This document will lay out the overall concept, with some details for Phase 1 of the Initiative. The activities of Phase 1 will inform the planning of the remaining phases of this project implementation, including success measures. The NPS Administration will work in collaboration with the NEF to implement all phases of this Collaborative Initiative, starting with Phase 1. It is expected that this Initiative will require significant funding from the NEF to support the Initiative for the next 3 years.

Our shared commitment will be to move through a structured and focused process of identifying a specific equity improvement area, creating a vision for what success in that area would look like, collecting data, analyzing those data, and then developing, implementing, and reflecting on our plans for improvement.

### **Need**

The Needham Public Schools has a long-standing commitment to diversity, equity, and inclusion. The 2018 Equity Audit identified areas of strength and areas for improvement specific to the district's need for focused work on understanding and addressing racial equity. Since that time the district formed the Race, Equity, Access, Leadership (REAL) Coalition, comprised of staff, students, families, and community members, and Steering Committee to advance the district's commitment to equity for all and work towards the goals outlined in the Equity Audit. The REAL Coalition has kept the School Committee and larger Needham community apprised of district progress towards becoming an antiracist and anti-biased school system. The Coalition is proud of the progress made and recognizes there is much work that remains to eliminate barriers to equity and advance the learning of all students. Particularly over this past

year, as our community has grappled with the disparities illuminated by the COVID-19 pandemic and the nation-wide call to action due to racial injustice, we have leaned into our efforts with the continued promise to our students, families, and full community to do better. As the Coalition looks to the next steps, NPS remains focused on a sustainable shared leadership model designed to weave racial equity, equity, and inclusive practices into the fabric of who we are as a school district and community.

## **Impact**

This initiative has the potential of touching every NPS staff member and student in grades PreK-12 and preparing them for their future as capable and caring citizens. We can improve how the district provides an enriching, accessible, and equitable education for each child. We can ensure our instruction is engaging and our schools safe for everyone, free of bias, bullying, and hurtful acts that demean and diminish. We can address diversity, equity, and inclusion in all our schools. We can move the needle on performance for those students who have historically not achieved at levels commensurate with their peers.

In order to successfully launch the collaboration, we believe it is critical to identify a consultant who will assess and report on the district's progress since the completion of the District's 2018 Equity Audit and help the district thoughtfully and methodically carry out a multi-year plan building on the current state of activities. It is this foundational knowledge and project planning expertise that will enable the district to optimize our impact. In addition, it will enable the consultant to support the equity work of the REAL Coalition and its Steering Committee. Since the district's hope is to expand REAL efforts in 2021-2022 with the addition of school-based REAL teams, the consultant's assessment and report will play a key role in supporting that expansion.

The impact that is most needed is an infrastructure and district guidebook so the REAL legacy – under the shared leadership of staff, students, and community members – is sustainable for years to come.

## **Timeline**

These are the anticipated next steps for launching the project (Phase 1):

<b>May-June 2021</b>	Identify prospective consultants
<b>May-June 2021</b>	Conduct interviews and identify a candidate for hire
<b>June 2021</b>	Hire consultant for summer work
	The consultant provides details and a timeline for Needs Assessment
<b>June-August 2021</b>	Consultant conducts research/needs assessment on where the district is on the equity front within the PONG strategic plan and the REAL goal areas:
	1) Policies & Practices
	2) Curriculum & Instruction
	3) Professional Learning
	4) Hiring & Employment Practices
	5) Culture & Climate

## 6) Communications & Community Engagement

<b>July-August 2021</b>	Consultant drafts report for internal review. The report will include areas, gaps, priorities, and measures to inform the planning of the remaining phases of this project implementation
<b>September 2021</b>	Planning meetings between NPS and NEF to review findings and consider future Phases of this Collaborative Initiative

## Collaboration with the NEF

The NPS administration envisions the process as collaborative with the NEF and welcomes ideas on how representatives of the NEF would like to be involved throughout the process. To start, we plan on the below :

- Initial meeting with consultant and NEF Liaison(s) to be scheduled June/July 2021.
- Planning meetings between NPS and NEF to review findings and consider future phases of this Collaborative Initiative anticipated August/September 2021.
- Meetings with the NEF Liaison(s) 3-4x (e.g. October, January, April, June) during the school year to share progress and discuss next steps.

## Phase 1 Budget

\$35,000.00

The request for \$35,000.00 is for the consultant's work that would be conducted between June - August 2021 to assess how the district is doing on the equity goals the NPS established and to identify a path forward to be sure the equity work is sustainable and transformative. The focus for the initial phase of our collaboration is to map out the overall concept on how to implement a thoughtful plan to address racial equity as well as equity for all.

The NPS views the funding request for \$35,000 as the highest end of the spectrum. The amount is based on an hourly rate of \$300.00/hour from consultants with the expertise the NPS is seeking and scope of work that could span over 8 weeks at up to 15 hours/week. The cost includes interviews, document review, research/needs assessment (including a specific section addressing the current curriculum materials at each of the schools), and a report of the findings. The NPS envisions NEF funding this component of the work and NEF would only be paying the actual costs of the consultant. NPS is also open to a cost-share arrangement.

Needham Public Schools will be responsible for interviewing and hiring. However, as the NPS continues to work on consultant specifications and criteria for the interview process, NPS will share a draft with NEF for input. The NPS will also share with NEF the justification for the final selection of the consultant.

## Overall Project Milestones and Expected Outcomes

In order for NPS and NEF to fulfill our commitment to diversity, equity, and inclusion for all in the Needham Public Schools, we will do the following:

- Build our staff's capacity toward our vision and the Portrait of a Needham Graduate Five-Year Plan.
- Identify and eliminate barriers to making needed changes as we move forward toward DEI.
- Increase the district's clarity and consistency with how policies, practices, and programs can accelerate our antiracist, anti-bias, and DEI work.
- Ensure that the district has in place the leadership infrastructure and organizational systems that will sustain equity for all beyond this Collaborative Initiative.

The NPS administration will work with the NEF to develop appropriate milestones to assess progress during Phase I and help the NEF monitor the project for fiduciary due diligence. At a minimum, the NPS will plan to:

- Include a NEF Liaison(s) on the Committee working with and/or receiving updates from the Consultant so that this representative can communicate updates back to the NEF Board.
- Provide the NEF with copies of any major documents updating on Consultant progress/findings.
- Provide to the NEF a progress report at the end of the summer outlining findings and project updates.
- Attend an NEF Board meeting during the upcoming school year to provide an update on the Phase 1 activities; annual meeting attendance would similarly continue through remaining project phases and would be articulated in funding requests related to the later phases of this Collaborative Initiative.

#### Anticipated future phases\*

Phase/Dates	Anticipated Activities
<b>Phase 2</b> October 2021-June 2022	Action Planning & Implementation In-depth Consultation with core groups: <ul style="list-style-type: none"><li>● REAL Coalition</li><li>● REAL Steering Committee</li><li>● REAL School-Based Leaders/Teams</li></ul> Develop Equity Blueprint aligned with NPS PONG (phase 2 or 3) Assess Phase 2 work with NEF input
<b>Phase 3</b> July 2022 - June 2023	Continue Implementation & capacity building <ul style="list-style-type: none"><li>● Consultation and coaching with core groups continues</li><li>● Consult/PD with broader district leadership and other key stakeholder groups</li><li>● Professional learning plan including Summer Institute</li></ul> Assess phase 3 work with NEF input
<b>Phase 4</b> July 2023 - June 2024	Supporting sustainable plan <ul style="list-style-type: none"><li>● Consultation and coaching continues</li><li>● Data collection, training, and supports aligned with district strategic plan</li></ul> Assess Phase 4 work with NEF input

May 16, 2021

\* The budget is not inclusive of NPS Operating Budget to cover staff stipends and other project-related expenses still to be determined.



## Needham School Committee

June 1, 2021

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Agenda Item:     **Discussion**

### **Sunita Williams School Improvement Plan**

#### Background Information:

- The Sunita Williams School Council has worked collaboratively this past year to advise Principal Michael Kascak and develop and maintain the School Improvement Plan.
- In accordance with M.G. L. Chapter 71, Section 59c, the Superintendent has approved the Sunita Williams School Improvement Plan.

#### Persons Available for Presentation:

Michael Kascak, Principal of Sunita Williams School





**Sunita Williams Elementary School Improvement Plan 2021 - 2024**

*Presented to School Committee on June 1, 2021*

**SWES School Council Members:**

John Cho, Parent

Joanie Daly, Parent

Dayna DiCicco, Teacher

Elizabeth Hitron, Teacher

Stan Hitron, Community Representative

Michael Kascak, Principal



***Equity, diversity and inclusion** are three concepts that are driving many of the objectives of our school improvement plan (SIP). We are also connecting our objectives to The Portrait of a Needham Graduate (PONG) wherever applicable. There are also specific logistic issues, primarily the recent pandemic, which impacted this plan. Fortunately, we were able to successfully move fully into our physical campus in the Fall of 2019. The challenges inherent in the pandemic prevented us from completing a full first year in our new building. District wide **Full-Day Kindergarten Programming**, as well as our collaboration with Curry College in launching our new **teacher training residency program** were also greatly impacted while still moving forward. The complete list of our goals and objectives is listed below. That list is followed by a list of strategic priorities that drive the Portrait. The chart details action steps, evidence and outcomes. The goals and strategic priorities are color coded to help readers interpret the chart and understand the connection between our school improvement goals and Needham Public School's Strategic Priorities.*

SWES rules: **Work Hard.** Be Nice.

**Hillside School Goal #1: Create and improve, through regular review of data and reflective practice, a Continuum of Learning that matches the needs of all learners.**

Objective 1.1: Continue to review, evaluate, and when necessary, revise the support given to teaching staff in order to maximize academic instruction and increase student achievement.

Objective 1.2: Staff and students increase their Cultural Proficiency through professional development opportunities and school-wide and grade level projects that effectively address matters of equity, diversity and inclusion in the context of the pluralistic communities in which we live.

Objective 1.3: Explore, and where and when possible, implement creative uses of our new campus, physical plant, and technology that will positively impact student learning and teacher instruction.

**Hillside School Goal #2: Collaborate with our school constituencies, other Needham Schools and other outside institutions to develop and promote student leadership and expanded learning opportunities.**

Objective 2.1: Continue to expand the Collaborative Teacher Training Program with Curry College and possibly other universities.

Objective 2.2: Expand leadership roles and community service options for our students and the successful collaboration between SWES and Needham High School students which focuses on social and emotional skills.

Objective 2.3: Continue to support the growing number of students in the district's Specialized Elementary Programs for Students with Autism and Related Developmental Disabilities (ELC or Early Learning Center).

**Hillside School Goal #3: Capitalize on the new technologies built into our new campus while creating and documenting new systems which best utilize the capability for 21st century learning and instruction.**

Objective 3.1: Implement and/or adapt safety initiatives on our campus which best address its size, geographical location and modernized building systems.

## **Portrait of a Needham Graduate strategic priorities:**

### **1. All Students Are Drivers of Their Own Learning**

- 1A) Incorporate opportunities for student choice, independent learning, & personalized pathways*
- 1B) Provide structures & experiences that enable student efficacy, leadership, and voice*
- 1C) Teach students the content & skills necessary for them to grow personally and academically.*

### **2. All Students Experience Integrative Teaching & Learning**

- 2A) Extend interdisciplinary teaching and learning practices Pre-K to 12*
- 2B) Embed Portrait Competencies, Technology, Inclusive Practices, SEL, and Equity into all curricula and instructional practices*
- 2C) Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.*

### **3. All Students Learn & Grow Within Adaptable Environments**

- 3A) Support and design classroom models and environments that foster collaboration & innovation*
- 3B) Provide time, schedules, and spaces that promote learning objectives*
- 3C) Complement instruction with accessible learning beyond the classroom, within the community, and in partnership with families.*

### **4. Infrastructure Supports Needs of All Students**

- 4A) Provide staffing, facilities, and budget resources aligned to district priorities*
- 4B) Implement a recruitment, retention, and development process for staff growth and diversity*
- 4C) Establish a professional learning structure supporting equity and the Portrait vision.*

**Hillside School Goal #1: Create and improve through regular review of data and reflective practice, a Continuum of Learning that matches the academic and emotional needs of all learners.**

Objective	Strategic Priority	Strategies Employed/ Action Steps	Impact on Students/ Ways to Measure Success	Timeline
<p>Objective 1.1: Continue to review, evaluate, and when necessary, revise the support given to teaching staff in order to maximize academic instruction and increase student achievement.</p> <p>MATH</p>	<p><b>1A, 1C</b> <b>2A, 2C</b> <b>3A, 3C</b></p>	<p>a) Implement ST Math, A Program For Conceptual Understanding (<a href="https://www.stmath.com/">https://www.stmath.com/</a>) into all grades as part of regular math instruction and put various incentive programs into place to increase participation.</p>	<p>a) ST Math starts by teaching the foundational concepts visually, then connects the ideas to the symbols and language. With visual learning, students are better equipped to tackle unfamiliar math problems, recognize patterns, and build conceptual understanding. Without language barriers, the problem is accessible to all students, regardless of skill level or language background./ST Math progress reports and student detailed information show clear, actionable data that provides insights into productivity, usage, and areas of struggle, effectively informing instruction. At SWES for the 2020-21 school year, students are engaged in the program for an average of 40 minutes per week, solving 45 puzzles. As of May 2021, our school has solved over 740,000 puzzles (an average of 1,550 per student) and completed 5,300 objectives.</p>	2021 - 2022
		<p>b) Utilize <a href="#">Renaissance (STARMath)</a>, a computer-based adaptive test that measures student achievement on math skills, in all first-fifth grade classrooms.</p>	<p>b) STARMath consists of 34 items and takes approximately 20-30 minutes for the student to complete. By continually adjusting the difficulty of an item to what the student has shown he/she can or cannot do, the assessment is tailored to accurately measure each student's level of achievement. To interpret screening results, SWES uses benchmarks and cut scores. These scores help educators identify which students require some form of intervention to accelerate growth and move toward benchmark, and which students are already at or above benchmark. Overall, scores showed continued growth between the two assessment windows.</p> <p style="text-align: right;"><i>- Damien Hazel, Math Coach</i></p>	2021 - 2022

<p>Objective 1.1: Continue to review, evaluate, and when necessary, revise the support given to teaching staff in order to maximize academic instruction and increase student achievement.</p> <p>ELA</p>	<p><b>1A, 1C</b> <b>2A, 2C</b> <b>3A, 3C</b></p>	<p>a) School-wide book room: As part of our learning and thinking around racial equity, we have begun to look critically at our school-wide book room selections.</p> <p>b) EarlyBird Early Literacy Screener - Kindergarten classroom teachers, Literacy coaches, EL, ELC, and SPED teachers began piloting and learning about this screener.</p>	<p>a) Teachers are using and selecting newer titles from the book room. They are using these titles for read-aloud, small group instruction, book clubs and Units of Study. Teachers will notice and note which titles garnered rich discussion and/or were popular titles during independent reading. We used funds targeted for new classrooms and title replacements to purchase texts that reflect the races, ethnicities and cultures of our student body, and the larger world. We will continue to look critically at future text selections, and think about opportunities to share selections across grade levels. <i>-Aly Schenker, Literacy Coach</i></p> <p>b) Results will be analyzed after each assessment period with the goal of monitoring student growth and determining instructional implications to increase student achievement. This team will continue to meet and learn more about this screener, especially as the developers complete their final design. Classroom teachers will administer this screener three times next year, with support from Literacy coaches, EL, ELC, and SPED teachers. <i>- Carol-Ann Hurley, Literacy Coach</i></p>	<p>2021 - 2022</p>
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<p>Objective 1.1: Continue to review, evaluate, and when necessary, revise the support given to teaching staff in order to maximize academic instruction and increase student achievement.</p> <p>SCHEDULING</p>	<p><b>1A, 1C</b> <b>2A, 2C</b> <b>3A, 3C</b></p>	<p>a) Begin to explore ways to adjust and standardize the elementary schedule to better meet student needs while being mindful of the <a href="#"><u>Multi-tiered Systems of Support (MTSS) Schedule Guidance</u></a>.</p>	<p>a) Elementary leadership team began discussions about possible changes to the elementary schedule to prioritize student needs. SWES admin group started conversations about changes and prioritized the three following goals in mind:</p> <ol style="list-style-type: none"> <li>1) Integrating SEL/Equity into any changes.</li> <li>2) Maintaining and increasing opportunities for vertical groupings (Clusters, buddies, assemblies, etc)</li> <li>3) and need for PD for <u>all</u> building staff.</li> </ol> <p>- Michael Kasck, Principal</p>	<p>2021 - 2023</p>
<p>Objective 1.2: Staff and students increase their Cultural Proficiency through professional development opportunities and school-wide and grade level projects that effectively address matters of equity, diversity and inclusion in the context of the pluralistic communities in which we live.</p>	<p><b>2B</b> <b>3A</b> <b>3B</b> <b>3C</b> <b>4B</b> <b>4C</b></p>	<p>a) Move student support philosophy toward Transformative Social Emotional Learning.</p> <p>b) Compile and update SEL curriculum and resources to create a <a href="#"><u>dynamic list of equity resources</u></a> for staff.</p> <p>c) Incorporate equity updates into all PD opportunities</p>	<p>a) Plan ways to integrate MTSS into existing and new Social Emotional Learning (SEL) lessons and Equity work while fully implementing the <a href="#"><u>Racial Literacy Curriculum</u></a> adopted by NPS this past year.</p> <p>-Margaret Petrovich, Counselor and Interim AP</p> <p>b) Resources and classroom lessons, involving both SEL and Equity, which often intersect, have been collected and/or generated this past year due to the increased SEL and Equity needs (which have risen significantly during the past year related to the pandemic and issues of racism coming to a forefront) can be found <a href="#"><u>here</u></a> and are accessible to all staff.</p> <p>-Meg Flatley, Counselor</p> <p>c) Weekly Equity Drop-in Zoom meetings were established this year as a place to support teachers and staff in their equity work and create a safe space for difficult conversations. We hope to continue the weekly Equity</p>	<p>2021 - 2022</p> <p>2020 - 2021</p> <p>2020 - 2024</p>



			<p>Drop-In meetings, hopefully in person, next year. We also committed to dedicating a portion of each faculty meeting to highlight some aspect of our equity work. We plan to continue to include equity as a part of building based professional development to further understand implicit bias, practice courageous conversations among faculty and staff, and address race based incidents at school.</p> <p>- Margaret Petrovich, Counselor and Interim AP</p>	
<p><b>Objective 1.3: Explore, and where and when possible, implement creative uses of our new campus, physical plant, and technology that will positively impact student learning and teacher instruction.</b></p>	<p><b>1C</b> <b>2A</b> <b>2C</b> <b>3A</b> <b>3C</b> <b>4A</b></p>	<p>a) Introduce <a href="#">Navigation Games and Orienteering</a> as part of an NEF grant to our Sunita Williams students in Physical Education and Wellness classes so that students understand the basic protocols, rules, and procedures on how these types of games and activities work.</p>	<p>a) This grant supports the Portrait of a Needham Graduate by empowering learners to discover and integrate content from multiple disciplines, engage in self-directed learning, and to use technology to support learning while navigating the digital world. The connection between the outdoor environment and orienteering go hand in hand and according to an <a href="#">article</a> in the Child Mind Institute, this is beneficial for all students, especially to balance the increased screen time we all have experienced recently. This program also supports standards one and five of <a href="#">SHAPE</a> America's Grade Level Outcomes.</p>	2021 - 2024
		<p>b) Introduce SWES Staff to Navigation games and Orienteering as part of an NEF grant.</p>	<p>b) Grant was designed to be self-sufficient after this year's initial year of staff training. Staff will learn how they can use these games and activities as part of movement break opportunities but moreover as an opportunity to introduce interdisciplinary learning outside of the building in the various parts of our beautiful campus.</p>	2021- 2024
		<p>c) Introduce the Sunita Williams community to Navigation games and Orienteering through a family fun night.</p>	<p>c) This will foster a home/school connection while also giving families another way for them to be able to seek outdoor, socially distant, physically active, movement opportunities out in the community. - Rob Tatro, Physical Education and Wellness Teacher</p>	2021 - 2022



		<p>d) Revisit plans for utilizing the front gardens and back area nature trail, pond and outdoor classroom and incorporating these areas into the school's curriculum through collaboration with the Science Center and neighboring Volante Farms.</p>	<p>d) Volante Farms donated plants and time to setting up the garden area for our students as they finally had the chance to do the <a href="#">Kindergarten's final unit of study</a>, Our Earth, in person! This unit is designed to give students the opportunity to explore "the natural world through investigations and research of the earth's properties and systems, including the earth's surface, gardening, recycling, and reuse. Concepts of sustainability, urban renewal, economics, healthy lifestyles, authority, honesty, respect, courage, responsibility, and stewardship frame discussions and projects. The unit and year culminate in a capstone project where children choose a sustainable practice and work towards convincing a local audience to adopt this practice." - <i>Michael Kasck, Principal</i></p>	2021 - 2022
		<p>e) Utilize the Energy Dashboard and Electronic Display screens in our building to maximize teaching and learning for students (and staff!)</p>	<p>e) The energy dashboard is intended to provide students and teachers access to information about the energy use and water use within the new building. It provides comparative information to teach how this building conserves energy and water. It provides information about the Photovoltaics on the roof, shows how an energy recovery wheel works in the rooftop units, and demonstrates how daylighting helps reduce electrical energy use within the classrooms and other spaces. The system can also display the outside weather conditions and temperatures in the classrooms. This data will soon be accessible by all teachers in their classrooms via classroom computers. - <i>Hank Haff, OPM</i></p>	2021 - 2024
			<p>We have begun using the school's display screens in common areas to display images of diverse people to affirm cultural racial identities, promote understanding of differing abilities, and update students' progress on STMath puzzles. - <i>Kara Shea, Tech Specialist and Hardeep Jassal, BCBA</i></p>	2021 - 2022

**Hillside School Goal #2: Collaborate with our school constituencies, other Needham Schools and other outside institutions to develop and promote student leadership and expanded learning opportunities.**

Goals	Strategic Priority	Strategies Employed/Action Steps	Impact on Students/ Ways to Measure Success	Timeline
<b>Objective 2.1: Continue to expand the Collaborative Teacher Training Program with Curry College and possibly other universities.</b>	<b>2C</b> <b>3C</b> <b>4B</b> <b>4C</b>	<p>a) After a few obstacles and logistical challenges (the pandemic being the major hurdle) the <a href="#">Curry Collaborative Graduate Internship Program</a> is up and finally and running.</p> <p>b) Establish relationships with other colleges or universities.</p>	<p>a) This year we had four interns completing their Masters Degree in Special Education through the Curry Program here at SWES. All four were employed as TAs while doing so. The school received vouchers for other staff in return for providing these candidates the training and instruction needed for their required practicums.</p> <p style="text-align: right;"><i>- Erin Vacaro, Special education Coordinator</i></p> <p>b) The challenges of sustaining the hybrid model during the pandemic created the necessity of looking beyond Curry College for teaching assistants. The two Elementary Education interns recruited from Lasell University's program were quickly hired as TAs and have been a great addition to our community. We will likely continue this collaboration next year as well.</p> <p style="text-align: right;"><i>- Michael Kascak, Principal</i></p>	2021 - 2022
<b>Objective 2.2: Expand leadership roles and community service options for our students and the successful collaboration between SWES and Needham High School students</b>	<b>1B</b> <b>1C</b> <b>2C</b> <b>3C</b> <b>4C</b>	<p>a) Fifth and fourth graders are engaged in multiple leadership roles.</p> <p>b) Reinstate practices that were put on hold due to safety</p>	<p>a) Our upperclassmen have supported younger students with literacy practice, participated in the hiring of the new Assistant Principal, and helped care for our front gardens. Our Student Sidewalk Detail (SSD) was retrained to better assist in safe drop-off practices due to our new, larger campus which, given our new location on Central Avenue and added challenges due to pandemic (i.e. lack of carpooling, dedicated grade-level entrances).</p> <p>b) A number of student leadership opportunities were put on hold for safety reasons due to the pandemic, and will need to be</p>	2021 - 2022

<p>which focuses on social and emotional skills.</p>		<p>concerns during the pandemic.</p> <p>c) Implementation of an NEF Grant to expand on the successful collaboration between Needham high school students in the <a href="#">Own Your Peace/Piece</a> and SWES students at SWES to include equity.</p>	<p>restarted or reinstated into an in-person model. These include our composting program, Clusters, and buddy classes. - <i>Michael Kascak, Principal</i></p> <p>c) This collaboration was really taking off pre-pandemic but was limited to an exchange of a few videos this past year. Our hope is to resume the in-person meetings and add age-appropriate components of the CCOR (Courageous Conversations on Race) that occur at NHS students affirming racial and cultural identities, and modeling their experiences regarding race as elementary students. - <i>Margaret Petrovich, Counselor and Interim AP</i></p>	<p>2021 - 2022</p>
<p><b>Objective 2.3: Continue to support the growing number of students in the district's Specialized Elementary Programs for Students with Autism and Related Developmental Disabilities (ELC or Early Learning Center)</b></p>	<p><b>1C</b> <b>2B</b> <b>2C</b> <b>3A</b> <b>3B</b> <b>4C</b></p>	<p>a) Provide professional development to train staff on best practices for SEL, discipline and de-escalation of dangerous and destructive behaviors,</p> <p>b) NEF Grant for the Creative Dance and Movement Group, <i>Dance4All</i>, for students.</p> <p>c) CARE team collaboration and implementing strategies for teachers struggling with student behavior.</p> <p>d) Create a weekly motor group for students in the ELC.</p> <p>e) Work on adapting space to meet needs that resulted from</p>	<p>a) Training in Antecedent Teaching Systems and Practices by our BCBAs (Board Certified Behas resulted in a decrease in office referrals for student behavior.</p> <p>b) Increase in student self-expression and decrease in negative student behaviors.</p> <p>c) Increase in teachers' classroom management skills, less referrals for special education</p> <p>d) Program has resulted in an increase in physical skills and a decrease in negative student behaviors.</p>	<p>2021 - 2022</p> <p>2021 - 2202</p> <p>2021 - 2024</p> <p>2021 - 2022</p> <p>2021 -2022</p>

		increased ELC population and pandemic restrictions.	e) ESY (Extended School Year) summer programming and a new classroom space dedicated to ELC enabled students to work in a distraction-free environment. <i>- Erin Vacaro, Special education Coordinator</i>	
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**Hillside School Goal #3: Capitalize on the new technologies built into our new campus while creating and documenting new systems which best utilize the capability for 21st century learning and instruction**

Goals	Strategic Priority	Strategies Employed/ Action Steps	Impact on Students/ Ways to Measure Success	Timeline
<b>Objective 3.1: Implement and/or adapt safety initiatives on our campus which best address its size, geographical location and modernized building systems.</b>	<b>2B</b> <b>3A</b> <b>3B</b> <b>3C</b> <b>4A</b>	a) Continue and adapt existing safety protocols to match the logistics of our new campus.  b) Make arrival and dismissal more efficient for families and students.	a) Fire, ALICE and Shelter-in-place drills were adapted to the new site and successfully practiced. We enhanced instant communication between staff through purchase of new and more appropriate walkie-talkies. More work is needed (and planned for this fall) to get all parties up to mastery level of the new lock down system. Students and staff have been educated in the nuances of the outdoor areas (Hillside Knoll Trail, Sensory Garden, Amphitheatre) particularly around safety issues involving flora and fauna.  b) Maps, videos and written protocols created and shared with families will be continually updated as needed. School safety officers and Needham Police Department worked with us to ensure safety during drop-off and pick up given the heavy volume of traffic at our new location. <i>- Michael Kascak, Principal</i>	2021 - 2022  2020 - 2021



## Needham School Committee

June 1, 2021

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Agenda Item:     **Discussion**

### **Update on Student Learning**

Background Information:

- The Superintendent will provide another update on student learning.

Person(s) Available for Presentation:

Dr. Daniel Gutekanst, Superintendent of Schools



# NEEDHAM PUBLIC SCHOOLS

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**A Student Learning Update  
to the School Committee  
June 1, 2021**

# Anticipating a new year of uninterrupted learning in the Needham Public Schools we will . . .

- Prioritize health and safety
- Wind down Remote Learning Academy
- Focus on summer learning
- Provide learning and SEL interventions for the fall
- Update Portrait of a Needham Graduate Strategic Priorities 21-22
- Share plan that outlines how we will use one time budget and grant funds to support student growth and learning





# Updated Health & Safety Guidance

- [Joint Committee on Health & Safety](#) continues to meet weekly and review data to inform our discussions about returning to school for all students this fall (masks, distancing, cleaning & disinfecting, ventilation, pool testing, etc.); **final report for FY21 to School Committee on June 15**



Congressman Auchincloss visits student vaccine clinic at NHS

- **DESE guidance for summer:** mitigation strategies will remain in place; monitor for symptoms and stay home when sick; wear masks indoors and on school buses but not when students outdoors; hand hygiene; indoor physical distance
- **DESE guidance for fall:** physical distancing requirements lifted; ventilation as feasible; stay home when sick; continue hand hygiene; masks only for elementary students?



# Winding down the Remote Learning Academy

- Our Remote Learning Academy officially ends on June 18<sup>th</sup> and all students will be welcomed back to their home school next fall
- End of year programs are being planned to support the transition back to in-person learning
- Middle School end of year assemblies for our RLA students in grades 6-8 will be held outdoors in person
- Elementary principals & teachers are planning transitions, such as drive-bys and other touch points that are developmentally appropriate
- Thanks to our RLA teachers and staff for their incredible work!



# Needham Public Schools Summer Programming

- **Extended School Year (ESY)** program, PreK-12, for children with special needs
- **Summer Bridge** program for targeted elementary literacy and math support
- **Needham Community Education Summer Explorations** for weeklong enrichment programs (children entering grades 1-9) and Sports Clinics in collaboration with Athletics Department
- **METCO Jumpstart** for new Boston resident students
- **English Language Learner** elementary Newcomer Camp
- **Summer Credit Recovery** at the high school



# What learning interventions will look like this fall

- Elementary

- Additional math specialists at each school to support student learning
- Literacy and math fall benchmark data to identify areas of student need/focus
- Teacher PD focused on providing in-class “just in time” interventions
- Teachers will routinely set aside time for review, practice, and extension in identified areas of student need

- Middle School

- High Rock: Literacy and Math fall benchmark data to identify areas of student need/focus
- High Rock: New Math Interventionist to provide “just in time” in-class student support
- Pollard: New Literacy Interventionist to join current math interventionist in supporting identified students

- High School

- All teachers will use initial weeks of school to assess and address areas of student need
- Expansion of Personal Learning Center (PLC) designed to support student learning with emphasis on executive function, coping, and study skills

# Social Emotional Support for next school year

- Widening our mental health safety net
  - Development of well-articulated comprehensive system of mental health support
  - Increase capacity through robust professional learning for staff & families
  - Expand mental health support through clinical consultation
  - Additional staff support for students returning from prolonged absence from school
- Focus on social emotional learning as a lever for equity and student success
  - Continue Joint SEL & REAL Committee leading alignment of SEL & equity
  - SEL student surveys will inform direct support & intervention
  - SEL needs assessment (June 2021) and MetroWest Adolescent Health Survey Gr 6-12 (Fall 2021) will inform programs and practices
  - Expand SEL programs (e.g., Inner Explorer Mindfulness Program)
  - Expand Restorative Justice Practices Gr 6-12



# Next Steps...

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- Joint Committee on Health & Safety update at 6/15 School Committee meeting
- Portrait of Needham Graduate '21-'22 Strategic Priorities shared at 6/15 meeting
- Draft School Reopening Plan, which Includes district response to academic, social, emotional, and mental health needs of all students, particularly those disproportionately impacted by the pandemic, shared at 6/15 School Committee meeting
- Virtual Open House for Families on 6/16 to share plans & respond to questions
- Feedback on Draft School Reopening Plan from district stakeholders through an online survey and incorporated into final plan





## Needham School Committee

June 1, 2021

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Agenda Item:     **Discussion**

### **Superintendent's Evaluation**

#### Background Information:

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

#### **Members of the School Committee Available for Presentation:**

Dr. Connie Barr, Chair  
Mr. Matthew Spengler, Vice Chair  
Ms. Andrea Longo Carter  
Mr. Michael Greis  
Ms. Elizabeth Lee  
Mr. Michael O'Brien  
Mr. Aaron Pressman

# Superintendent's Evaluation

June 1, 2021



# Evaluation Process

- ⊙ Superintendent's Self-Assessment
- ⊙ Numerical ratings & comments
  - DESE Rubric for Superintendent and School Administrators
  - Needham-specific goals & objectives
- ⊙ Evaluated by current & former School Committee members
- ⊙ Meetings with District Leadership Team
  - Assistant Superintendents
  - School Principals



# Rating Scale

- ⦿ 0 Not Observed
- ⦿ 1 Unsatisfactory
- ⦿ 2 Needs Improvement
- ⦿ 3 Proficient

Rigorous, Expected level of performance

- ⦿ 4 Exemplary

Serves as a model of practice for others within region or statewide

# Evaluation Summary

- ⊙ Proficient Rating Overall
  - 47% of Indicators rated Exemplary

## Strengths

- ⊙ Fiscal management
- ⊙ Relationships
- ⊙ Portrait alignment
- ⊙ Continued focus on equity
- ⊙ Communication

## Challenges

- ⊙ Hybrid learning, particularly at elementary level
- ⊙ Advancement of school building projects
- ⊙ Communication

# Instructional Leadership

- ⊙ Curriculum
- ⊙ Instruction
- ⊙ Assessment
- ⊙ Evaluation
- ⊙ Data-Informed Decision-Making
- ⊙ Student Learning

# Management & Operations

- ⊙ Environment
- ⊙ Human Resources Management & Development
- ⊙ Scheduling & Management Information Systems
- ⊙ Law, Ethics & Policies
- ⊙ Fiscal Systems

# Family & Community Engagement

- ⊙ Engagement
- ⊙ Sharing Responsibility
- ⊙ Communication
- ⊙ Family Concerns

# Professional Culture

- ⦿ Commitment to High Standards
- ⦿ Cultural Proficiency
- ⦿ Communications
- ⦿ Continuous Learning
- ⦿ Shared Vision
- ⦿ Managing Conflict

# Needham-Specific Goals

- ◎ School Committee Relations
- ◎ Superintendent's Goals  
(Approved Annually by School Committee)
  - Professional Practice
  - Student Learning
  - District Improvement

## **Superintendent's Evaluation, 2020-2021 School Year**

### **June 1, 2021**

As we all know, there is no guidebook for how to manage a school system during a global pandemic. As we evaluate Dan Gutekanst's leadership of the Needham Public Schools, it's important to put this year in context. By multiple measures, Needham continues to be a high performing school system, and Dan has an outstanding track record in his 15 years as our Superintendent.

While Dan will tell you himself we struggled this year, we also had some significant successes, both in managing through the pandemic and in moving our strategic plan forward.

- For the most part, our schools were open for in-person instruction for the entire year. We also offered a robust fully remote option for those who wanted it.
- Unlike many communities, we had an agreement with our union, the Needham Education Association, early in the school year.
- Our schools managed over 315 positive COVID cases, sometimes dealing with 10-20 new cases per day at the peak this winter. This consumed significant nursing and administrator time.
- We were able to respond to and absorb tremendous financial shocks to our operating budget. We will end the year without needing additional funds, and we will carry over some resources into next year.

Under Dan's leadership this year, Needham also advanced important strategic priorities:

- We aligned goals throughout the system, and particularly our School Improvement Plans, to the Portrait of a Needham Graduate strategic plan.
- We implemented a racial literacy curriculum in our elementary schools.
- We increased the number of full-time equivalent BIPOC staff, and we
- Launched a highly successful 9th grade interdisciplinary program.

We would be rightly proud of these accomplishments in a typical year, but we should be especially proud of them this year.



The Superintendent's evaluation includes a self assessment and numeral ratings and comments from School Committee members on the DESE Rubric for Superintendents and School Administrators, as well as Needham-specific measures that look at School Committee Relations and Dan's annual goals in the areas of Professional Practice, Student Learning and District Improvement.

Speaking to the DESE Rubric specifically, Dan was given a numerical rating on 34 different measures and earned a Proficient rating overall. Among the different measures, two were scored just below Proficient. All other measures were evenly split between Proficient and Exemplary ratings.

I'd like to begin by addressing the implementation of the hybrid and remote learning models, an area in which Dan scored lower. The other area of relative weakness is communications, and this will be addressed in further detail as part of the relevant Standards.

The challenges our students and staff faced in the hybrid learning model, particularly at the elementary level, have been well documented and discussed during earlier School Committee meetings. I also think there is general agreement, as one School Committee member noted, that "elementary education would have benefited from changes earlier in the year, especially as the impact of the lack of structured support for our youngest learners became clear."

Moreover, the key complaint lodged against Dan, the School Committee and our District was that we should have brought students back to school sooner. While this isn't the forum to debate that question, it is appropriate for us to look at Dan's leadership at key decision points.

In August when we decided to implement a hybrid learning model, the community was divided about whether we should offer any in-person instruction. Several communities went back to school fully remote, and many in the community were convinced we'd be closed by Thanksgiving. Fast forward to January and February when cases were surging, new variants were emerging and vaccinations were unicorns. It was during this period we engaged in difficult yet ultimately successful negotiations with the NEA to bring back K-2 students. Running through the entire year, there has been a steady stream of new, changing and sometimes conflicting guidance from the CDC, state public health officials and the Department of Elementary and Secondary Education. Finally in March, DESE issued a clear directive to bring all students back full-time, and Needham met or exceeded this.

A portion of the parent community was extremely critical of the Superintendent and the pace at which he brought students back to school, and they were quite vocal. It was much rarer to hear from parents who expressed understanding or even gratitude for the challenges the schools faced and the way we were approaching them. As one of my colleagues noted, “winning was not an option. What constituents wanted ran the full spectrum of possibilities.” And while many parents and some School Committee members felt things moved too slowly, the opposite was true among those working in our schools. One senior leader shared, “it felt like change was happening all the time.”

A hallmark of Dan’s leadership style is that he employs distributed leadership -- a well documented best practice in education wherein staff collaborate with one another to achieve shared goals and improve student outcomes. As one colleague noted, “when faced with complex problems, Dan brings together experts and constituents in a structured setting to discuss and debate the best possible solutions. This doesn’t always lead to the quickest answers, but perhaps the best, or at least the best we can do at the time.”

In normal times, there is a fairly clear boundary between school policy, an area over which the School Committee exerts control, and school operations, an area in which we do not. For example, we approve the high school program of studies, but we are not involved in the specifics of implementation. As the hybrid and remote learning models were being developed, evaluated and assessed, there was desire and demand for the School Committee to get more involved in decisions at the intersection of policy and operations. While it would have been helpful for the School Committee to have a deeper understanding of schedules, staffing allocations, building constraints and the logistical and operational tradeoffs among them, there were practical implications to having greater School Committee participation in the tremendous amount of work that was happening in real time, particularly over the summer. While the level of School Committee involvement in negotiations increased from last spring through this year, both the Superintendent and School Committee agree we should have been involved more fully and earlier in the process. This would have given us a richer understanding about decisions that had been made. But while we know this was a flaw in our process, we cannot know whether it would have changed the outcome.

Needham has 5,500 students and 1,000 employees. While student needs are paramount, we must balance them with the needs of our teachers and staff, and the operational realities of the system as a whole. Finding the right balance this year was difficult and delicate. Dan bore the weight of the pandemic as a human being, as a member of this community, and particularly as our Superintendent, looking out for the long-term welfare of over 6,500 people. I am joined by the Assistant Superintendents,

Principals and a majority of the School Committee in thinking he did quite an admirable job.

I will now turn to the specific standards on which Dan was evaluated.

### **Instructional Leadership**

The first standard in the DESE Rubric is Instructional Leadership. Dan earned an Exemplary rating in the area of Data-Informed Decision Making and Proficient ratings on all others. This Standard also reflects the Superintendent's annual goals related to Professional Practice and Student Learning.

The presentation about elementary student performance in math and literacy shared at our last School Committee meeting provides clear evidence of Dan's Instructional Leadership. This presentation highlighted our standards-based curriculum, the variety of assessments employed to understand and evaluate student learning, and how we use data to modify instructional practice to improve student learning outcomes.

Some representative comments and highlights shared by School Committee members on this Standard include:

- "I have seen tremendous improvement and a greater sense of focus in School Improvement Plans with their realignment to the Portrait of a Needham Graduate." This was one of Dan's goals for this year, and one he achieved a Rating of Exemplary on.
- Dan's continued commitment to educator evaluation was also noted. As in past years, Dan visited over 200 classrooms, provided feedback directly to teachers and principals, and paid particular attention to areas of District focus. As one colleague noted, "this time consuming but important endeavor results in the retention of teachers that are meeting all expectations, yet allows deep thought and decision making regarding those who are not."

One colleague offered this reflection on Dan's Instructional Leadership:

- "I want to commend the continuing stress on multiple types of assessments and the use of data; in particular the regular reporting and discussions at School Committee meetings and in School Improvement Plans of these issues. The purpose of assessment is to improve instruction. It is clear that central office, principals, instructional leaders and teachers have internalized this principle, and consistently focus on improving and assessing instructional practice. This work

contributes to the continuing high level of achievement demonstrated by our students.”

## **Management and Operations**

Dan earned a Proficient Rating on the Management and Operations Standard. He earned Exemplary Ratings on three measures: Environment; Law, Ethics & Policies; and Fiscal Systems.

We have come to take for granted Dan’s high ethical standards and the degree to which he ensures our District adheres to federal, state and local education policies and regulations. His actions are grounded by a steadfast ethical and moral compass, and this was particularly evident this year.

Dan’s extraordinary management of the school budget this year was noted by most School Committee members. Through extremely careful budgeting, supply and staff holdbacks, and the use of grant funds from multiple sources, including the largest ever grant from the Needham Education Foundation, Needham will end the year in a positive position. This is a **major** accomplishment.

Also in the area of Management & Operations, Dan earned an Exemplary rating on his goal related to collaboration with the Town in the areas of public health and building maintenance. Beginning last summer, Dan worked collaboratively with the Town to address significant ventilation and maintenance issues across all of our school buildings. While much of the work was in response to the need for improved airflow related to the pandemic, this intense focus on building systems highlighted the degree to which routine and preventative maintenance had been neglected in many of our buildings for some time.

Looking ahead, the School Committee needs to take a more active role in advocating with the Town to ensure our schools are being adequately cleaned and maintained. It is a poor use of resources to have Dan so closely involved in the minutiae of repair, maintenance and custodial support for school buildings.

Finally, several School Committee members lauded the work of our Nutrition Services department and their provision of meals throughout the year, including last summer, to Needham families who were in-school, at-home and fully remote.

## **Family and Community Engagement**

The 3rd DESE Standard is Family and Community Engagement. Dan earned a Proficient rating, and given the complexities of this year, it is not surprising this is an area in which Dan and the District experienced some challenges.

As one Committee member noted, “this was a tough year for family engagement with missteps and missed opportunities by the Superintendent.” That said, Dan recognized and took public responsibility for mistakes that were made.

The pandemic created a massive increase in demand for information from families and staff, coupled with the District's need to convey critical information to the community in a near steady stream. Simply put, our internal systems were not equipped to handle the magnitude and complexity of the communication challenges we faced, particularly at the beginning of the pandemic. Several School Committee and community members shared that Dan’s communication showed noticeable improvement as the pandemic went on. Particularly during the second half of this school year, there was greater clarity of message and speed with which new information was shared with families.

The volume of communication Dan received and responded to was orders of magnitude larger than in a typical year. As an example, one parent emailed over 50 times, in addition to hundreds of parents who emailed once or twice. Not only did Dan respond via email, but he also spoke with parents via phone and Zoom meetings, sometimes including Connie Barr and me along with principals and other school leaders.

As one School Committee member noted, “The COVID pandemic stressed parents deeply. Some expressed their frustrations with this situation in ways which (ironically) would not be appropriate in a classroom. In my observation, Dr. Gutekanst responded to every criticism - constructive or otherwise - with empathy and compassion. I want to mention this especially as some parents were exceptionally rude and unkind.”

## **Professional Culture**

The final DESE Standard is Professional Culture. Here, Dan earned an Exemplary Rating overall, and on 5 of the 6 Indicators.

There is absolute agreement among the School Committee and District leaders that Dan sets very high standards for himself, those who work in our District, and our students. The following comment is reflective of Dan’s strengths in this area, as well as his commitment to continuous learning, a shared vision and equity: “as a white male

leader working with an all-white School Committee in a district that is also predominantly white, I think Dr. G is an exemplary leader as he continues to address issues of race and equity through reflection and action. This process is long and ongoing but has been a consistent and appreciated priority for Dan and his work with the community.”

### **School Committee Relations and District Improvement Goals**

In the area of School Committee Relations, Dan earned a Proficient rating, with ratings of Exemplary on 5 of 8 questions. Dan is an active participant in meetings of the full School Committee and our working Subcommittees, and he is an outstanding representative of the School Committee and our District with other Town Boards, Committees and organizations. He presents the School Committee with clear, well documented proposals and recommendations, and he is trustworthy, professional and open to feedback about school operations and his own performance.

The primary area of concern this year is related to School Committee communications. Dan sends a weekly memo to the entire Committee and meets weekly with the Chair and Vice Chair. Having now experienced both sides of the table, even with these regular interactions, there can sometimes be an information gap among School Committee leadership, general members and the Superintendent. This existed before the pandemic, but it was exacerbated by the volume of information we were dealing with this year. This is an area of shared responsibility between the Superintendent and the School Committee Chair. I take personal responsibility for communication and School Committee management errors I made during the past year that may have impacted Dan’s rating in this area. This is an area for growth I hope the School Committee can collectively address with our Superintendent.

The final area on which Dan was evaluated this year is District Improvement, and specifically his goal around school building projects. The School Committee and Permanent Public Building Committee completed two important studies this year - one recommending a renovation and expansion of school administration at the Emery Grover building, and another recommending significant projects at the Mitchell Elementary and Pollard Middle Schools as part of the School Master Plan. One member was particularly critical of Dan’s performance in advancing these projects. However, others noted his continued advocacy, particularly for the Emery Grover project, with the Finance and Community Preservation Committees.

While these projects have long been on the horizon, the Town has not developed an updated financing plan to help the School Committee and Town leaders understand how

school projects fit within the Town's ability to fund all of the capital projects proposed for the immediate future. As a critical next step, a capital facility working group was convened last week with broad membership among the Select Board, School Committee, Finance Committee and Town departments. It will be critically important for Dan and the School Committee to advocate strongly for School needs as part of this process.

## **Conclusion**

As we reflect on what has been the most difficult of years, I can confidently say Dan Gutekanst approached his work in Needham with the utmost care and concern for the wellbeing of our students, staff and families.

While we might agree with one of my colleagues that, "we can all look back in retrospect and say that some things should have happened more quickly, more clearly, more robustly," it is important to allow ourselves, and Dan, some grace. This year was emotionally and physically exhausting; it was both a marathon and a sprint. The important thing to do now is reflect on the past year and how we can apply what we have learned to our future work and the inevitable challenges we will face. Dan is a reflective leader with high expectations. I know he will be asking himself and his team to engage in this self- and system-wide reflection.

Connie and I specifically asked our District leadership team how Dan can continue to move us forward, and what they are looking for in his leadership. My School Committee colleagues have also provided important feedback on ways Dan can continue to improve his performance as our Superintendent and the work of our schools. Many of these have been mentioned but I would like to highlight two areas, as well as questions for us to reflect upon:

- We should look critically at our budget and make sure we are directly allocating resources to address District goals. What resources are tied to supporting our most vulnerable students? Do we need to shift resources to better address our strategic priorities and improve student outcomes?
- Engagement and communication across multiple stakeholders is inherently complex. As a public school district, we need to be responsive to parents, students, staff, Town Boards and Committees and the broader community. Further, we know that while some actively crave and consume information, others become engaged late in the process or only when a flashpoint emerges. How can we maintain and improve community interest in School Committee

discussions going forward? What groups are we missing and what is the best way to reach them? How can we capitalize on increased parent engagement and promote constructive dialogue with teachers and school leaders?

When we reopen our schools in September, we are returning to a new normal, yet our focus on ensuring an equitable and outstanding educational experience for all of our students does not change. We need to redouble our efforts to meet everyone, students and staff, where they are and help them advance. I can think of no better leader than Dan Gutekanst to help Needham continue on this journey, and I am confident our school leaders, teachers and staff feel the same.

Prepared by Andrea Longo Carter  
Immediate Past Chair, Needham School Committee





## Needham School Committee

June 1, 2021

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### **Agenda Item:    Action**

### **Approve COLA Non-Contracted & Non-Unionized Contracted Employees**

#### **Action Recommended:**

Upon recommendation of the Superintendent that the Needham School Committee approves the Cost of Living (COLA) increases for FY22 for non-contracted and non-unionized contracted employees as submitted.

# MEMORANDUM

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

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

**DATE:** May 14, 2021

**RE:** Cost of Living Increase for Non-Contracted Employees and Non-Unionized Contracted Employees

**CC:** Anne Gulati

I propose that we increase the non-unionized contracted employees by 1.5%. In addition, I propose that we increase or maintain our hourly employees who are non-unionized non-contracted as stated below for the 2021-2022 school year. This would be effective August 28, 2021, for most employees and July 1, 2021, for those with an 11 or 12-month contract.

Position	FY21 Rate	FY22 Rate	Percent Increase included in FY22 Budget	Number of People	Funding Source
Home Hospital Tutors	\$40.36/hr	\$40.97/hr	1.5%	Varies	Operating
Private Music Instructors	\$54.83/hr	\$55.65/hr	1.5%	20 people at various times	Revolving
Music Accompanist	\$22.30/hr	\$22.63/hr	1.5%	5 people	Operating & Revolving
Bus/Van/Lunch Monitors	\$16.30/hr	\$16.54/hr	1.5%	Varies	Operating/METCO
Substitute Teachers	\$121.26/day	\$123.08/day	1.5%	Approximately 150	Operating
Substitute Teachers with 5+ years of service to Needham	\$123.64/day	\$125.49/day	1.5%	6-7	Operating
Permanent Substitutes	\$123.64/day	\$125.49/day	1.5%	2	Operating
District Resource Transportation Nurse	\$251.68	\$255.46	1.5%	2	Operating
School Nurse Substitutes	\$170/day	\$170/day	NC*	Approximately 6 on-call nurses	Operating
Long Term Sub Rate	\$121.26/day < 20 Days \$167.03/day 20-92 Days \$255.46/day 93-183 Days	\$123.08/day (\$17.58/hr) < 20 Days \$169.54/day (\$24.22/hr) 20-92 Days \$259.29/day (37.04/hr) 93-183 Days	1.5%	Varies	Operating

Student Media Assistants	\$10.09/hr - \$17.54/hr	\$10.09/hr - \$17.54/hr	NC*	4 students who work approximately 40 hours in a school year	Operating
Science Lab Assistants	\$9.66/hr	\$9.66/hr	NC*	3 people average 2 hours/week for school year	Operating
Student Summer Printing	\$10.48/hr - \$15.72/hr	\$10.48/hr - \$15.72/hr	NC*	5 students	Revolving
Science Center Animal Care Giver	\$17.43/hr	\$17.69/hr	1.5%	1 person	Operating
ESY Nurse	\$40.75/hr	\$48.00/hr	17.8%**	3 people	Operating
ESY Teacher, Tutor, Counselor	\$39.82/hr	\$40.42	1.5%	29 people	Operating
ESY Teaching Assistant	\$17.22/hr - \$22.26/hr	\$17.30/hr - \$23.21/hr	Unit C Contract FY21 Rates	37 people	Operating
ESY Speech Pathologist	\$55.38/hr	\$56.21	1.5%	4 people	Operating
ESY OT/PT/Wilson	\$56.22/hr	\$56.22/hr	NC*	4 people	Operating
ESY BCBA	\$53.23/hr	\$54.03/hr	1.5%	1.5 people	Operating
ESY Onsite Coordinator	\$42.81/hr	\$43.45/hr	1.5%	1 person	Operating
Jumpstart Student Helper	\$10.66/hr	\$10.82/hr	1.5%	NA	METCO
Jumpstart Teaching Assistant	\$17.30/hr - \$23.21/hr	\$17.30/hr - \$23.37/hr	Unit C Contract FY21 Rates	1 person	METCO
Jumpstart Teacher	\$35.53/hr	\$40.42/hr	13%**	1 person	METCO
MCAS Tutoring METCO Tutoring	\$50/hr	\$50/hr	NC*		Operating/ METCO

\*NC – No Change for FY22

\*\*Represent Market Adjustment



## Needham School Committee

June 1, 2021

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**Agenda Item:    Action**

**Approve Minutes of the Meeting of February 2, 2021**

**Action Recommended:**

Upon recommendation of the Superintendent that the Needham School Committee approves the minutes of the meeting of February 2, 2021 as submitted.

Needham School Committee  
Minutes of the Meeting  
February 2, 2021

Andrea Longo Carter, Chairman of the Needham School Committee called the meeting at 6:30 p.m., live on the Needham Channel. Meeting accessible via Zoom Webinar and Streamed Live at <https://needhamchannel.org>

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

Andrea Longo Carter, present	Susan Neckes, present
Connie Barr, present	Aaron Pressman, present
Heidi Black, present	Matthew Spengler, present
Michael Greis, present	
Aidan Michelow (non-voting student member), present	

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	Alexandra McNeil
Anne Gulati	

Also present were:

Tamatha Bibbo, Pollard Middle School Principal

Public Comments

Public Comments

Chairman Longo Carter offered the opportunity for members of the public who are watching the meeting via Zoom to speak to the School Committee on issues, not on the agenda.

There were no comments.

School Committee Chair and Subcommittee Update

School Committee  
Chair and  
Subcommittee  
Updates

There were no School Committee Chair and Subcommittee updates.

Superintendent's Comments

Superintendent's  
Comments

There were no Superintendent comments.

Consent Items

Consent Items

1. Approve Minutes of the Meeting of November 17, 2020, and revised Executive Session Minutes June 16, 2020
2. Accept Donations
3. Disposal of Surplus Items

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

DISCUSSION ITEM

Pollard Middle School Improvement Plan

Pollard Middle  
School Improvement  
Plan

Dr. Gutekanst introduced this item. He stated that the Pollard Middle School Council has worked collaboratively this past year to advise Principal Tamatha Bibbo and develop and maintain the School Improvement Plan. He also stated that in accordance with M.G. L. Chapter 71, Section 59c, the Superintendent has approved the Pollard Middle School

Improvement Plan. Dr. Gutekanst welcomed Principal Bibbo and invited her to present the Pollard Middle School Improvement Plan.

Principal Bibbo expressed in a memorandum to the School Committee that last year, was a year like no other. She pointed out that the Pollard Middle School has made progress despite a pandemic that has impacted all aspects of the school community. She added that in just 12 months, the school community has transitioned from full-time in-person learning, to fully remote, and to a hybrid model. She also added that despite the transitions, the delivery of services, and curricular updates reflect a more inclusive community, thoughtful instruction, and the care of students have been superb. She noted that the very nature of the work has dramatically shifted, yet the commitment to excellent teaching and learning has not. Principal Bibbo added that students are learning, and teachers and staff have displayed resilience, creativity, and vigorous dedication to meeting every student's needs. Principal Bibbo expressed that she is incredibly proud that the Pollard Middle School students are making progress, and Pollard is dedicated to intervening, problem-solving, and supporting those students and families who may continue to struggle in this challenging year.

Principal Bibbo noted that the School Improvement Plan has achieved goals and made progress. The updates and changes are highlighted in yellow. New Additions include Goal 4: Identify bright spots from the Remote Learning/Hybrid model and replicate Adjustments. Goal 10: Implement and evaluate the efficacy of the new transition program for students in need. Goal 12: Explore models to expand family involvement. The entire report is available in the School Committee Packet for this meeting at [www.needham.k12.ma.us](http://www.needham.k12.ma.us).

#### Update on Student Learning

#### Update on Student Learning

Dr. Gutekanst presented an update on student learning. His report included an update on enhancing health and safety and strengthening the Elementary Hybrid Instructional Model in the Needham Public Schools. The entire report is available in the School Committee Packet for this meeting at [www.needham.k12.ma.us](http://www.needham.k12.ma.us).

#### ACTION ITEM

#### Approve 2021-22 Middle School and Needham High School Program of Studies

#### Approve 2021-22 Middle School and Needham High School Program of Studies

Upon recommendation of the Superintendent, that the Needham School Committee approves the 2021-2022 Middle School and Needham High School Programs of Studies as submitted.

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

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

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

#### School Committee Comments

#### School Committee Comments

There were no School Committee comments

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

A List of  
Documents

<http://www.needham.k12.ma.us/districtinfo/schoolcommittee/packets>2020-2021

At approximately 8:00 p.m., a motion was made to adjourn the School Committee meeting of February 2, 2021.

Adjournment

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

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

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

Respectfully submitted by Cheryl Gosmon, Note Taker



## Needham School Committee

June 1, 2021

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### 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:

Connie Barr, Chair  
Matthew Spengler, Vice Chair  
Andrea Longo Carter  
Michael Greis  
Elizabeth Lee  
Michael O'Brien  
Aaron Pressman  
Aidan Michelow, Student Representative member of School Committee





## Needham School Committee

June 1, 2021

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Agenda Item:      **Information Item**

- FY22 Revolving Funds Budget Requests

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>Eliot Book &amp; Equipment Sales (2350-3222)</b>
<b>Fund Manager:</b>	<b>Eliot Principal</b>
<b>Executive Summary:</b>	<b>No Sales Planned</b>

### Fund Description:

This pass-through account funds the purchase and re-sale of assignment notebooks to students in Grades 3 through 5. The notebooks are purchased in July for the convenience of students in September.

### Enabling Legislation:

MGL Chapter 71, Section 47.

### Critical Issues:

The Eliot School does not plan to use its Book & Equipment Sales account. Eliot previously sold assignment notebooks to students. The school will purchase these assignment notebooks through the operating budget once balance in the account is spent.

### Description of Revenues:

There is no anticipated revenue in FY22.

### Staffing:

No salaries are paid from this fund.

### Expenses:

Program expenses represent the balance of the account being used to purchase the notebooks for FY22, the remainder will come from the operating budget.

### District's Vision, Mission, Goals and Objectives:

The Eliot Book & Equipment Sales fund supports District Goal 1, related to advancing standards-based learning.

### FY22 Proposed Budget:

Attached.

Revolving Fund Name:	Eliot Book/Equipment Sales
Revolving Fund Contact:	Eliot Principal

														FY18	FY19	FY20	FY21	FY21	FY22
Revenues														Actual	Actual	Actual	Budget	Proj	Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3222	090	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$484	\$454	\$237	\$29	\$29	\$29
Current Year Revenue Collections																			
2350	3222	090	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collections	\$302	\$0	\$4	\$0	\$0	\$0
Revenue Collected for Next Fiscal Year																			
2350	3222	090	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues														\$786	\$454	\$241	\$29	\$29	\$29
Expenditures																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
2350	3222	090	22	1230	090	99	520	010	5110	350	01	Eliot	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2110	090	99	520	010	5110	350	01	Eliot	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2120	090	99	520	010	5110	350	01	Eliot	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2220	090	99	520	010	5110	350	01	Eliot	Curr Ldr/Academic Dept Head/ Sa	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2305	090	99	520	010	5110	350	01	Eliot	Certified Classroom Teacher/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2310	090	99	520	010	5110	350	01	Eliot	Certified Teacher Specialist/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2315	090	99	520	010	5110	350	01	Eliot	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2320	090	99	520	010	5110	350	01	Eliot	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	010	5110	350	01	Eliot	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2325	090	99	520	010	5110	350	03	Eliot	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2330	090	99	520	010	5110	350	03	Eliot	Instr. Asst - Paraprofessional/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2353	090	99	520	010	5110	350	01	Eliot	Prof Dev Summer/Aft School/ Sale	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2355	090	99	520	010	5110	350	03	Eliot	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2357	090	99	520	010	5110	350	01	Eliot	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2110	090	99	520	010	5110	350	02	Eliot	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2120	090	99	520	010	5110	350	02	Eliot	Secy to Dep Head (Non Sup)/ Sale	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2210	090	99	520	010	5110	350	02	Eliot	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2220	090	99	520	010	5110	350	02	Eliot	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	1420	090	99	520	010	5110	350	02	Eliot	Human Resources & Benefits/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4110	090	99	520	010	5110	350	03	Eliot	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	5200	090	99	520	010	5110	350	99	Eliot	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4220	090	99	520	020	5241	350	04	Eliot	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4210	090	99	520	020	5241	350	04	Eliot	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2451	090	99	520	020	5255	350	04	Eliot	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2420	090	99	520	020	5247	350	04	Eliot	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	5350	090	99	520	020	5270	350	04	Eliot	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5300	350	04	Eliot	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5330	350	04	Eliot	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5341	350	04	Eliot	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5345	350	04	Eliot	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5346	350	04	Eliot	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	020	5380	350	04	Eliot	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2110	090	99	520	030	5420	350	05	Eliot	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4220	090	99	520	030	5430	350	05	Eliot	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4110	090	99	520	030	5450	350	05	Eliot	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	4210	090	99	520	030	5460	350	05	Eliot	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	3400	090	99	520	030	5490	350	05	Eliot	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2430	090	99	520	030	5510	350	05	Eliot	Educational Supplies	\$326	\$217	\$212	\$29	\$0	\$29
2350	3222	090	22	2415	090	99	520	030	5512	350	05	Eliot	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2410	090	99	520	030	5517	350	05	Eliot	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2420	090	99	520	030	5522	350	05	Eliot	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2453	090	99	520	030	5523	350	05	Eliot	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2455	090	99	520	030	5524	350	05	Eliot	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2451	090	99	520	030	5525	350	05	Eliot	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	030	5580	350	05	Eliot	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2357	090	99	520	030	5710	350	06	Eliot	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2357	090	99	520	030	5720	350	06	Eliot	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2357	090	99	520	030	5730	350	06	Eliot	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	2440	090	99	520	030	5780	350	06	Eliot	Other Expenses	\$6	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	7300	090	99	520	200	5850	350	99	Eliot	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	7500	090	99	520	200	5851	350	99	Eliot	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	7350	090	99	520	200	5856	350	99	Eliot	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3222	090	22	7300	090	99	520	200	5870	350	99	Eliot	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures														\$332	\$217	\$212	\$29	\$0	\$29
Anticipated Ending Fund Bal.														\$454	\$237	\$29	\$0	\$29	\$0

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>Sunita Williams Book &amp; Equipment Sales (2350-3232)</b>
<b>Fund Manager:</b>	<b>Sunita Williams Principal</b>
<b>Executive Summary:</b>	<b>No Sales Planned</b>

### **Fund Description:**

This pass-through account funds the purchase and re-sale of assignment notebooks for students in Grades 5 at the Sunita Williams School.

### **Enabling Legislation:**

MGL Chapter 71, Section 47.

### **Critical Issues:**

The Sunita Williams School does not plan to use its Book & Equipment Sales account. Williams previously sold assignment notebooks to students. The school will purchase these assignment notebooks through the operating budget once balance in the account is spent.

### **Description of Revenues:**

There is no anticipated revenue in FY22.

### **Staffing:**

No staff members are paid from this fund.

### **Expenses:**

Program expenses represent the balance of the account being used to purchase the notebooks for FY22, the remainder will come from the operating budget.

### **District's Vision, Mission, Goals and Objectives:**

The Sunita Williams Book & Equipment Sales fund supports District Goal 1, related to advancing standards-based learning.

### **FY22 Proposed Budget:**

Attached.

Revolving Fund Name:	Sunita Williams Book/Equipment Sales
Revolving Fund Contact:	Sunita Williams Principal

														FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget	FY21 Proj	FY22 Budget
<b>Revenues</b>																			
<u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u>																			
2350	3232	090	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$891	\$793	\$692	\$405	\$405	\$120
<u>Current Year Revenue Collections</u>																			
2350	3232	090	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collection	\$234	\$264	\$0	\$0	\$0	\$0
<u>Revenue Collected for Next Fiscal Year</u>																			
2350	3232	090	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Revenues</b>														<b>\$1,125</b>	<b>\$1,057</b>	<b>\$692</b>	<b>\$405</b>	<b>\$405</b>	<b>\$120</b>
<b>Expenditures</b>																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subi	Gr	Act	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget	FY21 Proj	FY22 Budget
2350	3232	090	23	1230	090	99	520	010	5110	350	01	Hillside	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2110	090	99	520	010	5110	350	01	Hillside	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2120	090	99	520	010	5110	350	01	Hillside	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2220	090	99	520	010	5110	350	01	Hillside	Curr Ldr/Academic Dept Head/ Sa	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2305	090	99	520	010	5110	350	01	Hillside	Certified Classroom Teacher/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2310	090	99	520	010	5110	350	01	Hillside	Certified Teacher Specialist/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2315	090	99	520	010	5110	350	01	Hillside	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2320	090	99	520	010	5110	350	01	Hillside	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	010	5110	350	01	Hillside	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2325	090	99	520	010	5110	350	03	Hillside	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2330	090	99	520	010	5110	350	03	Hillside	Instr. Asst - Paraprofessional/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2353	090	99	520	010	5110	350	01	Hillside	Prof Dev Summer/Aft School/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2355	090	99	520	010	5110	350	03	Hillside	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2357	090	99	520	010	5110	350	01	Hillside	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2110	090	99	520	010	5110	350	02	Hillside	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2120	090	99	520	010	5110	350	02	Hillside	Secy to Dep Head (Non Sup)/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2210	090	99	520	010	5110	350	02	Hillside	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2220	090	99	520	010	5110	350	02	Hillside	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	1420	090	99	520	010	5110	350	02	Hillside	Human Resources & Benefits/ Sa	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4110	090	99	520	010	5110	350	03	Hillside	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	5200	090	99	520	010	5110	350	99	Hillside	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4220	090	99	520	020	5241	350	04	Hillside	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4210	090	99	520	020	5241	350	04	Hillside	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2451	090	99	520	020	5255	350	04	Hillside	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2420	090	99	520	020	5247	350	04	Hillside	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	5350	090	99	520	020	5270	350	04	Hillside	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5300	350	04	Hillside	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5330	350	04	Hillside	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5341	350	04	Hillside	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5345	350	04	Hillside	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5346	350	04	Hillside	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	020	5380	350	04	Hillside	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2110	090	99	520	030	5420	350	05	Hillside	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4220	090	99	520	030	5430	350	05	Hillside	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4110	090	99	520	030	5450	350	05	Hillside	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	4210	090	99	520	030	5460	350	05	Hillside	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	3400	090	99	520	030	5490	350	05	Hillside	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2430	090	99	520	030	5510	350	05	Hillside	Educational Supplies	\$318	\$350	\$286	\$405	\$285	\$120
2350	3232	090	23	2415	090	99	520	030	5512	350	05	Hillside	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2410	090	99	520	030	5517	350	05	Hillside	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2420	090	99	520	030	5522	350	05	Hillside	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2453	090	99	520	030	5523	350	05	Hillside	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2455	090	99	520	030	5524	350	05	Hillside	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2451	090	99	520	030	5525	350	05	Hillside	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	030	5580	350	05	Hillside	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2357	090	99	520	030	5710	350	06	Hillside	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2357	090	99	520	030	5720	350	06	Hillside	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2357	090	99	520	030	5730	350	06	Hillside	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	2440	090	99	520	030	5780	350	06	Hillside	Other Expenses	\$14	\$16	\$0	\$0	\$0	\$0
2350	3232	090	23	7300	090	99	520	200	5850	350	99	Hillside	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	7500	090	99	520	200	5851	350	99	Hillside	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	7350	090	99	520	200	5856	350	99	Hillside	Capitol Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3232	090	23	7300	090	99	520	200	5870	350	99	Hillside	Repl. Equipment> \$5000 Per Uni	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Expenditures</b>														<b>\$332</b>	<b>\$365</b>	<b>\$286</b>	<b>\$405</b>	<b>\$285</b>	<b>\$120</b>
<b>Anticipated Ending Fund Bal.</b>														<b>\$793</b>	<b>\$692</b>	<b>\$405</b>	<b>\$0</b>	<b>\$120</b>	<b>\$0</b>

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>Newman Book &amp; Equipment Sales (2350-3252)</b>
<b>Fund Manager:</b>	<b>Newman Principal</b>
<b>Executive Summary:</b>	<b>No Fee Charged For Assignment Notebooks</b>

### Fund Description:

This pass-through account funds the purchase and re-sale of student assignment notebooks for students in Grades 3 through 5.

### Enabling Legislation:

MGL Chapter 71, Section 47.

### Critical Issues:

This fund has an accumulated fund balance resulting from prior year assignment notebook purchase expense, less than budget. To keep fees as low for students as possible, the surplus fund balance will be used to purchase the assignment notebooks at no charge to students in FY22.

### Description of Revenues:

In FY22, there will be no fee charged for the assignment notebooks. There is a fund balance that will be used to purchase the assignment notebook for the next year.

### Staffing:

No staff members are paid from this fund.

### Expenses:

Program expenses represent the balance of the account being used to purchase the notebooks for FY22, the remainder will come from the operating budget.

### District's Vision, Mission, Goals and Objectives:

The Newman Book & Equipment Sales fund supports District Goal 1, related to advancing standards-based learning.

### FY22 Proposed Budget:

Attached.

Revolving Fund Name:	Newman Book/Equipment Sales (2350-3252)
Revolving Fund Contact:	Newman Principal

														FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
Revenues																			
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3252	090	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$1,423	\$896	\$520	\$191	\$191	\$191
Current Year Revenue Collections																			
2350	3252	090	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collection	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Collected for Next Fiscal Year																			
2350	3252	090	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues														\$1,423	\$896	\$520	\$191	\$191	\$191
Expenditures																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
2350	3252	090	25	1230	090	99	520	010	5110	350	01	Newman	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2110	090	99	520	010	5110	350	01	Newman	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2120	090	99	520	010	5110	350	01	Newman	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2220	090	99	520	010	5110	350	01	Newman	Curr Ldr/Academic Dept Head/ Sa	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2305	090	99	520	010	5110	350	01	Newman	Certified Classroom Teacher/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2310	090	99	520	010	5110	350	01	Newman	Certified Teacher Specialist/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2315	090	99	520	010	5110	350	01	Newman	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2320	090	99	520	010	5110	350	01	Newman	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2440	090	99	520	010	5110	350	01	Newman	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2325	090	99	520	010	5110	350	03	Newman	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2330	090	99	520	010	5110	350	03	Newman	Instr. Asst - Paraprofessional/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2353	090	99	520	010	5110	350	01	Newman	Prof Dev Summer/Aft School/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2355	090	99	520	010	5110	350	03	Newman	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2357	090	99	520	010	5110	350	01	Newman	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2110	090	99	520	010	5110	350	02	Newman	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2120	090	99	520	010	5110	350	02	Newman	Secy to Dep Head (Non Sup)/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2210	090	99	520	010	5110	350	02	Newman	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2220	090	99	520	010	5110	350	02	Newman	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	1420	090	99	520	010	5110	350	02	Newman	Human Resources & Benefits/ Sa	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	4110	090	99	520	010	5110	350	03	Newman	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	5200	090	99	520	010	5110	350	99	Newman	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	4220	090	99	520	020	5241	350	04	Newman	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	4210	090	99	520	020	5241	350	04	Newman	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2451	090	99	520	020	5255	350	04	Newman	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2420	090	99	520	020	5247	350	04	Newman	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	5350	090	99	520	020	5270	350	04	Newman	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2440	090	99	520	020	5300	350	04	Newman	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2440	090	99	520	020	5330	350	04	Newman	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2440	090	99	520	020	5341	350	04	Newman	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2440	090	99	520	020	5345	350	04	Newman	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2440	090	99	520	020	5346	350	04	Newman	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2440	090	99	520	020	5380	350	04	Newman	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2110	090	99	520	030	5420	350	05	Newman	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	4220	090	99	520	030	5430	350	05	Newman	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	4110	090	99	520	030	5450	350	05	Newman	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	4210	090	99	520	030	5460	350	05	Newman	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	3400	090	99	520	030	5490	350	05	Newman	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2430	090	99	520	030	5510	350	05	Newman	Educational Supplies	\$527	\$376	\$329	\$80	\$0	\$191
2350	3252	090	25	2415	090	99	520	030	5512	350	05	Newman	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2410	090	99	520	030	5517	350	05	Newman	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2420	090	99	520	030	5522	350	05	Newman	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2453	090	99	520	030	5523	350	05	Newman	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2455	090	99	520	030	5524	350	05	Newman	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2451	090	99	520	030	5525	350	05	Newman	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2440	090	99	520	030	5580	350	05	Newman	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2357	090	99	520	030	5710	350	06	Newman	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2357	090	99	520	030	5720	350	06	Newman	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2357	090	99	520	030	5730	350	06	Newman	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	2440	090	99	520	030	5780	350	06	Newman	Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	7300	090	99	520	200	5850	350	99	Newman	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	7500	090	99	520	200	5851	350	99	Newman	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	7350	090	99	520	200	5856	350	99	Newman	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3252	090	25	7300	090	99	520	200	5870	350	99	Newman	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures														\$527	\$376	\$329	\$80	\$0	\$191
Anticipated Ending Fund Bal.														\$896	\$520	\$191	\$111	\$191	\$0

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>High Rock Book &amp; Equipment Sales (2350-3261)</b>
<b>Fund Manager:</b>	<b>High Rock Principal</b>
<b>Executive Summary:</b>	<b>No Sales Planned</b>

### Fund Description:

This pass-through account funds the purchase and re-sale of items to students, such as student planners, atlases, calculators, and Write Source materials.

### Enabling Legislation:

MGL Chapter 71, Section 47.

### Critical Issues:

The High Rock School does not currently use its Book & Equipment Sales account. Previously, it sold agendas to students. The agenda now has been replaced by the My Homework Application, an app used by Grade 6 students on the iPad.

### Support for District Vision, Mission, Goals, Objectives:

The High Rock Book & Equipment Sales fund supports District Goal 1 – Advancing Standards Based Learning.

### Description of Revenues:

There is no anticipated revenue in FY22.

### Staffing:

No staff members are paid from this fund.

### Expenses:

No purchases are anticipated in FY22.

### FY22 Proposed Budget:

Attached.



Revolving Fund Name:	High Rock Book and Equipment Sales
Revolving Fund Contact:	High Rock Principal

													FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget	
Revenues																			
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3261	090	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$2,420	\$2,420	\$2,420	\$2,420	\$2,420	\$2,420
Current Year Revenue Collections																			
2350	3261	090	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collections	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Collected for Next Fiscal Year																			
2350	3261	090	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues													\$2,420	\$2,420	\$2,420	\$2,420	\$2,420	\$2,420	
Expenditures																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subj Code	Gr Code	Act Code	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
2350	3261	090	26	1230	099	99	520	010	5110	350	01	High Rock	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2110	099	99	520	010	5110	350	01	High Rock	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2120	099	99	520	010	5110	350	01	High Rock	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2220	099	99	520	010	5110	350	01	High Rock	Curr Ldr/Academic Dept Head/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2305	099	99	520	010	5110	350	01	High Rock	Certified Classroom Teacher/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2310	099	99	520	010	5110	350	01	High Rock	Certified Teacher Specialist/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2315	099	99	520	010	5110	350	01	High Rock	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2320	099	99	520	010	5110	350	01	High Rock	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2440	099	99	520	010	5110	350	01	High Rock	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2325	099	99	520	010	5110	350	03	High Rock	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2330	099	99	520	010	5110	350	03	High Rock	Instr. Asst - Paraprofessional/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2353	099	99	520	010	5110	350	01	High Rock	Prof Dev Summer/Aft School/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2355	099	99	520	010	5110	350	03	High Rock	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2357	099	99	520	010	5110	350	01	High Rock	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2110	099	99	520	010	5110	350	02	High Rock	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2120	099	99	520	010	5110	350	02	High Rock	Secy to Dep Head (Non Sup)/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2210	099	99	520	010	5110	350	02	High Rock	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2220	099	99	520	010	5110	350	02	High Rock	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	1420	099	99	520	010	5110	350	02	High Rock	Human Resources & Benefits/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	4110	099	99	520	010	5110	350	03	High Rock	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	5200	099	99	520	010	5110	350	99	High Rock	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	4220	099	99	520	020	5241	350	04	High Rock	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	4210	099	99	520	020	5241	350	04	High Rock	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2451	099	99	520	020	5255	350	04	High Rock	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2420	099	99	520	020	5247	350	04	High Rock	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	5350	099	99	520	020	5270	350	04	High Rock	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2440	099	99	520	020	5300	350	04	High Rock	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2440	099	99	520	020	5330	350	04	High Rock	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2440	099	99	520	020	5341	350	04	High Rock	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2440	099	99	520	020	5345	350	04	High Rock	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2440	099	99	520	020	5346	350	04	High Rock	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2440	099	99	520	020	5380	350	04	High Rock	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2110	099	99	520	030	5420	350	05	High Rock	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	4220	099	99	520	030	5430	350	05	High Rock	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	4110	099	99	520	030	5450	350	05	High Rock	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	4210	099	99	520	030	5460	350	05	High Rock	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	3400	099	99	520	030	5490	350	05	High Rock	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2430	099	99	520	030	5510	350	05	High Rock	Educational Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2415	099	99	520	030	5512	350	05	High Rock	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2410	099	99	520	030	5517	350	05	High Rock	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2420	099	99	520	030	5522	350	05	High Rock	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2453	099	99	520	030	5523	350	05	High Rock	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2455	099	99	520	030	5524	350	05	High Rock	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2451	099	99	520	030	5525	350	05	High Rock	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2440	099	99	520	030	5580	350	05	High Rock	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2357	099	99	520	030	5710	350	06	High Rock	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2357	099	99	520	030	5720	350	06	High Rock	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2357	099	99	520	030	5730	350	06	High Rock	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	2440	099	99	520	030	5780	350	06	High Rock	Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	7300	099	99	520	200	5850	350	99	High Rock	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	7500	099	99	520	200	5851	350	99	High Rock	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	7350	099	99	520	200	5856	350	99	High Rock	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3261	090	26	7300	099	99	520	200	5870	350	99	High Rock	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures													\$0	\$0	\$0	\$0	\$0	\$0	
Anticipated Ending Fund Bal.													\$2,420	\$2,420	\$2,420	\$2,420	\$2,420	\$2,420	

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>Pollard Book &amp; Equipment Sales (2350-3312)</b>
<b>Fund Manager:</b>	<b>Pollard Principal</b>
<b>Executive Summary:</b>	<b>No Sales Planned</b>

### **Fund Description:**

This pass-through account funds the purchase and re-sale of items to students, such as calculators, assignment notebooks (planners), atlases and Write Source materials.

### **Enabling Legislation:**

MGL Chapter 71, Section 47.

### **Critical Issues:**

The Pollard Middle School no longer plans to purchase assignment notebooks (planners). The notebooks have been replaced by the My Homework Application, an app used by Grade 7 and Grade 8 students on the iPad.

### **Support for District Vision, Mission, Goals, Objectives:**

The Pollard Book & Equipment Sales fund supports District Goal 1, related to advancing standards based learning.

### **Description of Revenues:**

There is no anticipated revenue in FY22.

### **Staffing:**

No staff members are paid from this fund.

### **Expenses:**

No purchases are anticipated in FY22.

### **FY22 Proposed Budget:**

Attached.

Revolving Fund Name:	Pollard Book/Equipment Sale
Revolving Fund Contact:	Pollard Principal

														FY18	FY19	FY20	FY21	FY21	FY22
Revenues														Actual	Actual	Actual	Budget	Proj	Budget
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																			
2350	3312	090	00	0000	000	00	520	980	0000	000	00		Carry-Over Revenue	\$0	\$0	\$0	\$0	\$30	\$30
Current Year Revenue Collections																			
2350	3312	090	00	0000	000	00	432	000	0000	000	00		Current Year Revenue Collection:	\$0	\$0	\$30	\$0	\$0	\$0
Revenue Collected for Next Fiscal Year																			
2350	3312	090	00	0000	000	00	432	000	0000	000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues														\$0	\$0	\$30	\$0	\$30	\$30
Expenditures																			
Fund	Dept	Pgm	Bldg	DOE	Subj	Gr	Act	TM	Object	SchA	Obj	Building	Object Code Description	FY18	FY19	FY20	FY21	FY21	FY22
				Fun					Code					Actual	Actual	Actual	Budget	Proj	Budget
2350	3312	090	30	1230	099	99	520	010	5110	350	01	Pollard	Central Admin/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2110	099	99	520	010	5110	350	01	Pollard	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2120	099	99	520	010	5110	350	01	Pollard	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2220	099	99	520	010	5110	350	01	Pollard	Curr Ldr/Academic Dept Head/ Se	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2305	099	99	520	010	5110	350	01	Pollard	Certified Classroom Teacher/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2310	099	99	520	010	5110	350	01	Pollard	Certified Teacher Specialist/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2315	099	99	520	010	5110	350	01	Pollard	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2320	099	99	520	010	5110	350	01	Pollard	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2440	099	99	520	010	5110	350	01	Pollard	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2325	099	99	520	010	5110	350	03	Pollard	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2330	099	99	520	010	5110	350	03	Pollard	Instr. Asst - Paraprofessional/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2353	099	99	520	010	5110	350	01	Pollard	Prof Dev Summer/Aft School/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2355	099	99	520	010	5110	350	03	Pollard	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2357	099	99	520	010	5110	350	01	Pollard	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2110	099	99	520	010	5110	350	02	Pollard	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2120	099	99	520	010	5110	350	02	Pollard	Secy to Dep Head (Non Sup)/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2210	099	99	520	010	5110	350	02	Pollard	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2220	099	99	520	010	5110	350	02	Pollard	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	1420	099	99	520	010	5110	350	02	Pollard	Human Resources & Benefits/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	4110	099	99	520	010	5110	350	03	Pollard	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	5200	099	99	520	010	5110	350	99	Pollard	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	4220	099	99	520	020	5241	350	04	Pollard	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	4210	099	99	520	020	5241	350	04	Pollard	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2451	099	99	520	020	5255	350	04	Pollard	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2420	099	99	520	020	5247	350	04	Pollard	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	5350	099	99	520	020	5270	350	04	Pollard	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2440	099	99	520	020	5300	350	04	Pollard	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2440	099	99	520	020	5330	350	04	Pollard	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2440	099	99	520	020	5341	350	04	Pollard	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2440	099	99	520	020	5345	350	04	Pollard	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2440	099	99	520	020	5346	350	04	Pollard	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2440	099	99	520	020	5380	350	04	Pollard	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2110	099	99	520	030	5420	350	05	Pollard	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	4220	099	99	520	030	5430	350	05	Pollard	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	4110	099	99	520	030	5450	350	05	Pollard	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	4210	099	99	520	030	5460	350	05	Pollard	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	3400	099	99	520	030	5490	350	05	Pollard	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2430	099	99	520	030	5510	350	05	Pollard	Educational Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2415	099	99	520	030	5512	350	05	Pollard	Teaching Aids/ Clsm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2410	099	99	520	030	5517	350	05	Pollard	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2420	099	99	520	030	5522	350	05	Pollard	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2453	099	99	520	030	5523	350	05	Pollard	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2455	099	99	520	030	5524	350	05	Pollard	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2451	099	99	520	030	5525	350	05	Pollard	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2440	099	99	520	030	5580	350	05	Pollard	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2357	099	99	520	030	5710	350	06	Pollard	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2357	099	99	520	030	5720	350	06	Pollard	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2357	099	99	520	030	5730	350	06	Pollard	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	2440	099	99	520	030	5780	350	06	Pollard	Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	7300	099	99	520	200	5850	350	99	Pollard	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	7500	099	99	520	200	5851	350	99	Pollard	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	7350	099	99	520	200	5856	350	99	Pollard	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3312	090	30	7300	099	99	520	200	5870	350	99	Pollard	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures														\$0	\$0	\$0	\$0	\$0	\$0
Anticipated Ending Fund Bal.														\$0	\$0	\$30	\$0	\$30	\$30

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>High School Book &amp; Equipment Sales (2350-3421)</b>
<b>Fund Manager:</b>	<b>High School Principal</b>
<b>Executive Summary:</b>	<b>No Increase in Student Planner Price (\$12.00)</b>

### **Fund Description:**

This pass-through account funds the purchase and re-sale of student planners for students in grades 9-12.

### **Enabling Legislation:**

MGL Chapter 71, Section 47.

### **Critical Issues:**

This revolving fund supports the direct sale of planners to students.

### **Description of Revenues:**

Revenues for this fund are received from students who pay \$12.00 per student planner. In FY22 we expect to sell approximately 1,100 student planners at \$12.00 to the store, for total revenue of \$13,200.

### **Staffing:**

No staff are paid from this fund.

### **Expenses:**

FY22 program expenses represent the anticipated purchase cost of 1,100 student planners for \$12.00/each or \$13,200. No other purchases are anticipated.

### **District Vision, Mission, Goals, Objectives:**

The High School Book & Equipment Sales account supports District Goal 1, related to advancing standards based learning.

### **FY22 Proposed Budget:**

Attached.

Revolving Fund Name:	NHS Book & Equipment Sales
Revolving Fund Contact:	NHS Principal

														FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
<b>Revenues</b>																			
<u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u>																			
2350	3421	090	00	0000	000	00	520	980	0000	350	00		Carry-Over Revenue	\$359	\$763	\$51	\$123	\$123	\$191
<u>Current Year Revenue Collections</u>																			
2350	3421	090	00	0000	000	00	432	000	0000	350	00		Current Year Revenue Collections	\$17,264	\$16,725	\$16,596	\$16,500	\$68	\$13,200
<u>Revenue Collected for Next Fiscal Year</u>																			
2350	3421	090	00	0000	000	00	432	000	0000	350	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Revenues</b>														<b>\$17,623</b>	<b>\$17,487</b>	<b>\$16,647</b>	<b>\$16,623</b>	<b>\$191</b>	<b>\$13,391</b>
<b>Expenditures</b>																			
Fund	Dept	Pgm	Bldg	DOE Fun	Subi	Gr	Act	TM	Object Code	SchA	Ext Obj	Building	Object Code Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
2350	3421	090	40	1230	099	99	520	010	5130	300	99	NHS	Coaches	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2110	099	99	520	010	5110	300	99	NHS	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2120	099	99	520	010	5110	300	99	NHS	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2220	099	99	520	010	5110	300	99	NHS	Curr Ldr/Academic Dept Head/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2305	099	99	520	010	5110	300	99	NHS	Certified Classroom Teacher/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2310	099	99	520	010	5110	300	99	NHS	Certified Teacher Specialist/ Salar	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2315	099	99	520	010	5110	300	99	NHS	Instr. Coord-Team Leader/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2320	099	99	520	010	5110	300	99	NHS	Medical/Therapeutic/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	010	5110	300	99	NHS	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2325	099	99	520	010	5110	300	99	NHS	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2330	099	99	520	010	5110	300	99	NHS	Instr. Asst - Paraprofessional/ Sala	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2353	099	99	520	010	5110	300	99	NHS	Prof Dev Summer/Afr School/ Sale	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2355	099	99	520	010	5110	300	99	NHS	Prof Dev Subs	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2357	099	99	520	010	5110	300	99	NHS	Prof Dev School Year/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2110	099	99	520	010	5110	300	99	NHS	Secy to Curr Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2120	099	99	520	010	5110	300	99	NHS	Secy to Dep Head (Non Sup)/ Sale	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2210	099	99	520	010	5110	300	99	NHS	Other Building Secy/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2220	099	99	520	010	5110	300	99	NHS	Secy to Acad Dept Head/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	1420	099	99	520	010	5110	300	99	NHS	Human Resources & Benefits/ Sal	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4110	099	99	520	010	5110	300	99	NHS	Custodians/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	5200	099	99	520	010	5110	300	99	NHS	Fringe	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4220	099	99	520	020	5241	300	99	NHS	R&M Bldgs / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4210	099	99	520	020	5241	300	99	NHS	R&M Grounds / Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2451	099	99	520	020	5255	300	99	NHS	R&M Technology/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2420	099	99	520	020	5247	300	99	NHS	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	5350	099	99	520	020	5270	300	99	NHS	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5300	300	99	NHS	Professional Technical/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5330	300	99	NHS	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5341	300	99	NHS	Postage	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5345	300	99	NHS	Printing & Binding	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5346	300	99	NHS	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	020	5380	300	99	NHS	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2110	099	99	520	030	5420	300	99	NHS	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4220	099	99	520	030	5430	300	99	NHS	R&M Bldgs / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4110	099	99	520	030	5450	300	99	NHS	Custodial / Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	4210	099	99	520	030	5460	300	99	NHS	Groundskeeping/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	3400	099	99	520	030	5490	300	99	NHS	Food Services/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2430	099	99	520	030	5510	300	99	NHS	Educational Supplies	\$16,860	\$17,436	\$16,524	\$16,500	\$0	\$13,200
2350	3421	090	40	2415	099	99	520	030	5512	300	99	NHS	Teaching Aids/ Clsm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2410	099	99	520	030	5517	300	99	NHS	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2420	099	99	520	030	5522	300	99	NHS	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2453	099	99	520	030	5523	300	99	NHS	A/V Hardware	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2455	099	99	520	030	5524	300	99	NHS	Instructional Software	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2451	099	99	520	030	5525	300	99	NHS	Instructional Tech. Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	030	5580	300	99	NHS	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2357	099	99	520	030	5710	300	99	NHS	In State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2357	099	99	520	030	5720	300	99	NHS	Out of State Travel/ Conferences	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2357	099	99	520	030	5730	300	99	NHS	Dues & Memberships	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	2440	099	99	520	030	5780	300	99	NHS	Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	7300	099	99	520	200	5850	300	99	NHS	Capital Equip > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	7500	099	99	520	200	5851	300	99	NHS	Motor Vehicles > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	7350	099	99	520	200	5856	300	99	NHS	Capital Tech. > \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
2350	3421	090	40	7300	099	99	520	200	5870	300	99	NHS	Repl. Equipment> \$5000 Per Unit	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Expenditures</b>														<b>\$16,860</b>	<b>\$17,436</b>	<b>\$16,524</b>	<b>\$16,500</b>	<b>\$0</b>	<b>\$13,200</b>
<b>Anticipated Ending Fund Bal.</b>														<b>\$763</b>	<b>\$51</b>	<b>\$123</b>	<b>\$123</b>	<b>\$191</b>	<b>\$191</b>

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>Fine &amp; Performing Arts School Performing Groups (2350-3653)</b>
<b>Fund Manager:</b>	<b>Director of Fine &amp; Performing Arts</b>
<b>Executive Summary:</b>	<b>No Change in Fee Requested:</b> <ul style="list-style-type: none"><li>• <b>Participation Fee \$200</b></li><li>• <b>Sibling Participation Fee: \$50</b></li></ul>

### Fund Description:

School Performing Groups includes the following ensembles:

- Middle School Select Choir
- Middle School Jazz Ensemble
- Middle School Wind Ensemble
- Middle School Town Orchestra
- Elementary Schools Honors Band
- Elementary Schools Honors Chorus
- Elementary Schools Honors Strings

All of these groups are co-curricular and provide advanced performing ensemble experiences for our students. Ensembles run for the duration of the school year. All students receive their fundamental music education through the operating budget, which funds all daytime curricular music ensemble classes. School Performing Groups provide an outlet for our most dedicated musicians, enabling these students to have an advanced multi-grade music performance experience. These groups are also critical to our music program, as an additional outlet when due to daytime curricular scheduling, they cannot be assigned to a curricular performing ensemble class that they are eligible for. The Middle School Groups serve students in Grades Six through Eight and the Elementary Groups serve students in Grades Three through Five.

### Enabling Legislation:

MGL chapter 71, Section 47

### Critical Issues:

During SY20-21 the Middle School Honors Ensembles ran virtually due to COVID restrictions. There was little impact on enrollment on these ensembles and we are anticipating student enrollment levels to remain high.

During SY20-21 the Elementary Honors Ensembles did not run in person or virtually. This suspension of programming for one year could have an adverse impact on student enrollment in SY21-22.

For FY22 we anticipate a return to full in person ensembles at both the Elementary School and Middle School levels and the worst case scenario is no programming at the Elementary School and Virtual Ensembles at the Middle School (current FY21 model). Please note that the programming for the Honors Ensembles is not necessarily contingent on whether the District has resumed full in-person instruction or not, as DESE and District Guidelines regarding after school activities guide the ability to run these ensembles.

This account will need to be closely monitored to ensure that there are sufficient funds to cover the associated stipends and costs.

During SY20-21 there were increased scholarship requests which should continue to be planned for in FY22.

In FY19 the Stipend Committee approved the addition of an Honors Orchestra Director Stipend in order to provide equity of stipends awarded and to remain consistent with the other Elementary Honors Ensembles. The Elementary Honors Chorus and Band are both stipended positions for the Ensemble Director. A fee increase from \$110 to \$125 was approved in order to support this stipend and maintain a fund balance. In FY20 in addition to an increase in Stipends associated with this fund, there was also a dip in enrollment which did not meet revenue predictions. The Elementary Honors Band moved rehearsal days to avoid being scheduled on an Early Release Day. Historically the Elementary Honors Band has an average size of 40 students. In FY20 the enrollment is 19 students, accounting for a loss of anticipated revenue. We had to closely monitor this account, use fund balance, and pull from other funds to cover FY20 expenses. In FY21, an increase in fee was approved from \$125 to \$200 to ensure that all program costs can be met through this fund and ensure the health of the account. (In FY20, the sibling fee increased from \$35 to \$50).

### **Support for District Vision, Mission, Goals, Objectives:**

This program offers advanced music performance opportunities for our students, District-wide. This program provides opportunities for students who wish to study music more deeply and an avenue for them to collaborate with their peers across the District. These advanced level ensembles cannot be scheduled during the regular school day due to cross grade scheduling difficulties and the very nature of being a District-wide ensemble. By offering these co-curricular ensembles, music students are able to achieve the advanced level music standards that are articulated in the National Music Education standards.

This activities of this fund supports the following District Goals and Objectives:

- PONG Priority 1, Objective B “Provide structures and experiences that enable student efficacy, leadership, and voice.”
- PONG Priority 1, Objective C: “Teach students content and skills necessary for them to grow personally and academically.”
- PONG Priority 2, Objective C: “Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.”

### **Description of Revenues:**

Revenues for this fund are derived from student enrollment fees.

Enrollment	FY17	FY18	FY19	FY20	FY21	FY22
Middle School Honors Ensembles <ul style="list-style-type: none"><li>● Treble Choir</li><li>● Jazz Ensemble</li><li>● Wind Ensemble</li><li>● Town Orchestra</li></ul>	135	140	140	140	122	120 in person  120 virtual
Elementary. Honors Ensembles <ul style="list-style-type: none"><li>● Band</li></ul>	120	100	125	110	0 - Programs not held due to DESE	100 in person  0 virtual

<ul style="list-style-type: none"> <li>• Chorus</li> <li>• Orchestra</li> </ul>					requirements	
Total Scholarship Students Elementary and Middle School Combined					20	25
Total Paying Students Elementary and Middle School Combined					102	195 in person 95 virtual
<b>Total Revenue</b>					<b>\$40,400</b>	<b>\$39,000 in person</b>

### Staffing:

There are no permanent staff members assigned to this fund, although the performing group directors receive stipends for their work. Stipends are set by Schedule C of the Unit A Contract and paid from fee revenue.

Role	Pay Rate FY22
Middle School Jazz Ensemble Director	\$2,745
Middle School Wind Ensemble Director	\$2,745
Middle School Town Orchestra Director	\$2,745
Middle School Select Choir Director	\$5,494
Elementary Honors Choir Director	\$2,745
Elementary Honors Band Director	\$2,745
Elementary Honors Orchestra Director	\$2,745
Accompanists	\$22.86/hr

### Expenses:

Expenses paid from this fund are the aforementioned stipends and other expenses detailed below. Total program expenses are budgeted to be \$38,712 in "In Person," resulting in a balance of \$4,050.

Item	Total In Person
Staffing	\$25,507
Transportation	\$9,000
Music	\$600
Performance/ Festival Fees	\$2,475
Membership Fees	\$390



Other Expenses	\$740
<b>Total Expenses</b>	<b>\$38,712</b>

## **FY22 Proposed Budget:**

Attached.

Revolving Fund Name:	Fine & Performing Arts School Performing Groups
Revolving Fund Contact:	Director of Fine & Performing Arts

												FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Budget	FY21 Proj	FY22 Budget In Person	
Revenues																		
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3653	080	00	0000	000	00	520	980	0000	00	Carry-Over Revenue	\$5,088	\$3,027	\$2,299	\$1,482	\$2,892	\$3,762	
Current Year Revenue Collections																		
2350	3653	080	00	0000	000	00	432	000	0000	00	Current Year Revenue Collecti	\$26,472	\$25,412	\$24,680	\$40,400	\$16,000	\$39,000	
Operating Budget Subsidy																		
2350	3653	080	00	0000	000	00	432	000	0000	00	Pre-Collection Next FY Revenu	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal Revenues												\$31,560	\$28,439	\$26,979	\$41,882	\$18,892	\$42,762	
Expenditures																		
Fund	Dept	Pam	Bldg	Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY18 Actuals	FY19 Actuals	FY20 Actuals	FY21 Budget	FY21 Proj	FY22 Budget In Person
2350	3653	080	10	2440	075	99	520	010	5110	01	District	Other Instructional	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	10	2325	075	99	520	010	5110	03	District	Classroom Subs/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	10	2330	075	99	520	010	5110	03	District	Instr. Asst - Paraprofessional/ S	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	10	2420	075	99	520	020	5247	04	District	R&M Instr Equip/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	10	2440	075	99	520	020	5330	04	District	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	10	2410	075	99	520	030	5517	05	District	Textbooks & Workbooks	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	10	2440	075	99	520	030	5780	06	District	Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	21	2305	075	99	520	010	5110	01	Broadmeadow	Certified Classroom Teacher/ S	\$1,503	\$1,038	\$1,876	\$2,011	\$0	\$2,104
2350	3653	080	21	2330	075	99	520	010	5110	03	Broadmeadow	Instr. Asst - Paraprofessional/ S	\$21	\$0	\$0	\$0	\$0	\$0
2350	3653	080	21	2440	075	99	520	020	5380	04	Broadmeadow	Other Services	\$907	\$630	\$0	\$400	\$0	\$400
2350	3653	080	21	2410	075	99	520	030	5517	05	Broadmeadow	Textbooks & Workbooks	\$295	\$518	\$7	\$60	\$0	\$60
2350	3653	080	21	2440	075	99	520	030	5580	05	Broadmeadow	Other Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	21	2440	075	99	520	030	5780	06	Broadmeadow	Other Expenses	\$100	\$140	\$0	\$148	\$0	\$148
2350	3653	080	22	2305	075	99	520	010	5110	01	Eliot	Certified Classroom Teacher/ S	\$1,069	\$1,038	\$1,579	\$2,011	\$0	\$2,104
2350	3653	080	22	2440	075	99	520	020	5380	04	Eliot	Other Services	\$0	\$180	\$0	\$400	\$0	\$400
2350	3653	080	22	2410	075	99	520	030	5517	05	Eliot	Textbooks & Workbooks	\$0	\$0	\$0	\$60	\$0	\$60
2350	3653	080	22	2420	075	99	520	030	5522	05	Eliot	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	22	2440	075	99	520	030	5780	06	Eliot	Other Expenses	\$0	\$0	\$0	\$148	\$0	\$148
2350	3653	080	23	2305	075	99	520	010	5110	01	Hillside	Certified Classroom Teacher/ S	\$1,038	\$1,038	\$1,579	\$2,011	\$0	\$2,104
2350	3653	080	23	2440	075	99	520	020	5380	04	Hillside	Other Services	\$0	\$180	\$0	\$400	\$0	\$400
2350	3653	080	23	2110	075	99	520	030	5420	05	Hillside	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	23	2410	075	99	520	030	5517	05	Hillside	Textbooks & Workbooks	\$0	\$0	\$0	\$60	\$0	\$60
2350	3653	080	23	2440	075	99	520	030	5780	06	Hillside	Other Expenses	\$0	\$0	\$0	\$148	\$0	\$148
2350	3653	080	24	2305	075	99	520	010	5110	01	Mitchell	Certified Classroom Teacher/ S	\$1,038	\$1,038	\$1,579	\$2,011	\$0	\$2,104
2350	3653	080	24	2440	075	99	520	020	5380	04	Mitchell	Other Services	\$0	\$180	\$0	\$400	\$0	\$400
2350	3653	080	24	2410	075	99	520	030	5517	05	Mitchell	Textbooks & Workbooks	\$0	\$0	\$0	\$60	\$0	\$60
2350	3653	080	24	2420	075	99	520	030	5522	05	Mitchell	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	24	2440	075	99	520	030	5780	06	Mitchell	Other Expenses	\$0	\$0	\$0	\$148	\$0	\$148
2350	3653	080	25	2305	075	99	520	010	5110	01	Newman	Certified Classroom Teacher/ S	\$1,207	\$1,038	\$1,579	\$2,011	\$0	\$2,104
2350	3653	080	25	2440	075	99	520	020	5380	04	Newman	Other Services	\$429	\$180	\$0	\$400	\$0	\$400
2350	3653	080	25	2110	075	99	520	030	5420	05	Newman	Offices Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	25	2410	075	99	520	030	5517	05	Newman	Textbooks & Workbooks	\$0	\$0	\$0	\$60	\$0	\$60
2350	3653	080	25	2420	075	99	520	030	5522	05	Newman	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	25	2440	075	99	520	030	5580	05	Newman	Other Supplies	\$0	\$17	\$0	\$148	\$0	\$148
2350	3653	080	26	2440	075	99	520	030	5780	06	District	Unavailable	\$0	\$312	\$0	\$0	\$0	\$0
2350	3653	080	30	2305	075	99	520	010	5110	01	Pollard	Certified Classroom Teacher/ S	\$12,617	\$10,390	\$11,223	\$10,743	\$13,428	\$10,984
2350	3653	080	30	2330	075	99	520	010	5110	03	Pollard	Instr. Asst - Paraprofessional/ S	\$85	\$43	\$319	\$1,102	\$1,102	\$1,257
2350	3653	080	30	2440	075	99	520	020	5330	04	Pollard	Transportation	\$0	\$0	\$0	\$2,000	\$0	\$2,000
2350	3653	080	30	2440	075	99	520	020	5380	04	Pollard	Other Services	\$4,089	\$3,344	\$0	\$5,000	\$0	\$5,000
2350	3653	080	30	2410	075	99	520	030	5517	05	Pollard	Textbooks & Workbooks	\$0	\$528	\$1,007	\$300	\$600	\$300
2350	3653	080	30	2420	075	99	520	030	5522	05	Pollard	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	30	2357	075	99	520	030	5730	06	Pollard	Dues & Memberships	\$0	\$0	\$0	\$390	\$0	\$390
2350	3653	080	30	2440	075	99	520	030	5780	06	Pollard	Other Expenses	\$1,800	\$1,716	\$500	\$2,475	\$0	\$2,475
2350	3653	080	40	2305	075	99	520	010	5110	01	NHS	Certified Classroom Teacher/ S	\$2,594	\$2,594	\$2,632	\$2,685	\$0	\$2,745
2350	3653	080	40	2330	075	99	520	010	5110	03	NHS	Certified Classroom Teacher/ S	\$42	\$0	\$0	\$0	\$0	\$0
2350	3653	080	40	2410	075	99	520	030	5517	05	NHS	Unavailable	\$0	\$0	\$207	\$0	\$0	\$0
2350	3653	080	40	2420	075	99	520	030	5522	05	NHS	Instr. Equipment/ Supplies	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	40	2440	075	99	520	020	5380	04	NHS	Other Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3653	080	40	2440	075	99	520	030	5780	06	NHS	Other Expenses	-\$300	\$0	\$0	\$0	\$0	\$0
Subtotal Expenditures												\$28,533	\$26,140	\$24,087	\$37,790	\$15,130	\$38,712	
Anticipated Ending Fund Bal.												\$3,027	\$2,299	\$2,892	\$4,092	\$3,762	\$4,050	

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

Fund balance used to purchase music, equipment, or maintenance as needed prior to student fees arriving.

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>Fine &amp; Performing Arts Fee-Based Music Instruction (2350-3654)</b>
<b>Fund Manager:</b>	<b>Director of Fine &amp; Performing Arts</b>
<b>Executive Summary:</b>	<b>Increase Fee:</b> <ul style="list-style-type: none"><li>● <b>Private Music Instructor Fee: From \$877.28 for 32 weeks of 30 min lesson (\$27.42 per 30 mins) to \$890 (1.5% increase for COLA)</b></li><li>● <b>Private Lesson Registration Fee from \$0 to \$75 (The fee was removed in FY21 and it is requested to be reinstated in FY22).</b></li></ul> <b>Maintain Current Fees:</b> <ul style="list-style-type: none"><li>● <b>Elementary Beginning Instrumental Program: \$100</b></li></ul>

### Fund Description:

This fund provides elementary school beginning instrumental instruction and private music instruction for students. The collection of the registration fees supplies for the salaries of the Private Lesson Coordinator, Private Lesson Faculty, accompanist fees, and the supplies, transportation, and materials for the Elementary Instrumental Music Program. In addition to the registration fees, this fund also takes in and disburses all private lesson fees.

### Enabling Legislation:

MGL chapter 71, Section 47

### Critical Issues:

The Private Lesson Coordinator Stipend was increased from a Level II to a Level I Stipend for FY21. Anticipated fund balance was used to cover this increased cost.

During Remote Learning Spring 2020 and SY20-21 (FY21) the Private Lesson Program and the Elementary Instrumental Program were held remotely. The budget and revenue predictions conservatively assume similar enrollment trends as FY21 with the expectation that if in person instruction resumes, enrollment and thus revenue would actually increase.

The structure of these programs is not contingent upon the overall learning model of Needham Public Schools (full in person or hybrid) but rather District Guidelines regarding out of school programming and DESE guidelines.

### *Elementary Instrumental Program*

There was a small dip in enrollment in the Elementary Instrumental Program in FY21 due to the virtual format. This enrollment will need to be watched and additional avenues of connecting with the community should be explored (the current Program structure only allows for Needham Public School students to enroll in Private Lessons).

It is anticipated that the Elementary Instrumental Program will resume in person in FY22, which is the most advantageous model for the advancement of the curriculum and student growth, especially if DESE Guidelines continue to allow for the playing of wind/brass instruments indoors.

Equity and access continue to need to be monitored for the Elementary Instrumental Program both with regards to providing students with scholarships and with regards to transportation when the Program resumes in person instruction.

The budget and revenue predictions conservatively assume that the program is running in person during FY22 and has similar enrollment numbers as FY21.

### ***Private Lesson Program***

There was a significant dip in enrollment in the Private Lesson Program in FY21 due to the virtual format. This enrollment will need to be watched and additional avenues of connecting with the community should be explored (the current Program structure only allows for Needham Public School students to enroll in Private Lessons not community members).

It is anticipated that the Private Lesson Program will resume in person in FY22, which is the most advantageous model for the advancement of the curriculum and student growth, especially if DESE Guidelines continue to allow for the playing of wind/brass instruments indoors.

The fee structure for the Private Lesson Program will continue to be monitored to remain competitive with surrounding towns and to be able to maintain the highly qualified faculty. Fees and fund balance will also continue to be monitored to ensure that adequate funds are available to provide student scholarships as needed.

### **Support for District Vision, Mission, Goals, Objectives:**

This program enables the District to provide elementary instrumental music instruction to students in Grades Three, Four, and Five and to meet the National and State Standards in Music. It also provides quality private music instruction for our students at a reasonable cost, which helps to support the instrumental music program.

- PONG Priority 1, Objective B “Provide structures and experiences that enable student efficacy, leadership, and voice.”
- PONG Priority 1, Objective C: “Teach students content and skills necessary for them to grow personally and academically.”
- PONG Priority 2, Objective C: “Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.”
- PONG Priority 3, Objective C: “Complement Instruction with accessible learning beyond the classroom, within community, and in partnership with families.”

### **Description of Revenues:**

This program is funded by a combination of fees from the Elementary Beginning Instrumental Program, held before school, and the Private Lesson Program, held after school. The Elementary Beginning Instrumental Program Fee (\$100) is a one-time fee, paid only when the child enters the program.

The tables on the following page summarize the enrollment and revenue for the programs.

**Elementary Beginning Instrumental Program (before school)**

	FY17	FY18	FY19	FY20	FY21	FY22
Total Student Enrollment			641	683	675	512
Enrollment of Students Paying Fee*	270	300	294	340	418	300
Fee	\$100	\$100	\$100	\$100	\$100	\$100
<b>Total Anticipated Revenue</b>						<b>\$30,000</b>

\*The Elementary Beginning Instrumental Program Fee is a one-time fee, paid only when the child enters the program as a beginning String or Band Student in Third or Fourth Grade. Currently there are 319 first year students in the program. The number of students paying a fee is anticipated to be 300 in order to take into account scholarship students calculated at 5.6% of the total first time student enrollment.

**Private Lesson Program (held after school)**

	FY17	FY18	FY19	FY20	FY21	FY22
Enrollment Projection	180	180	168	160	110	75
Registration Fee	\$60	\$60	\$60	\$60	\$0	\$75
Private Lesson Fee 30 minute Lesson/ 32 Weeks	\$768	\$832	\$864	\$864	\$877.28	\$890
<b>Total Anticipated Revenue</b>						<b>\$72,375</b>

**Staffing:**

Role	Pay Rate FY21	Duties
Private Lesson Program Coordinator	Stipend: \$5,494	<ul style="list-style-type: none"> <li>• Scheduling of Private Lesson Faculty Teaching Rooms</li> <li>• Student Registrations for Lesson Program</li> <li>• Private Lesson Faculty Payroll</li> <li>• Family and Community Communication</li> <li>• Payment Reminders to Families</li> </ul>

Private Lesson Faculty (28)	\$55.65 per 60 min lesson/  \$27.83 per 30 min lesson	<ul style="list-style-type: none"> <li>• Teach Private Lessons</li> <li>• Semester Progress Reports to Students</li> <li>• Hold At Least One Studio Recital</li> <li>• Family Communication</li> <li>• Maintain Lesson Schedule and Attendance</li> </ul>
Elementary Instrumental Program Faculty*	Teaching part of FTE calculation in Operating Budget Salary	<ul style="list-style-type: none"> <li>• Weekly instruction and assessment</li> <li>• Semesterly concerts and events. Participate in other school events as appropriate.</li> <li>• Maintenance of instructional equipment and instruments.</li> </ul>
Accompanists (5)	\$22.63 per hour  \$123.63 per Private Lesson Recital (25)	<ul style="list-style-type: none"> <li>• Private Lesson Faculty Recitals</li> <li>• Accompany Weekly Elementary String Instrumental Classes</li> <li>• Accompany Elementary Concerts</li> <li>• Other Classes/ Events as Assigned</li> </ul>
Fine and Performing Arts Bookkeeper	10% of Salary: \$5,409	<ul style="list-style-type: none"> <li>• Payroll</li> <li>• Track registration fees</li> <li>• Ordering of Supplies as needed</li> </ul>

\*Please note that the Elementary Beginning Instrumental Program teachers are NPS Faculty, paid through the operating budget as part of their curricular teaching duties as these classes are calculated as part of their FTE status.

### Expenses:

Program expenses total \$108,495 and includes the expenses of the Elementary Beginning Instrumental Program and the Private Lesson Program. Additional scholarship assistance for those in financial need, is provided from available fund balance. Instrument repairs are unpredictable from year to year and we need to maintain funds to account for unexpected repairs.

ELEMENTARY INSTRUMENTAL PROGRAM			PRIVATE LESSON PROGRAM	
Item	Total		Item	Total
Accompanists	\$7,469		Private Lesson Teacher Salary	\$66,750
Bookkeeper Salary	\$5,409		Accompanists	\$2,473
Transportation	\$800		Coordinator Stipend	\$5,494
Repairs to Program Instruments	\$1500		Lesson Refunds	\$2,500

Brochures/ Flyers/ Programs	\$1,650		Software	\$4000
Instructional Technology	\$2,000			
Method Books	\$750			
Instructional Supplies	\$2000			
Memberships	\$700			
COVID Related PPE (Instrument Masks, Bell Covers, absorbent pads)	\$5000			
<b>Total Expenses for Elementary Instrumental Program</b>	<b>\$27,278</b>		<b>Total Expenses for Private Lesson Program</b>	<b>\$81,217</b>

The FY22 fund balance is budgeted to be \$75,957.

### **FY22 Proposed Budget:**

Attached.

Revolving Fund Name: **Fine & Performing Fee-Based Music Instruction**  
 Revolving Fund Contact: **Director of Fine and Performing Arts**

													FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
<b>Revenues</b>																		
<u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u>																		
2350	3654	80	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	\$18,694	\$36,214	\$56,245	\$74,689	\$74,972	\$82,078
<u>Current Year Revenue Collections</u>																		
2350	3654	80	00	0000	000	00	432	000	0000	00		Current Year Revenue Collectio	\$176,435	\$161,902	\$136,215	\$136,840	\$88,251	\$102,375
<u>Revenue Collected for Next Fiscal Year</u>																		
2350	3654	80	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenue	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Revenues</b>													<b>\$195,129</b>	<b>\$198,116</b>	<b>\$192,460</b>	<b>\$211,529</b>	<b>\$163,223</b>	<b>\$184,453</b>
<b>Expenditures</b>																		
Fund	Dept	Pgm	Bldg	DOE Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget
2350	3654	80	10	2440	090	99	520	010	5110	01	District	Other Instructional	\$151,128	\$129,977	\$109,403	\$111,668	\$71,697	\$82,186
2350	3654	80	10	2330	090	99	520	010	5110	03	District	Instr. Asst - Paraprofessional/ Sa	\$0	\$3,183	\$0	\$0	\$0	\$0
2350	3654	80	10	2110	090	99	520	010	5110	02	District	Secy to Curr Dir/ Salary	\$4,806	\$5,071	\$6,146	\$5,260	\$5,660	\$5,309
2350	3654	80	10	2110	090	99	520	010	5146	02	District	Secy to Dep Head (Non Sup)/ Si	\$75	\$75	\$75	\$75	\$100	\$100
2350	3654	80	10	2440	090	99	520	020	5330	04	District	Transportation	\$0	\$0	\$0	\$800	\$0	\$800
2350	3654	80	10	2440	090	99	520	020	5380	04	District	Other Services	\$3,699	\$1,032	\$604	\$5,050	\$0	\$3,150
2350	3654	80	10	2410	090	99	520	030	5517	05	District	Textbooks & Workbooks	\$0	\$0	\$0	\$1,500	\$0	\$750
2350	3654	80	10	2420	090	99	520	030	5522	05	District	Instr. Equipment/ Supplies	\$280	\$229	\$0	\$4,050	\$0	\$2,000
2350	3654	80	10	2451	090	99	520	030	5525	05	District	Instructional Tech. Supplies	\$0	\$0	\$0	\$2,040	\$0	\$6,000
2350	3654	80	10	2440	090	99	520	030	5580	05	District	Other Supplies	\$117	\$584	\$295	\$0	\$69	\$0
2350	3654	80	10	2357	090	99	520	030	5730	06	District	Dues & Memberships	\$0	\$0	\$0	\$700	\$0	\$700
2350	3654	80	10	2440	090	99	520	030	5780	06	District	Other Expenses	\$4,357	\$1,720	\$966	\$4,000	\$3,619	\$7,500
<b>Subtotal Expenditures</b>													<b>\$164,462</b>	<b>\$141,871</b>	<b>\$117,488</b>	<b>\$135,143</b>	<b>\$81,145</b>	<b>\$108,495</b>
<b>Anticipated Ending Fund Bal.</b>													<b>\$30,667</b>	<b>\$56,245</b>	<b>\$74,972</b>	<b>\$76,386</b>	<b>\$82,078</b>	<b>\$75,957</b>

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.



## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>Fine &amp; Performing Arts Sales to Students (2350-3655)</b>
<b>Fund Manager:</b>	<b>Director of Fine &amp; Performing Arts</b>
<b>Executive Summary:</b>	<b>Change current fees FROM:</b> <ul style="list-style-type: none"><li>● <b>Recorder Package Fee: \$13.00</b></li><li>● <b>Recorder “Book Only” Fee: \$6.00</b></li><li>● <b>Recorder “Neck-Strap Only” Fee: \$1.50</b></li></ul> <p style="text-align: center;"><b>TO</b></p> <ul style="list-style-type: none"><li>● <b>Recorder Only Fee: \$5</b></li></ul> <b>Maintain current fee:</b> <ul style="list-style-type: none"><li>● <b>Symphony or Opera Fee: \$22.00.</b></li></ul>

### Fund Description:

The Fine & Performing Arts Sales to Students Revolving Account includes revenue and expenses from the sales of recorders to Third graders and the annual Fourth grade student trip to Symphony Hall to hear the Boston Symphony Orchestra Young People's Concert. In FY11, an opera experience trip to the Boston Lyric Opera Company was added for Fifth Graders. In FY12, the Boston Lyric Opera Company discontinued their program. This fund will support another Opera trip for Fifth Grade, should another opportunity become available in the local area.

### Enabling Legislation:

MGL Chapter 71, Section 47

### Critical Issues:

The BSO field trip was cancelled in FY20 due to the COVID-19. While the BSO had originally given the FPA Department a credit to take these students on a field trip in FY21, BSO programming was cancelled during SY21-22. Subsequently, the BSO gave the FPA Department a full refund. The full field trip fee was returned to families.

In FY22, if BSO programming has returned, the FPA Department will plan to take 4th-6th Grade students on the field trip in order to ensure that this rich curricular experience is not missed by students (assuming District Guidelines permit field trips). If the Hybrid Model continues to FY22, it is unlikely that BSO programming will have returned and that the District would participate in the BSO Field Trip.

In FY22, the Department would like to pilot a new way of delivering the Recorder Curriculum to the Third Grade students, reducing cost for students and easing the burden of the order process on teachers. During SY20-21, the Elementary Music Department identified and used several online curricular resource subscriptions that included recorder content thus rendering the purchase of books and online codes unnecessary. In FY22, the Department would like to continue to utilize these resources, asking families to only purchase the recorder. If FY22 operating budget resources

allow, the purchase of the recorder will be funded through the operating account, rather than through Sales to Students. However, the Department would like to maintain an approved recorder fee in FY22 in case this is not possible.

Transportation costs and financial assistance requests will continue to be monitored.

### **Support for District Vision, Mission, Goals, Objectives:**

The primary activities supported by this account relate directly to the enhancement of the approved curriculum. The recorders are an integral part of the Third grade program that gives all students a basic instrumental music experience. These activities keep students engaged in dynamic and challenging experiences that stimulate thinking and creativity and connect our curriculum to the world at large.

The activities of this fund support the following District Goals and Objectives:

- PONG Priority 3, Objective C: “Complement Instruction with accessible learning beyond the classroom, within community, and in partnership with families.”

### **Description of Revenues:**

FY22 Revenues are budgeted to be \$29,355, and consist of recorder sales (\$2,075, or 415 x \$5.00) and BSO ticket sales (\$27,280, or 1,240 tickets x \$22/each). We hope that the BSO will have resumed programming in the Spring and the revenue projections anticipate fee collection for the BSO Trip for the incoming Fourth Grade Class.

Note: the budget calculation assumes there will be no opera trip again in FY22. The fee is listed for approval in the event a viable option becomes available.

<b>Price</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
Recorders (3rd Grade)	\$10.75	\$11.00	\$11.00	\$11.00	\$13.00	\$5 (only recorder; excludes full package)
BSO Youth Concert (Typically only 4th grade, but would include 5th and 6th grade in FY2022)	\$18.00	\$20.00	\$22.00	\$22.00	\$22.00	\$22
Opera (5th grade)	\$18.00	\$20.00	\$22.00	\$22.00	\$22	\$22

**FY22 revenues are budgeted as follows:**

<b>Activity</b>	<b>Total Students Enrollment</b>	<b># of Paying Student Enrollment</b>	<b># of Student Scholarships *</b>	<b>Cost Per Student FY22 Fees</b>	<b>Total "Best Case"</b>
Recorders Grade 3	440	415	25	\$5	\$2,075
BSO Youth Concert Grades 4-6	1320	1240	80	\$22.00	\$27,280
Opera Grade 5		440		\$22.00	\$0
<b>Total Revenue</b>					<b>\$29,355</b>

\* Anticipated scholarships are calculated at 6% of the total student body.

### **Staffing:**

No staff members are paid from this fund.

### **Expenses:**

The budgeted expenses for this fund total \$28,180 and include Boston Symphony tickets and transportation to the symphony for the Fourth through Sixth grade students and the cost of purchasing recorders for the Third Grade students. The budgeted overall ending balance of \$6,884 allows for unanticipated enrollment adjustments.

<b>Item</b>	<b>Number</b>	<b>Cost Per Item</b>	<b>Total "Best Case"</b>
BSO Youth Concert Tickets	1320	\$10.00	\$13,200
BSO Youth Concert Buses	40	\$325	\$13,000
Recorder	440	\$4.50 (including shipping)	\$1,980
<b>Total Expenses</b>			<b>\$28,180</b>

### **FY22 Proposed Budget:**

Attached.

Revolving Fund Name: **Fine & Performing Arts Sales to Students**  
 Revolving Fund Contact: **Director of Fine & Performing Arts**

													FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget In Person
Revenues																		
Beginning Fund Balance (Carry-Over Revenue from Prior Year)																		
2350	3655	90	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	\$774	\$613	\$675	\$5,397	\$5,408	\$5,709
Current Year Revenue Collections																		
2350	3655	90	00	0000	000	00	432	000	0000	00		Current Year Revenue Collectio	\$12,198	\$12,522	\$13,000	\$14,667	\$8,413	\$29,355
Revenue Collected for Next Fiscal Year																		
2350	3655	90	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revenu	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal Revenues													\$12,972	\$13,135	\$13,676	\$20,064	\$13,821	\$35,064
Expenditures																		
Fund	Dept	Pgm	DOE Bldg	Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget In Person
2350	3655	90	10	2440	075	99	520	030	5780	06	District	Other Expenses	\$99.31	\$0	\$0	\$0	\$0	\$0
2350	3655	90	21	2420	075	99	520	030	5522	05	3roadmeadow	Unavailable	\$0	\$853	\$0	\$0	\$0	\$0
2350	3655	90	21	2440	075	99	520	020	5380	04	3roadmeadow	Other Services	\$930	\$650	\$0	\$1,560	\$1,116	\$2,600
2350	3655	90	21	2430	075	99	520	030	5510	05	3roadmeadow	Educational Supplies	\$1,997	\$933	\$1,690	\$1,984	\$503	\$2,596
2350	3655	90	22	2420	075	99	520	030	5522	05	Eliot	Unavailable	\$0	\$665	\$0	\$0	\$0	\$0
2350	3655	90	22	2440	075	99	520	020	5380	04	Eliot	Other Services	\$620	\$650	\$0	\$1,560	\$816	\$2,600
2350	3655	90	22	2430	075	99	520	030	5510	05	Eliot	Educational Supplies	\$1,334	\$772	\$1,276	\$1,473	\$159	\$2,596
2350	3655	90	23	2420	075	99	520	030	5522	05	Hillside	Unavailable	\$0	\$799	\$0	\$0	\$0	\$0
2350	3655	90	23	2440	075	99	520	020	5380	04	Hillside	Other Services	\$620	\$650	\$0	\$1,560	\$1,008	\$2,600
2350	3655	90	23	2430	075	99	520	030	5510	05	Hillside	Educational Supplies	\$1,461	\$927	\$1,670	\$1,958	\$669	\$2,596
2350	3655	90	24	2420	075	99	520	030	5522	05	Mitchell	Unavailable	\$0	\$853	\$0	\$0	\$0	\$0
2350	3655	90	24	2440	075	99	520	020	5380	04	Mitchell	Other Services	\$644	\$700	\$0	\$1,560	\$1,092	\$2,600
2350	3655	90	24	2430	075	99	520	030	5510	05	Mitchell	Educational Supplies	\$1,509	\$939	\$1,695	\$1,667	\$445	\$2,596
2350	3655	90	25	2420	075	99	520	030	5522	05	Newman	Unavailable	\$0	\$1,042	\$0	\$0	\$0	\$0
2350	3655	90	25	2440	075	99	520	020	5380	04	Newman	Other Services	\$930	\$975	\$0	\$1,560	\$1,164	\$2,600
2350	3655	90	25	2430	075	99	520	030	5510	05	Newman	Educational Supplies	\$2,215	\$1,052	\$1,883	\$2,305	\$1,140	\$2,596
2350	3655	90	26	2430	075	99	520	030	5510	05	Newman	Educational Supplies	\$0	\$0	\$0	\$0	\$0	\$2,200
2350	3655	90	40	2430	070	99	520	030	5510	05	NHS	Unavailable	\$0	\$0	\$54	\$0	\$0	\$0
Subtotal Expenditures													\$12,359	\$12,460	\$8,268	\$17,187	\$8,112	\$28,180
Anticipated Ending Fund Bal.													\$613	\$675	\$5,408	\$2,877	\$5,709	\$6,884

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>Fine &amp; Performing Arts Graphic Arts (2350-3656)</b>
<b>Fund Manager:</b>	<b>Director of Fine &amp; Performing Arts</b>
<b>Executive Summary:</b>	<ul style="list-style-type: none"><li>• <b>General Fund Subsidy Request of \$30,000 in FY22 to Cover Unit A stipend (\$25,937) Cost, Followed by Permanent Shift to Operating Budget in FY23</b></li><li>• <b>Increase in price list (see price sheet <a href="#">here</a>; price changes are indicated in red)</b></li></ul>

### Fund Description:

The Graphics Art Department serves as a provider of real world, hands-on, industry level training for our students in the areas of professional design, production, and printing. The Graphics Arts department provides graphic printing of various types, primarily for the school department community. This department teaches students enrolled in the upper level digital and graphics design courses, along with summer interns, to produce a variety of needed items including: programs of studies, annual reports, tickets, invitations, brochures, business cards and special events programs. The Graphic Arts Department also designs and imprints apparel for sports teams, music ensembles and clubs.

### Enabling Legislation:

MGL chapter 71, Section 47

### Critical Issues:

FY20 and FY21 have been challenging years for the Graphic Arts account, not just for COVID-19, but also because the Publications Manager was on leave for an extended period of time in FY20. Both of these factors significantly impacted the amount of revenue generated for this account.

While we hope that FY22 will resume a typical revenue stream, it is important to note that depending upon the learning scenario for SY21-22 and printing needs across the District, this may not be the case. With continued expansion of technology use in FY21 to serve remote learners and budget constraints across the District, demand for printing and design services have decreased. Even in the event that school returns to 100% in-person in FY22, it is distinctly possible that the demand for printing and design services will not return to prior levels, as many staff and students have made a shift online. For example, the printing of the NHS student planner accounted for approximately \$15,000 of revenue in FY20 and prior years; in SY20-21, NHS made the shift to a Digital Planner.

To address the decrease in revenue, the Publications Manager is currently exploring additional revenue streams such as increased Design work and the development of electronic materials. In addition, the Graphic Arts Department is proposing an increase in its prices. The price list has been attached to this document.

In the event that revenue does not increase at the level to fully support the current operating costs of this account, a \$30,000 subsidy from the General Fund is requested to cover the cost of the Unit A stipend (\$25,367 in FY21; \$25,937 in FY22). This is requested beginning in FY21 and to continue in FY22. Combined with projected revenue and fund balance (\$12,384), the subsidy would lead to a \$0 balance in the account by the end of FY21.

## Support for District Vision, Mission, Goals, Objectives:

This fund serves to provide real world, hands-on, industry level training and experiences for our students enrolled in upper level digital and graphics design classes. These experiences focus on the areas of professional design, production, and printing. These experiences continue into the summer by providing internships for upper level students. In doing this, the fund also provides cost effective and efficient printing services for the School Department.

- PONG Priority 1, Objective B “Provide structures and experiences that enable student efficacy, leadership, and voice.”
- PONG Priority 1, Objective C: “Teach students content and skills necessary for them to grow personally and academically.”
- PONG Priority 2, Objective C: “Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.”

## Description of Revenues:

Revenues from this fund are derived from two sources: internal (school) printing jobs – such as printing school handbooks, programs, posters, and producing t-shirts and other apparel for various student activity groups; and external (non-school) printing jobs – including invitations, t-shirts, other graphic jobs. Fees vary by the type of job, according to published price lists.

This year’s budget proposes an increase in prices in three areas; letterhead printing, tri fold printing and adds a new fee for 2 X 4 banners. All prices are competitive with nearby vendors as shown on the table below.

The updated price list with changes can be found [here](#). We do not believe that these increased prices will decrease already diminished demand.

## Price List Comparison:

Type of Job	Studio 605 Old Price	Studio 605 New Price	Staples	Fed-Ex
Letterhead Printing	starts at .05 c	starts at .10 c	starts at .13 c	starts at .13 c
Tri Fold Printing	starts at .50 cents	starts at \$1.00	starts at \$1.19	starts at \$1.35
2 X 4 Banner	\$0	\$32 each	starts at \$25.49	2X4 not available. Smallest size is 3X6. Starts at \$89.99

### Revenue Overview

Type of Job	Revenue
Printing Only	\$1,500
Design Only	\$1,500
Printing and Design	\$20,000
Apparel	\$2,000
Total	\$25,000

Approximately 85% of the revenues are derived from internal printing jobs while the remaining 15% of revenue is derived from external jobs. This revenue prediction assumes that NHS will resume the printing of a physical student planner which accounts for roughly \$15,000 of total Printing and Design Revenue.

### Expenses:

Item	Total
Equipment Repair/ Maintenance	\$1,500
Paper, Toner, Binding Supplies	\$12,000
T-Shirts and Specialty Items	\$7,000
<b>Total Other Expenses</b>	<b>\$20,500</b>

Staff Salaries	Pay Rate
Graphic Art Production Director * <i>request to pay from the Operating Budget</i>	\$0
Student Interns	\$3,177
College Interns	\$3,973
Adult Assistant Interns	\$790

<b>Total Staffing Expenses</b>	<b>\$7,940</b>
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\*The Graphic Art Production Director currently receives a Unit A Contractual stipend, budgeted for \$25,937 in FY22. This cost currently exists in the revolving account, but we are requesting to move this stipend to the Operating budget.

Expenses paid from this fund are the aforementioned staff salaries (\$7,941) and the other expenses (\$20,500). Total program expenses are budgeted to be \$28,441. The Intern staffing needs are based upon job demand consolidated over the summer months. In FY21, NPS did not hire any Interns as job demand didn't warrant it. We will assess the need for these roles in FY22 in order to ensure that further deficiencies are not created and use Operating Funds when appropriate.

Equipment replacement for FY21 will continue to be funded from the School Operating Budget, following a recommendation by the Town Manager to shift \$9,900 from the Town's Capital Improvements Fund to the School Operating Budget since FY16.

The budgeted ending fund balance is \$15,221.

**FY22 Proposed Budget:** Attached.



FY22 Graphic Arts AG 2350-3656.xlsxSummary

## Revolving Fund FY22 Budget Request

<b>Fund Name:</b>	<b>Fine &amp; Performing Arts Theatrical Productions (2350-3657)</b>
<b>Fund Manager:</b>	<b>Director of Fine &amp; Performing Arts</b>
<b>Executive Summary:</b>	<b>Increase of Fee Requested:</b> <ul style="list-style-type: none"><li>● <b>\$20 Virtual Ticket Production Fee by Household (only for Virtual Shows) to \$35 in remainder of FY21, preserve \$35 fee in FY22</b></li></ul> <b>No Change in Fees</b> <ul style="list-style-type: none"><li>● <b>All High School and Middle School Theatrical Productions: \$15 Adults &amp; \$10 Students</b></li><li>● <b>\$35 NHS Musical Costumes/ Materials Fee</b></li><li>● <b>\$35 Middle School Musical Costume/ Materials Fee</b></li></ul>

### Fund Description:

This fund consolidates all school based theatrical productions within the District. This includes the High School and Middle School musicals, as well as the High School and Middle School plays. The musicals are annual productions that involve over 160 students in Grades 6-12 in a variety of roles, including acting, chorus, dance, instrumental, lighting/sound, set design/construction and costumes. The plays are traditional one or two-act plays that focus on acting, directing, and theater tech, and are meant to ensure that students are exposed to theater in the tradition of Shakespeare and Miller. Unlike the musicals, traditional plays put the focus on character development and telling a story dramatically, without substantive enhancements of music and dance. These cater to a different type of student than our musicals and are vital to maintaining a comprehensive Performing Arts Department.

Past productions have included *Cyrano de BergerShack*, *Shrek*, *Annie*, *The Secret Garden*, *Little Shop of Horrors*, *Needham Neverending*, *Noises Off*, *Our Town*, *The Odd Couple*, *Spoon River Anthology*, *Romeo & Juliet*, *Inherit the Wind*, *The Crucible*, *The Seusification of Romeo & Juliet*, *Hounds of the Baskervilles* and in FY17 *Almost, Maine* and *Number the Stars*.

The Senior Directed Show is an Independent Study Senior Student Theatrical Production, selected by an application process and a committee consisting of the Director of Fine and Performing Arts and the NHS Principal.

### Enabling Legislation:

MGL chapter 71, Section 47

### Critical Issues:

Due to COVID-19 and the cancellations of in person productions in the Spring of 2020 and during SY20-21, revenues for this fund are less than what was predicted and we have concerns about the health of this account and its ability to support the production costs of in person productions once they do resume. During FY21 and FY22 the Department needs to look critically at production costs and stipends to ensure that a healthy fund balance remains.

During SY20-21 (FY21) the FPA Department is delivering theatrical productions virtually. Running these programs virtually allows for the programming to continue and provides students of all cohorts the ability to participate. The productions that are part of this account will take place in late winter and Spring. While not funded by this account, SAMD successfully produced a virtual musical which was run in November 2020. This SAMD production and our virtual pilot (no ticket revenue collected) of a Middle School Spring Play last spring has helped to inform the predictions for the productions that are funded by this account.

Should in-person productions be able to resume in FY22, there is a possibility of reduced revenue if auditoriums are not able to run at full capacity. An additional show night in combination with greatly reducing production costs, will be necessary to make person productions viable in FY22 with reduced audition capacity. The reduced production costs will limit the quality of production that the community has come to expect from the Theatrical productions, however we hope that in the short term the benefit of running a “lean” in person production will be temporary and understood. The revenue and expenses will need to be carefully monitored throughout the school year to ensure that this account remains viable in this scenario.

There were three new stipends that were approved in FY20 by the Stipend Committee that are now paid from this revolving account. An increase last year in the MS Musical and HS/ MS Play ticket prices was meant to ensure that the account remained healthy given these additional stipends. Reduced revenue due to COVID-19 restrictions on in person performances will impact this assumption.

While not an immediate need given the virtual format of productions, sound for the musical productions continues to remain a critical issue of this account. FPA would like to purchase a new portable sound system which will travel to the auditorium spaces and will resolve this issue. The purchase of new additional wireless microphones is also needed.

This account continues to fund the purchase of stage replacement light bulbs at Newman, NHS, and Pollard. Due to decreased revenue and fund balance this practice will need to be assessed in FY22 and beyond.

### **Support for District Vision, Mission, Goals, Objectives:**

The High School/ Middle School musicals and plays provide age-appropriate comprehensive professional level musical theatrical experiences for our students. With musicals and plays requiring collegial effort by a diverse population of staff, students and parents, requiring the development of social, emotional, and citizenship skills. The provision for stipend support for the annual SAMD production, as well the Independent Study student produced/directed production supports the development of independent learners and self-directed young adults.

The activities of this fund supports the following District Goals and Objectives:

- PONG Priority 1, Objective B “Provide structures and experiences that enable student efficacy, leadership, and voice.”
- PONG Priority 1, Objective C: “Teach students content and skills necessary for them to grow personally and academically.”
- PONG Priority 2, Objective C: “Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.”

## Description of Revenues:

Revenues are collected in the form of ticket sales and costume materials fee. While we expect school to resume in person in the Fall, two in person revenue scenarios are projected: **“FULL AUDITORIUM CAPACITY”** and **“REDUCED AUDITORIUM CAPACITY.”** A fully-virtual revenue projection also is shown.

### FY22 FULLY IN PERSON PRODUCTIONS (Full Auditorium Capacity)

<b>Ticket</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
HS Musical Adult	\$15	650	\$9750
HS Musical Student	\$10	200	\$2000
MS Musical Adult	\$15	900	\$13,500
MS Musical Student	\$10	200	\$2000
HS Play, MS Play, Senior Directed Show Adult	\$15	600	\$9,000
HS Play, MS Play, Senior Directed Show Student	\$10	200	\$2000
Costume Materials Fee	\$35	75	\$2,625
<b>TOTAL</b>			<b>\$40,875</b>

### FY22 FULLY IN PERSON PRODUCTIONS: Reduced Auditorium Capacity

<b>Ticket</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
HS Musical Adult	\$15	500	\$7500
HS Musical Student	\$10	150	\$1500
MS Musical Adult	\$15	400	\$6000
MS Musical Student	\$10	150	\$1500
HS Play, MS Play, Senior Directed Show Adult	\$15	300	\$4500
HS Play, MS Play, Senior Directed Show Student	\$10	100	\$1000
Costume Materials Fee	\$35	75	\$2,625
<b>TOTAL</b>			<b>\$24,625</b>

### FY22 FULLY VIRTUAL PRODUCTIONS

<b>Ticket</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Costume Materials Fee	\$35	75	\$2,625
Virtual Production Ticket Fee (Per Household)/ 4 productions	\$35	600	\$21,000
<b>TOTAL</b>			<b>\$23,625</b>

**Ticket Price Trends:**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22 (Proposed)</b>
Ticket Price HS Musical Adult	\$15	\$15	\$15	\$15	\$15
Ticket Price HS Musical Student	\$10	\$10	\$10	\$10	\$10
Ticket Price MS Musical Adult	\$10	\$10	\$15	\$15	\$15
Ticket Price MS Musical Student		\$10	\$10	\$10	\$10
Ticket Price MS/ HS Play Adult	\$5	\$10	\$15	\$15	\$15
Ticket Price MS/ HS Play Student			\$10	\$10	\$10
Costume Fee (Musicals Only)	\$35	\$35	\$35	\$35	\$35
Virtual Production Household Ticket				\$20 => \$35	\$35

**Staffing:**

No permanent staff members are paid from this fund. Staffing consists of employees that are paid directly from this fund and those paid from the operating budget. The tables below display whether a stipend is anticipated to be paid out in fully in person versus fully virtual productions. In the event that NPS does not anticipate a stipend payment, that work will not be conducted.

<b>Stipend</b>	<b>Fully In Person Productions</b>	<b>Fully Virtual Productions</b>
<b>STAFFING COSTS PAID FROM REVOLVING FUND</b>		
Pit Orchestra Musicians Accompanists	YES	NO
Accompanists	YES	YES; In limited capacity
NHS Musical Production Manager	YES	NO
NHS Spring Play Production Manager (NHS Theater Assistant Manager)	YES	NO
Costumes Coordinator	YES	NO
Set Director Middle School	YES	NO
Technical Director Middle School Musical	YES	YES
General Director Middle School Spring Play	YES	YES
<b>STAFFING COSTS PAID FROM OPERATING ACCOUNT</b>		
NHS Artistic Director Musical	YES	YES
NHS Musical Director Musical	YES	YES
Set Advisor (NHS)	YES	NO
Choreographer (NHS)	YES	TBD

Theater Arts Advisor (NHS)	YES	YES
Student Directed Theater Advisor (NHS)	YES	YES
General Director Middle School Musical	YES	YES
Musical Director Middle School Musical	YES	YES
Assistant Director Middle School Musical	YES	YES

\* With the exception of the pit musicians and accompanists, all staffing costs are Unit A contractual stipends.

### **Expenses:**

<b>Expense</b>	<b>Fully In Person Productions (w/ reduced production costs)</b>	<b>Fully Virtual Productions</b>
Staffing (Not including Stipends paid from Operating)	\$15,617	\$6,577
Script Royalties	\$7,500	\$7500
Equipment Rentals	\$2,000	\$0
Zoom Webinar	\$0	\$1400
Sound Editing	\$0	\$2000
Printing	\$2,000	\$1250
Costume	\$2,000	\$0
Custodial Detail	\$2,000	\$0
Set Construction	\$1,000	\$0
<b>Total</b>	<b>\$32,117</b>	<b>\$18,727</b>

The FY22 ending fund balance is projected to be \$20,857 in Fully In Person.

In FY22, the Department will pay for script royalties from the FPA Operating Budget if in person productions are run at reduced auditorium capacity. Expenses and revenue will need to be closely monitored with each production to ensure that this account remains healthy and avoids a deficit.

**FY22 Proposed Budget:** Attached.

Revolving Fund Name: **Fine & Performing Arts Theatrical Productions**Revolving Fund Contact: **Director of Fine & Performing Arts**

													FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget In Person
<b>Revenues</b>																		
<u>Beginning Fund Balance (Carry-Over Revenue from Prior Year)</u>																		
2350	3657	080	00	0000	000	00	520	980	0000	00		Carry-Over Revenue	\$38,131	\$33,130	\$25,038	\$18,379	\$9,440	\$12,099
<u>Current Year Revenue Collections</u>																		
2350	3657	080	00	0000	000	00	432	000	0000	00		Current Year Revenue Collecti	\$32,304	\$30,461	\$13,700	\$40,875	\$17,485	\$40,875
<u>Revenue Collected for Next Fiscal Year</u>																		
2350	3657	080	00	0000	000	00	432	000	0000	00		Pre-Collection Next FY Revent	\$0	\$0	\$0	\$0	\$0	\$0
<b>Subtotal Revenues</b>													<b>\$70,435</b>	<b>\$63,591</b>	<b>\$38,738</b>	<b>\$59,254</b>	<b>\$26,925</b>	<b>\$52,974</b>
<b>Expenditures</b>																		
Fund	Dept	Pgm	DOE Bldg	Fun	Subj	Gr	Act	TM	Object Code	Ext Obj	Building	Object Code Description	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Proj	FY22 Budget In Person
2350	3657	080	30	2305	075	99	520	010	5110	01	Pollard	Certified Classroom Teacher/ E	\$1,297	\$2,594	\$0	\$0	\$3,685	\$0
2350	3657	080	30	2330	075	99	520	010	5110	03	Pollard	Instr. Asst - Paraprofessional/ E	\$0	\$6,788	\$6,954	\$9,232	\$0	\$8,322
2350	3657	080	30	5350	075	99	520	020	5270	04	Pollard	Lease Rental/ Services	\$0	-\$191	\$0	\$0	\$0	\$0
2350	3657	080	30	2440	075	99	520	020	5345	04	Pollard	Printing & Binding	\$0	\$0	\$0	\$0	\$500	\$0
2350	3657	080	30	2440	075	99	520	020	5380	04	Pollard	Other Services	\$8,445	\$8,691	\$4,278	\$8,050	\$3,300	\$6,500
2350	3657	080	30	2440	075	99	520	030	5580	05	Pollard	Other Supplies	\$920	\$1,848	\$0	\$1,500	\$0	\$500
2350	3657	080	30	2440	075	99	520	030	5780	06	Pollard	Other Expenses	\$261	\$2,853	\$0	\$400	\$900	\$0
2350	3657	080	40	1230	075	99	520	010	5130	99	NHS	Coaches	\$0	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2110	075	99	520	010	5110	99	NHS	Curriculum Dir/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2120	075	99	520	010	5110	99	NHS	Dept Head (Non Supv)/ Salary	\$0	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2220	075	99	520	010	5110	99	NHS	Curr Ldr/Academic Dept Head/	\$0	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2305	075	99	520	010	5110	99	NHS	Certified Classroom Teacher/ E	\$6,677	\$2,613	\$3,896	\$8,619	\$2,791	\$7,295
2350	3657	080	40	2330	075	99	520	010	5110	99	NHS	Instr. Asst - Paraprofessional/ E	\$3,229	\$81	\$0	\$0	\$0	\$0
2350	3657	080	40	5350	075	99	520	020	5270	99	NHS	Lease Rental/ Services	\$0	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2440	075	99	520	020	5300	99	NHS	Professional Technical/ Service	\$0	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2440	075	99	520	020	5330	99	NHS	Transportation	\$0	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2440	075	99	520	020	5341	99	NHS	Postage	\$0	\$83	\$0	\$0	\$0	\$0
2350	3657	080	40	2440	075	99	520	020	5345	99	NHS	Printing & Binding	\$0	\$0	\$0	\$0	\$750	\$0
2350	3657	080	40	2440	075	99	520	020	5346	99	NHS	Advertising	\$0	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2440	075	99	520	020	5380	99	NHS	Other Services	\$3,755	\$9,296	\$6,774	\$5,050	\$2,000	\$3,500
2350	3657	080	40	2430	075	99	520	030	5510	99	NHS	Educational Supplies	\$100	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2415	075	99	520	030	5512	99	NHS	Teaching Aids/ Clsrm Ref	\$0	\$0	\$0	\$0	\$0	\$0
2350	3657	080	40	2410	075	99	520	030	5517	99	NHS	Textbooks & Workbooks	\$451	\$248	\$16	\$0	\$0	\$0
2350	3657	080	40	2420	075	99	520	030	5522	99	NHS	Instr. Equipment/ Supplies	\$3,949	\$274	\$3,000	\$0	\$0	\$0
2350	3657	080	40	2440	075	99	520	030	5580	99	NHS	Other Supplies	\$4,933	\$2,879	\$641	\$4,500	\$0	\$4,500
2350	3657	080	40	2440	075	99	520	030	5780	99	NHS	Other Expenses	\$3,289	\$495	\$3,739	\$4,250	\$900	\$1,500
<b>Subtotal Expenditures</b>													<b>\$37,305</b>	<b>\$38,553</b>	<b>\$29,298</b>	<b>\$41,601</b>	<b>\$14,826</b>	<b>\$32,117</b>
<b>Anticipated Ending Fund Bal.</b>													<b>\$33,130</b>	<b>\$25,038</b>	<b>\$9,439</b>	<b>\$17,653</b>	<b>\$12,099</b>	<b>\$20,857</b>

\* Includes encumbrances.

II. Is any of your ending fund balance designated for a particular purpose? If yes, please explain below.

-\$5,001	-\$8,093	\$2,659	\$8,758
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