



Needham School Committee

Broadmeadow Performance Center

October 5, 2021

6:30 p.m.

Broadcast on the Needham Channel municipal and HD channels, live stream at:

<https://needhamchannel.org>

Please click the link below to join the webinar for Public Comments:

<https://us02web.zoom.us/j/86543262780?pwd=MXRrRHpBemFjODlpT2wrZzh2ZmhQZz09>

Webinar ID: **865 4326 2780** Passcode: **581054** Or One tap mobile :US: +13017158592

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

Needham School Committee

October 5, 2021 6:30 p.m.

Broadmeadow School Performance Center

Next School Committee Meeting: October 19, 2021

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

Meeting accessible for **Public Comments** via Zoom:

<https://us02web.zoom.us/j/86543262780?pwd=MXRrRHpBemFjODlpT2wrZzh2ZmhQZz09>

Webinar ID: 865 4326 2780 Passcode: 581054 Or One tap mobile :US: +13017158592

6:30 p.m. Public Comments

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

6:50 p.m. Superintendent's Comments

7:00 p.m. Consent Items

1. Approve Minutes of the Meeting of August 26, 2021
2. FY22 Budget Transfers
3. Accept Donations
4. Disposal of Surplus Items

Discussion Items

7:05 p.m. Facilities Update

7:35 p.m. Update on Schools and Learning

8:00 p.m. 2021-2022 Superintendent's Goals

8:20 p.m. Action Item

Exempt School Committee Policy KGA to Allow Student Sponsorships in the Hometown Weekly Newspaper

8:25 p.m. School Committee Comments

Information Item

- New England Association of Schools and Colleges Decennial Accreditation Report: September 2021



Needham School Committee

October 5, 2021

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

October 5, 2021

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
Dilin Meloni, Student Representative member of School Committee



Needham School Committee

October 5, 2021

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

October 5, 2021

Agenda Item: **Consent Agenda**

1. Approve Minutes of the Meeting of August 26, 2021
2. FY22 Budget Transfers
3. Accept Donations
4. Disposal of Surplus Items

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

If none removed:

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

Needham School Committee
Minutes of the Meeting
August 26, 2021

Connie Barr, Chairman of the Needham School Committee called the meeting to order at 5:00 p.m. The meeting is streamed live at <https://needhamchannel.org> and accessible via Zoom for Public Comment.

Connie Barr, Chair	Andrea Longo Carter
Matthew Spengler, Vice-Chair	Michael O'Brien
Michael Greis	Aaron Pressman
Elizabeth Lee	
Dilin Meloni (non-voting student member)	

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	Alexandra McNeil
Anne Gulati	

Public Comments

Public Comments

Chairman Barr stated that the School Committee has received a lot of email comments from parents. She stated that some of the major themes were about the plan to have elementary students who are not vaccinated be unmasked during lunchtime and because of the delta variant contagion there is a concern from parents.

Chairman Barr 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 public comments.

School Committee Chair and Subcommittee Update

School Committee
Chair and
Subcommittee
Updates

Chairman Barr stated that it is exciting to think about students, teachers, and staff back in the school buildings engaged in in-person learning. Chairman Barr took a moment to acknowledge the following new school administrators: Andy Garlick, Principal of Broadmeadow Elementary School, Denise Domnarski, Director of Health and P.E., Susannah Hann, Interim Director of Health Services, Pierre Jean, Interim Assistant Principal, and Colin Boisvert, Director of Nutrition Services.

Chairman Barr also took a moment to welcome back several hundred students who were in the remote academy. She stated that the district will continue its focus on health and safety as well as social-emotional learning interventions.

Vice-Chairman Matthew Spengler spoke briefly about subcommittees and school assignments. He noted that School Committee members generally participate in several subcommittees and are liaisons to the schools. He stated that information on subcommittees and school assignments will be available online at www.needham.k12.ma.us in a week.

Superintendent's Comments

Superintendent's
Comments

Superintendent Gutekanst stated that the schools are ready to open, and the school district is in good shape. He stated that over the summer hundreds of staff members worked on different curriculum projects and professional learning opportunities. He also stated that this week 14 kindergarten teachers have been working to prepare for the school year. He stated that the staff has been great about tackling so many different projects and that the School Committee will hear more about them as the fall unfolds.

Superintendent Gutekanst stated that the Town wrapped up a refurbishment of the Pollard gymnasiums last spring and has finished the bathroom projects to make them handicapped accessible. Superintendent Gutekanst stated that with the addition of modular classrooms at the Mitchell Elementary School, there are also new handicap-accessible bathrooms there as well.

Superintendent Gutekanst stated that there is no waitlist this year for school bus transportation. He added that he is pleased that students who need to take the school bus this year will be able to do so. He stated that there are over 1800 students registered for school bus transportation. He also stated that the Needham Times has posted all school bus routes.

Superintendent Gutekanst shared an update on preliminary enrollment. He stated that the School Committee will get an official enrollment report as of October 1 this fall. He stated that generally speaking there is good class size at the elementary level thanks to the School Committee for supporting additional classroom teachers to help mitigate class size concerns. He stated that enrollment is 5560 which is down approximately 220 students from October 1, 2019.

Consent Items

Consent Items

1. Approve Minutes of the Meetings: May 4, 2021, May 18, 2021, June 1, 2021, June 15, 2021, and July 12, 2021
2. FY22 Budget Transfers
3. Approve School Permit User Fees
4. Accept Donations
5. Disposal of Surplus Items

Anne Gulati, Assistant Superintendent for Finance and Operations responded to Chairman Barr's request to give a brief explanation of auction items. Ms. Gulati stated that every year there is an auction of various types of equipment and surplus technology equipment that is either old or broken. She stated that in this case, the auction is for iPads and audio equipment that is five years old or broken and cannot be used in a school environment for the applications that teachers and students use. She stated that under state law the school department is required to auction these items. She added that under School Committee policy the school department is required to seek School Committee approval to place the items up for auction.

Aaron Pressman stated that over 2000 iPads are being auctioned and asked why there are so many. He also asked if charitable organizations were interested in these items.

Ms. Gulati responded that last year a decision was made to extend the life of the technology equipment to ensure there were enough iPads to issue to every student and every staff member. She stated that this extended the life of the equipment beyond what the school department could support and that this is a catch-up of two years worth of disposals. Ms. Gulati also stated that the School Committee has the option to vote to donate equipment to a charitable 501c3 but that one has not been identified or has come forward.

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

DISCUSSION ITEM

Draft FY23 Budget Guidelines

Draft FY23 Budget Guidelines

Dr. Gutekanst introduced this item. He stated that the Draft FY23 Budget Guidelines are being presented for School Committee consideration and will be voted on at the next School Committee meeting. Dr. Gutekanst

reviewed the Budget Calendar and Budget Priorities with the Committee. This document is available online at www.needham.k12.ma.us. Discussion followed.

Facilities Update: Facilities Master Plan & School Administration /Operations

Facilities Update:
Facilities Master
Plan & School
Administration
/Operations

Dr. Gutekanst introduced this item. He stated that throughout the summer months, there have been ongoing conversations with a broad-based Facilities Financing Working Group (representing the Select Board, Permanent Public Building Committee, Finance Committee, Community Preservation Committee, and the School Committee) about the School Facility Master Plan and the potential renovation of the Emery Grover building for school administration and operations. Dr. Gutekanst shared key activities that have occurred over the past year for both projects. He stated that he has asked Dore and Whittier Architects Inc. to extend their study and consider the financing plan from Needham's Finance Director and propose an updated timeline and options for the Mitchell School and Pollard Middle School. Dr. Gutekanst stated that on August 18th the Finance Committee voted to approve a reserve fund transfer to pay for the Pollard/Mitchell School updated construction options and timeline. He stated that Dore and Whittier Architects Inc. are now at work and that he will convene another broad base facilities working group that will work with the architect to present the revised plans in late spring.

Dr. Gutekanst stated that over the summer the same broad base facilities working group also talked about the Emery Grover Building. He stated that tonight he is recommending that the School Committee vote on an article requesting design funds for a potential renovation of the Emery Grover Building at the October 25th Special Town Meeting. He noted that discussions are still ongoing among the Finance Committee, the Select Board, the Permanent Public Building Committee, and the School Committee. Dr. Gutekanst stated that there is a very short time frame to get this information to the Select Board in time for the October Special Town Meeting. Dr. Gutekanst pointed out that the Emery Grover Building is home to school operations with 42+ employees and serves as a hub for school services to the community. He described critical problems that have existed for years. He noted that there have been 7 Town of Needham Facility/School Master Plan studies over 30 years and renovating the building has been recommended each time. He stated that the overall structure of the building is sound. He described the inefficiencies of building interior and systems. He also described essential services provided in the Emery Grover Building. Dr. Gutekanst described options that include reduction of scope and cost of the project or leasing school administration/operation space within the Town. Discussion followed.

Petition to Approve Private School

Petition to
Approve Private
School

Dr. Gutekanst introduced this item. He stated that the Needham Montessori School is requesting approval for the expansion of their current program to include students ages 6 through 9 (grades 1-3). He stated that advisory from the Massachusetts Department of Elementary and Secondary Education states: "In order to educate students of compulsory school age (6-16) in Massachusetts, a private school, including a school with a religious affiliation, must obtain the approval of the school committee of the city or town in which the school is located. The Massachusetts compulsory school attendance law, General Laws c. 76, § 1, sets the standard by which school committees must evaluate private schools. The pertinent section provides as follows: 'For the purposes of this section, school committees shall approve a private school when satisfied that the instruction in all the studies required by law equals in thoroughness and efficiency, and in the progress made therein, that in the public schools in the same town; but shall not withhold such approval on account of religious teaching...' A private school located in a town is required to seek approval

from the school committee of that town, whether or not children from the town attend the school. A school committee's approval under G.L. c. 76, § 1, means that Massachusetts children attending the private school may do so without violation of the compulsory attendance law. School committee approval is neither an evaluation of program quality nor an endorsement of any particular school."

Dr. Gutekanst stated that the Needham Montessori School has submitted all necessary paperwork that satisfies the criteria from the Massachusetts Department of Elementary and Secondary Education. He also stated that Terry Duggan, Assistant Superintendent for Student Learning as reviewed their curriculum plan, and Mary Lammi, Assistant Superintendent for Student Support Services as had an opportunity to look at their proposals for supporting students. He added that he has toured the school and he has talked with the head of the school. He stated that the School Committee will be asked to vote its approval at a meeting in September. Discussion followed.

Opening of School Update

Opening of School Update

Dr. Gutekanst opened this item for discussion. He stated the district continues to emphasize and prioritize the health and safety of all students and staff. He also stated that the Joint Committee for Health and Safety is recommending, based on recent state guidance, that all students and staff, PreK-12, wear appropriate face coverings on buses, in all school buildings and classrooms. He added that during the first two weeks of October, and consistent with state guidelines, the Joint Committee on Health and Safety will re-evaluate the need for and efficacy of grades 7-12 vaccinated students and staff to continue to wear face coverings in school during the school day. He stated the Joint Committee will consider the health and safety situation both statewide and locally to determine if face coverings can be optional for vaccinated individuals. He stated that the Town will ensure buildings are kept clean and maintained throughout the summer and into the new school year. He added that the focus on maintaining ventilation protocols will continue. He stated that no visitors will be allowed in buildings while school is in session until November 1. He described school cafeteria student distancing. He stated that the Joint Committee on Health and Safety is assessing the efficacy of providing surveillance testing to students and/or staff for school years 21-22. He stated that the district plans to implement the "Test and Stay" program, which will allow asymptomatic close contacts exposed at school to remain in school in place of quarantine as long as they are asymptomatic, wear masks at all times, and take a rapid antigen test on each school day through day 7 from the date of the exposure and receive a negative result. He stated that teachers, staff, counselors, curriculum leaders, nurses are preparing to ensure they have the strategies they need to support students. Discussion followed.

ACTION ITEM

Approve School Committee Policy DJH Purchasing Cards (P-Cards)

Approve School Committee Policy DJH Purchasing Cards (P-Cards)

Upon recommendation of the Superintendent that the Needham School Committee approves Policy DJH Purchasing Cards (P-Cards) as submitted. The motion was moved by Michael Greis and seconded by Michael O'Brien. The motion carried; the vote was 7-0-0.

A motion
was
made:

Approve School Committee Policy EBCFA Face Coverings Revision 2

Approve School Committee Policy EBCFA Face Coverings Revision 2

Upon recommendation of the Superintendent that the Needham School Committee approves Policy EBCFA Face Coverings Revision 2 as submitted and effective August 30, 2021.

The motion was moved by Michael Greis and seconded by Elizabeth Lee. Discussion

A motion
was
made:

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

Approve October 2021 Special Town Meeting Warrant Article Request

Approve October
2021 Special Town
Meeting Warrant
Article Request

Upon recommendation of the Superintendent that the Needham School Committee votes to request that the following article be placed on the October 2021 Special Town Meeting warrant:

ARTICLE XX: APPROPRIATE FOR EMERY GROVER RECONSTRUCTION/ RENOVATION DESIGN

To see if the Town will vote to raise, and/or transfer and appropriate the sum of \$1,475,000 for engineering and design of renovation of and addition to the Emery Grover Building and associated grounds, including the temporary use of the Hillside School as swing space and the creation of off-site parking at the Stephen Palmer Building, as well as costs incidental or related thereto, to be spent under the direction of the Permanent Public Building Committee and Town Manager, and to meet this appropriation that the Treasurer, with the approval of the Select Board, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

A motion was made: The motion was moved by Michael Greis and seconded by Andrea Longo Carter.
Discussion
The motion carried; the vote was 7-0-0.

School Committee Comments

School Committee
Comments

Chairman Barr stated that the next School Committee meeting will take place on September 14, 2021, at 5:00 pm and will end the meeting in time to attend the Select Board Meeting to discuss the above-referenced warrant article.

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>2021-2022

At approximately 7:15 p.m., a motion was made to adjourn the School Committee meeting of August 26, 2021.

Adjournment

A motion was made: The motion was moved by Michael Greis and seconded by Elizabeth Lee.
The motion carried; the vote was 7-0-0.
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Respectfully submitted by Cheryl Gosmon, Note Taker

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: October 5, 2021

Item Title: ***FY 2021/22 Budget Transfers***

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

Salaries	\$200,000
Purchase of Service/Expense	(\$200,000)
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.

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 FY22 Operating Budget.

School Committee (circle one)

Action Information Discussion Consent Calendar

Central Administrator Town Counsel Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Anne Gulati
Assistant Superintendent for Finance & Operations

G/L ACCOUNT #	DESCRIPTION	DEBIT	CREDIT	NET
<u>SALARIES</u>				
0001.3122.005.10.2305.099.99.520.010.5110.300.01	SALARY RESERVE SALARIES PERMANENT	\$200,000.00		200,000.00
N/A	N/A	-	-	-
	SUBTOTAL SALARIES	200,000.00	-	200,000.00
<u>PURCHASE OF SERVICE & EXPENSE</u>				
0001.3630.005.21.2452.040.99.520.030.5525.300.05	ED TECH - BRM - INSTR HDWRE STAFF DEVICES - INSTR		12,500.00	(12,500.00)
0001.3630.005.22.2452.040.99.520.030.5525.300.05	ED TECH - ELI - INSTR HDWRE STAFF DEVICES - INSTR		12,500.00	(12,500.00)
0001.3630.005.23.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH		12,500.00	(12,500.00)
0001.3630.005.23.2452.040.99.520.030.5525.300.05	ED TECH - WILL - INSTR HDWRE STAFF DEVICES - INSTR		12,500.00	(12,500.00)
0001.3630.005.24.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH		12,500.00	(12,500.00)
0001.3630.005.24.2452.040.99.520.030.5525.300.05	ED TECH - MIT - INSTR HDWRE STAFF DEVICES - INSTR		12,500.00	(12,500.00)
0001.3630.005.25.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH		12,500.00	(12,500.00)
0001.3630.005.25.2452.040.99.520.030.5525.300.05	ED TECH - NEW - INSTR HDWRE STAFF DEVICES - INSTR		12,500.00	(12,500.00)
0001.3630.005.26.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH		37,500.00	(37,500.00)
0001.3630.005.26.2452.040.99.520.030.5525.300.05	ED TECH - HGH ROCK - INSTR HDWRE STAFF DEVICES - I		12,500.00	(12,500.00)
0001.3630.005.30.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH		12,500.00	(12,500.00)
0001.3630.005.30.2452.040.99.520.030.5525.300.05	ED TECH - POLL - INSTR HDWRE STAFF DEVICES - INSTR		12,500.00	(12,500.00)
0001.3630.005.40.2451.040.99.520.030.5525.300.05	ED TECH ED SUPPLIES - INST TECH		12,500.00	(12,500.00)
0001.3630.005.40.2452.040.99.520.030.5525.300.05	ED TECH - NHS - INSTR HDWRE STAFF DEVICES - INSTR		12,500.00	(12,500.00)
N/A	N/A	-	-	-
	SUBTOTAL PURCHASE OF SERVICE & EXPENSE	-	200,000.00	(200,000.00)
<u>CAPTIAL</u>				
N/A	N/A	-	-	-
	SUBTOTAL CAPITAL	-	-	-
	GRAND TOTAL	200,000.00	200,000.00	-

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ **Date:** September 21, 2021

Item Title: Approve School Department Donations

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

- | | |
|---|------------|
| • Michael F. DeFazio donation towards the Needham High School Michael DeFazio Family Memorial Scholarship | \$3,000.00 |
| • Online fundraising of Sweatshirts to support NHS Student Council at Large | \$2,000.00 |
| • Online fundraising of Masks to support the NHS Student Council at Large | \$25.00 |
| • Online fundraising of Spirit Wear to support the NHS Student Council at Large | \$30.00 |
| • Online fundraising of Water Bottles to support the NHS Student Council at Large | \$10.00 |

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

Director of Financial Operations

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ **Date:** October 05, 2021

Item Title: **Approve School Department Donations**

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

	<u>Est. Value:</u>
• Ms. Majorie Nealon-Seibert, Wellesley Hills, donation of Upholstery tools to NCE	\$50.00
• Mrs. Rose Rom, Ridgewood, NY donation to NHS Robotics Club in memory of Alex Weisenbach	\$50.00
• Mrs. Terry Huber, Douglaston, NY donation to the NHS Robotics club in memory of Alex Weisenbach	\$20.00
• Touchdown Club of Needham, Needham, MA to support the Class of 2022	\$100.00
• Online fundraising of Sweatshirts to support NHS Student Council at Large	\$1,800.00
• Online fundraising of Masks to support the NHS Student Council at Large	\$10.00
• Online fundraising of Spirit wear to support the NHS Student Council at Large	\$45.00
• Bake Sale to support the NHS Class of 2024	\$174.36
• Birthday Book donations by various Sunita Williams parents (112) to support the Media Center	\$2,642.00

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

Director of Financial Operations

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: October 5, 2021

Item Title: **Disposal of Surplus: Information Technology Center**

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

From Information Technology Center

- 28 Obsolete Smart Boards
- 2 Obsolete Document Cameras
- 40 Obsolete Projectors
- 15 Obsolete Pieces of Assorted AV Equipment
- 2 Obsolete TV Carts

The projectors and cameras were advertised as part of the technology auction earlier this year, but were not purchased. The other equipment has no estimated value.

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

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

Rationale:

Implementation Implications:

Supporting Data: None.

School Committee (circle one)

Action	Information	Discussion	<u>Consent Calendar</u>
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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

Assistant Superintendent for Finance & Operations

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: October 5, 2021

Item Title: **Disposal of Surplus: Broadmeadow, Eliot, Williams, Mitchell, Newman, Emery Grover**

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

From Broadmeadow Elementary School

- 60 Pieces of Outdated Think Math! Curriculum Material

From Eliot Elementary School

- 43 Pieces of Outdated Think Math! Curriculum Material
- 263 Outdated and Damaged Library Books

From Williams Elementary School

- 146 Pieces of Outdated Think Math! Curriculum Material

From Mitchell Elementary School

- 129 Pieces of Outdated Think Math! Curriculum Material

From Newman Elementary School

- 144 Pieces of Outdated Think Math! Curriculum Material

From Emery Grover

- 159 Pieces of Outdated Think Math! Curriculum Material

From Information Technology Center

- 33 Obsolete Smart Boards
- 6 Obsolete Document Cameras

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

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

Rationale:

Implementation Implications:

Supporting Data: None.

School Committee (circle one)

Action

Information

Discussion

Consent Calendar

Central Administrator

Town Counsel

Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance & Operations



Needham School Committee

October 5, 2021

Agenda Item: **Discussion**

Facilities Update

Background Information:

- Updated information from Dore & Whittier relative to the School Facilities Master Plan is included and will be shared with the School Committee.
- Updated information about the Emery Grover renovation project is also included.

Person(s)Available for Presentation:

Mr. Donald Walter, Principal, Dore & Whittier Architecture
Mr. Jason Boone, Dore & Whittier Architecture
Ms. Michelle Rogers, Dore & Whittier Architecture
Mr. Steven Popper, Town of Needham Director of Design & Construction
Mr. Hank Haff, Town of Needham Senior Project Manager



School Administration & Operations Renovation Update

Needham School Committee
October 5, 2021



What is the status of the request to address the need for appropriate, safe and accessible space for NPS school administration & operations?

- Since July, school administrators have been working with the designer, PPBC, and Town officials to reconsider the scope and costs of the project.
- The proposed scope of the project has been **reduced from 34,717 s.f.(+/-) to 21,108 s.f.(+/-)** by creating more shared work/office space; keeping IT at existing school locations; and ensuring space for hybrid work and staff.
- The total and proposed cost has been **reduced from \$28.6 million to \$20.875 million**; the project is still eligible for CPA funding. The total and proposed cost includes funds to retrofit Hillside for EG staff during the period of construction.
- The reduced scope has a much smaller footprint and **still provides critical space for essential and in person staff and family services**, including curriculum & instruction, student support services, transportation, nutrition, community education, human resources, finance, and production services.



What are the other options for providing space for school administration and operations?

- **Leased Space** - is a consideration but the cost per square foot (\$40 to \$45 or more in 2020) with a gross square foot of 20,000 would range from \$800,000 to \$900,000 per year plus initial fit out costs of approximately \$1.6 to 3 million.
- **Selling** the EG Building - A recent analysis by a Needham-based developer says the parcel is worth about \$2.1 million; there are obstacles to selling, including possible opposition by citizen groups and Town boards.
- **Moving** to another site in town was studied and is not feasible.
- **Relocating** to a school is not possible due to space constraints in each school.



What are the other options for providing space for school administration and operations?

- **Hillside** - The PPBC asked BH+A to estimate the costs of relocating school administration & operations to Hillside and to estimate the cost of tearing down the existing EG Building and constructing a new one on the parcel.

A summary of their findings:

- Demo/New Construction at 1330 Highland Avenue \$21,829,000
- Demo/New Construction at Hillside School
\$22,627,000*
- Demo/New & IT at Hillside
\$26,906,000*
- Partial Demo/Renovation at Hillside with IT
\$27,464,000*

*None of these options are eligible for possible CPA funding; If one of the



What happens if the October 25th Special Town Meeting discusses and approves design funds for a renovation at EG as proposed in the warrant article?

- The architect and PPBC will get to work on planning and designing appropriate, cost effective, and necessary modifications to Hillside to accommodate school administration and operations during the period of an EG renovation. Additionally, the architect and PPBC will finalize a design and final costs for a renovated EG Building.
- The school administration will submit an application for possible Community Preservation Act (CPA) funds by December 1st.
- The School Committee would then request construction funds at the May 2022 Town Meeting; if successful, continued design, planning, and construction bidding would occur.
- A renovated EG Building for school administration and operations could open in 2024.

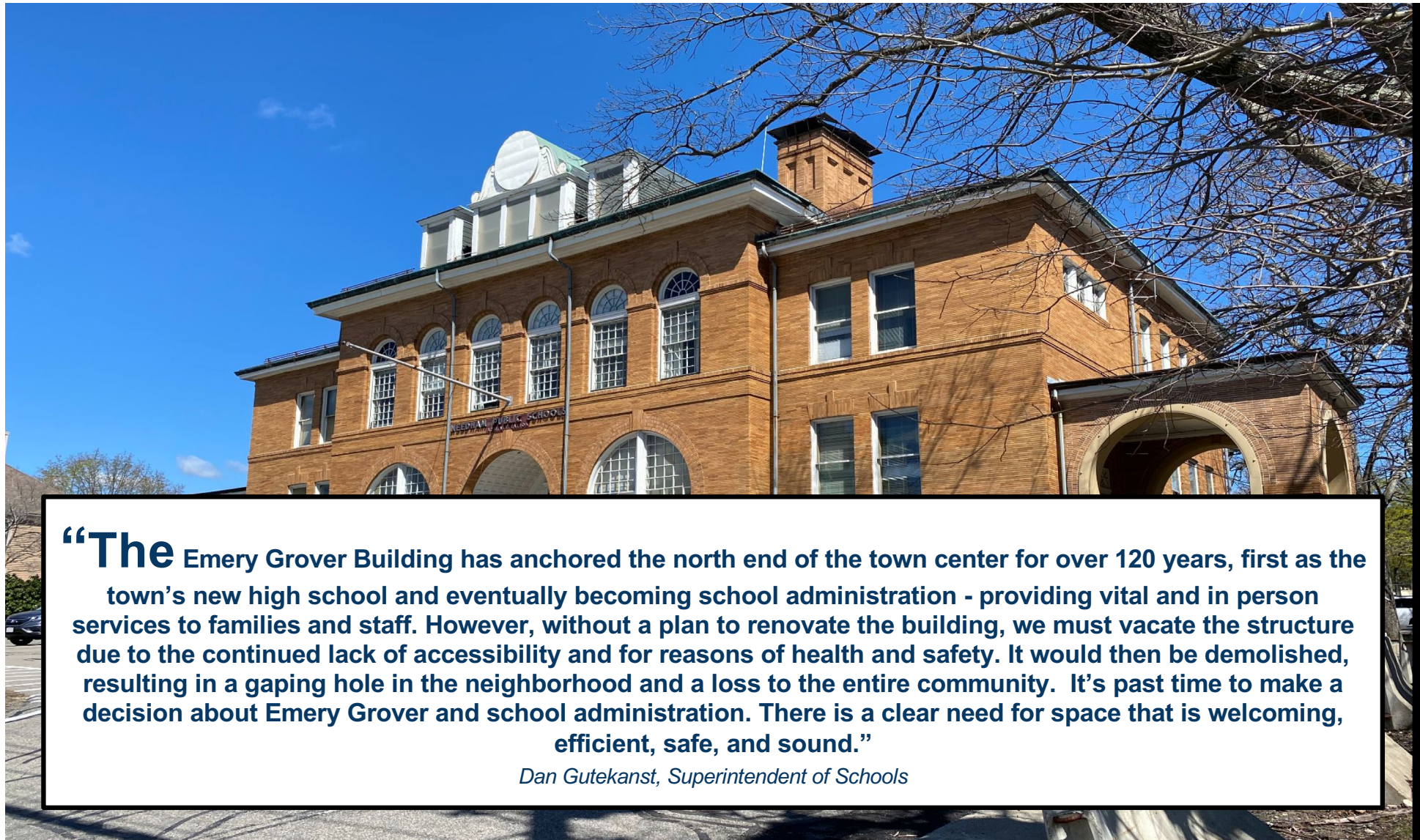


What happens if the October 25th Special Town Meeting does not approve funds for the Emery Grover design?

- The superintendent will recommend to the School Committee that we abandon the building within the year and secure appropriate and leased space.
- The superintendent will also include in the FY23 budget plan a request for \$900,000 for leased space plus an estimated \$2.0 million to fit out the leased space. These funds would be in addition to other school operating requests.



Given the substantial analysis, feedback, background work, reduction of scope & costs, and due diligence that has accompanied this feasibility study, the Superintendent has concluded that a historic renovation of the Emery Grover Building for school administration and operations is not only the most practical and cost effective, it is the best solution for Town Meeting to consider.



“The Emery Grover Building has anchored the north end of the town center for over 120 years, first as the town’s new high school and eventually becoming school administration - providing vital and in person services to families and staff. However, without a plan to renovate the building, we must vacate the structure due to the continued lack of accessibility and for reasons of health and safety. It would then be demolished, resulting in a gaping hole in the neighborhood and a loss to the entire community. It’s past time to make a decision about Emery Grover and school administration. There is a clear need for space that is welcoming, efficient, safe, and sound.”

Dan Gutekanst, Superintendent of Schools

SCHOOL MASTER PLAN
EXTENSION STUDY



Town of Needham Master Plan Extension Study

Scope & Schedule

8/30/2021

Study Goals

Explore Variations to Master Plan Findings:

- Resolve capacity & facilities issues at Mitchell
- Resolve facilities issues at Pollard
- Resolve capacity issues at High Rock
- **Lower financial investment up front and stretch remaining investment over time**

Key Explorations

- Detached (free-standing) building at Pollard to allow 6th grade to relocate from High Rock
- Better understand the impact of COVID on enrollment forecasts
- Variations to Status Quo Scenario
- New Status Quo Scenario

Scope / Tasks

1. Form a Working Group
2. Form a MS Programming Group
3. Develop a MS Space Summary
4. Prepare Options for Free-Standing Concept at Pollard w/ Cost Estimates and Time lines based on two models :
 - MSBA Participation
 - No MSBA Participation
5. Prepare Option for Variation of Status Quo w/ Cost Estimates and Time line
6. Prepare Option for New Status Quo w/ Cost Estimates and Time line
7. Review Updated Enrollment Forecasts
8. Update district-wide capacity analyses
9. Draft Report
10. Final Report

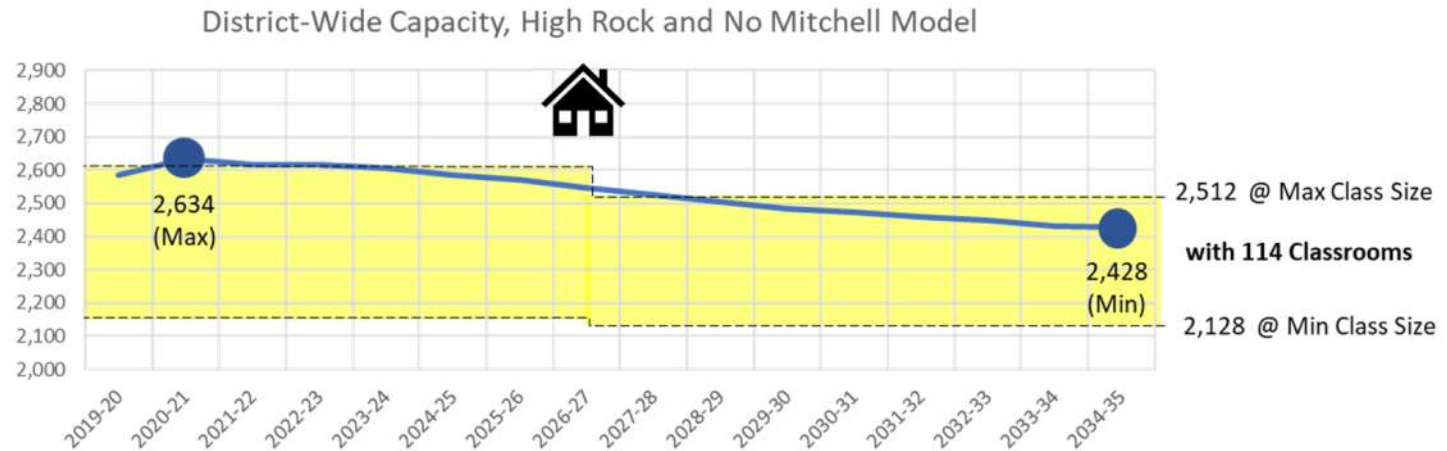
Schedule

Early Sept 2021	Project Kick-off and Establish Groups
Mid Sept 2021	Planning & Programming Meetings
Early Oct 2021	Development of Options
Late Oct 2021	Development of Timelines and Cost Estimates
Early Nov 2021	Presentation of Options, Cost Estimates, and Timelines
Late Nov 2021	Draft Presentation of Findings to PPBC
Early Dec 2021	Review of Updated Enrollment Forecast
Early Dec 2021	Updated Capacity Analysis
Mid Dec 2021	Final Presentation of Findings to PPBC

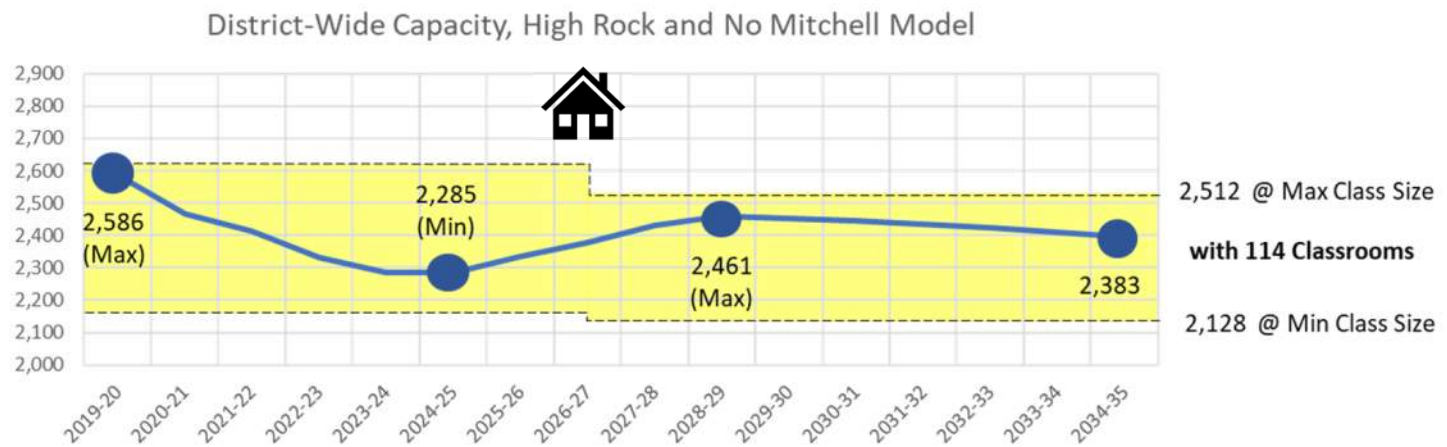
Questions

8/30/2021

2019 forecast



2020 forecast

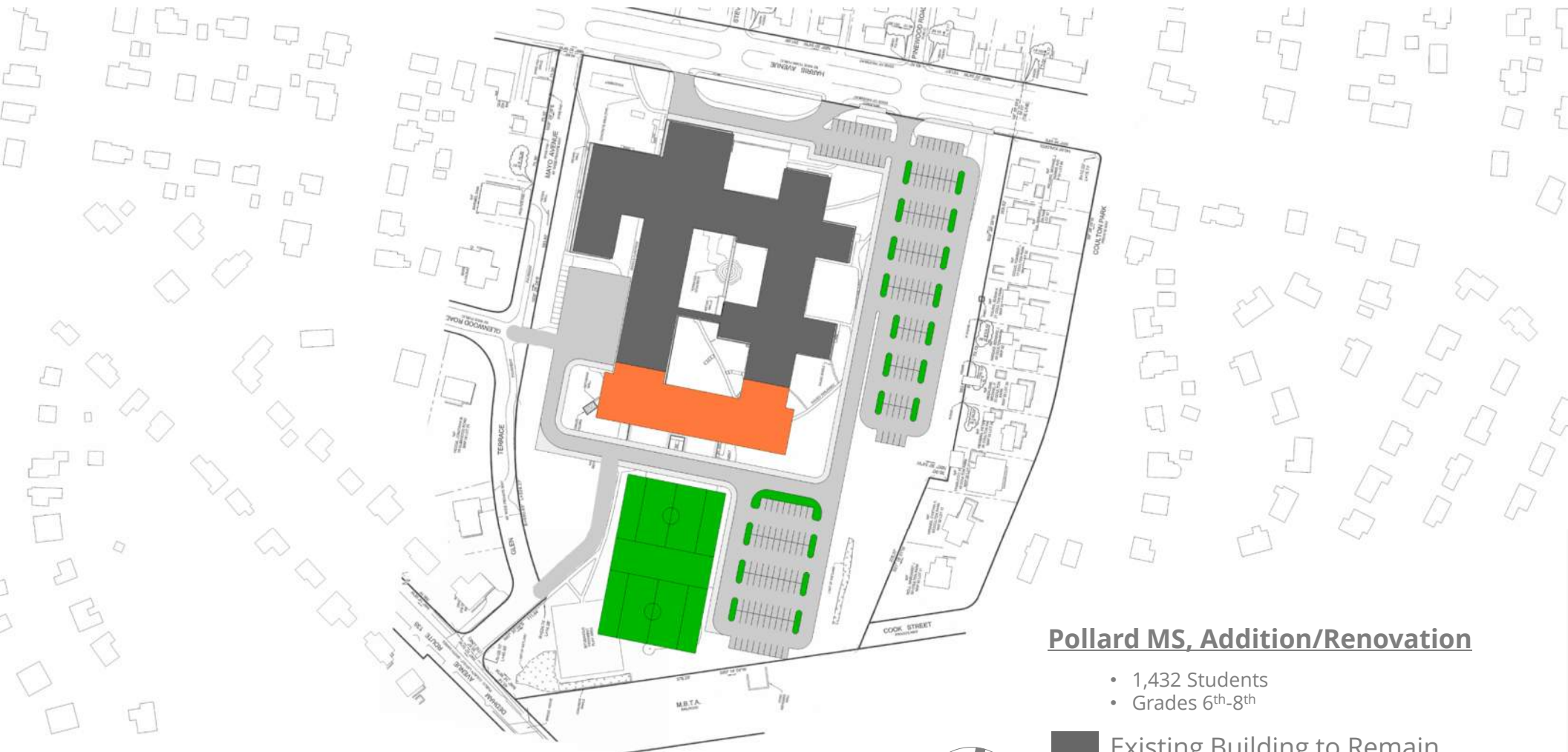


— Enrollment Forecast

Capacity Range






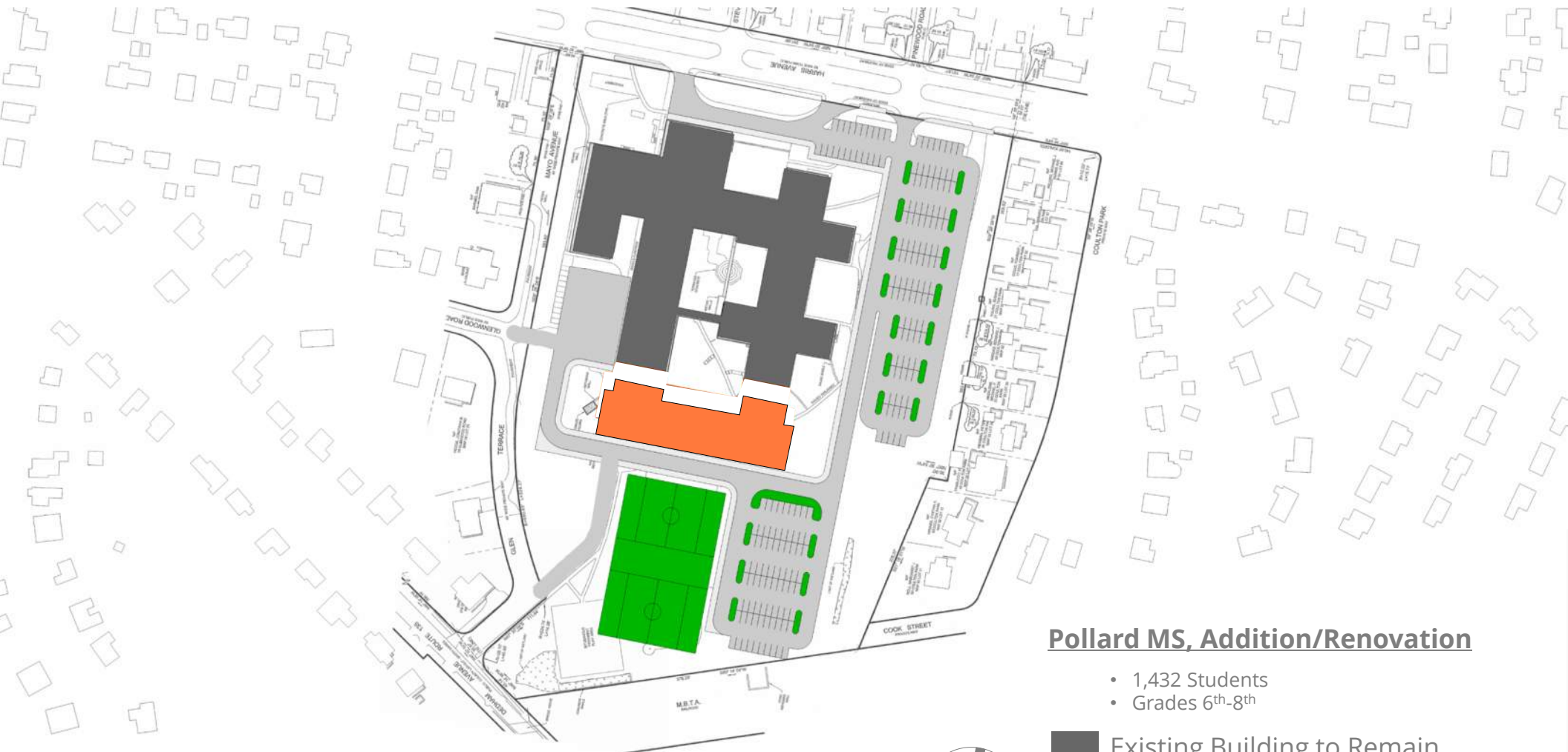
Completion of Projects



Pollard MS, Addition/Renovation

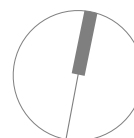
- 1,432 Students
- Grades 6th-8th




-  Existing Building to Remain
-  New 80,000 GSF Addition
-  Replicated Playfield



Pollard MS, Addition/Renovation

- 1,432 Students
- Grades 6th-8th



-  Existing Building to Remain
-  New Free-standing Building
-  Replicated Playfield

*Permanent Public Building
Committee Memo*

*Detailing Costs of
School Administration
and Operations*



**Permanent Public Building Committee
Building Design & Construction Department
Town of Needham**

500 Dedham Avenue
Needham, MA 02492
781 455-7550
781 453-2510 fax

September 30, 2021

Dr. Dan Gutekanst, Superintendent
Needham Public Schools
1330 Highland Ave
Needham, MA 02492

Dear Dr. Gutekanst:

The School Administration requested that the PPBC explore additional alternatives to the Emery Grover Feasibility Study based on a reduced space program requirement. This new body of work adds to an extensive set of analyses evaluating alternative locations for School Administration, that focus on the Emery Grover site and the Hillside School site. The designer, BH+A, worked with the School Administration to refine the program and retest the fit for an “apples to apples” comparison at these sites that include renovation or demolition and new construction.

The PPBC has reviewed this new analysis which is based on the options produced in the June 2020 Feasibility Study. In the June 2020 Feasibility Study, there were six options provided along with Feasibility Stage cost estimates. BH&A's work covered a wide range of sites, program needs, configurations, and property usage, plus the potential disposition of Emery Grover in the event School Administration takes up space elsewhere. The current analysis provides five additional Options on building location, renovation or new construction and associated cost according to the School Administration's reduced operational program needs.

The School Committee, School Administration, Finance Committee, Select Board, Community Preservation Committee all appear to agree that continued occupation of the Emery Grover building in its current state is not acceptable and the deferred maintenance over the past 30+ years requires action now. The Town now has multiple options to evaluate and select a direction for providing the School Administration with operational facilities they so desperately need and deserve for the purposes of delivering school programs for the Town. The new options range in price from \$20,875,000 to \$27,464,000 as noted on the attached documents. It is clear with the competing needs, historical building preservation desires, and financial constraints within Town budgets there are trade-offs to each option.

The PPBC believes that the School Administration, School Committee, Finance Committee, and Select Board now have a very comprehensive set of options for discussing and selecting an approach to support School Administration. PPBC is available to address any questions from the analysis however, BH&A along with the Building Design and Construction Department are well-positioned to address questions as well.

September 30, 2021

You have participated as a User Representative for the project at the PPBC. We thought that the consolidation of the recent information in a single place would be beneficial to the School Administration and School Committee to recommend a path forward on the project.

The following attachments are included:

1. School Administration Operations (EG Feasibility Study)
2. School Administration Options Summary (Based upon revised programming)
3. BH+A Memo – September 24, 2021
4. Emery Grover Renovation – Cost Summary (Based upon revised programming)
5. School Admin. Detailed Design – STM -Oct. 2021 – breakdown of design costs

Sincerely,



Steven Popper, Director
Building Design and Construction Dept.

cc. Stuart Chandler, PPBC Chair
Hank Haff, BD&CD

Attachment #1

School Administration Operations

(EMERY GROVER FEASIBILITY STUDY)

- Commissioned in 2019 to look at options for housing of School Administration Operations
- Concluded, after development of program and review of available sites, that current 1330 Highland Avenue and Hillside School were only reasonable options
- Developed several detailed cost options for 1330 Highland Avenue
 - o Demo/New \$26,156,000
 - o Reno/Addition* \$25,885,000
 - o Reno/Addition rotated* \$27,095,000

* CPA eligibility +/- \$13 with \$6M likely
- Revised program space requirements based on considerations for combining functional needs, open floorplan, and removal of IT
- Looked at resulting options:
 - o Renovation of Emery Grover* \$20,875,000
 - o Demo/New at 1330 Highland Ave \$21,829,000
 - o Demo/New at Hillside School \$22,627,000
 - o Above with IT \$26,906,000
 - o Partial Demo/Reno at Hillside School with IT \$27,464,000

*CPA eligibility +/- \$17M with \$6M likely

Attachment #2

School Administration Options

Summary

based on revised programming

Base ⁽¹⁾	- Emery Grover Renovation	\$20,875,000
Option 1A ⁽²⁾	- New Building on Highland	\$21,829,000
Option 6A ⁽³⁾	- New Building at Hillside	\$22,627,000
Option 6A ¹ ⁽⁴⁾	- Option 6A with IT	\$26,906,000
Option 6B ⁽⁵⁾	- Renovate Hillside with IT	\$27,464,000

(1)	<ul style="list-style-type: none"> • Full Renovation of 21,385 sq.ft. (includes attic) of existing building • Maintain National Register of Historic Places listing and oldest municipal building in Needham • Eligible (-\$18M) for CPA funding with \$6M likely • Allows for staff to move out of existing building by end of 2022 and relocated back in Emery Grover September 2024
(2)	<ul style="list-style-type: none"> • Demolition of existing Emery Grover and building of new 2-story 18,000 sq.ft. building • Allows for staff to move out of existing building in 2023 and relocate back in new building 2025
(3)	<ul style="list-style-type: none"> • Complete demolition of existing Hillside School and building of new 2-story 18,000 sq.ft. building • Requires considerations for soil abatement of contaminated site • Allows for staff to move out of existing building in 2025
(4)	<ul style="list-style-type: none"> • Same as Option 6A with 5,000 sq.ft. added for IT
(5)	<ul style="list-style-type: none"> • Demolition of a portion of Hillside School and renovating remainder with 23,000 sq.ft. refitted space • Requires considerations for soil abatement of contaminated site • Allows for staff to move out of existing building in 2024



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Architecture | Planning | Interior Design

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memo

to: Steve Popper & Hank Haff
from: Joel Bargmann
date: September 24, 2021
project name & number: Needham School Administration offices: Three New Alternatives
subject: **NOTES FOR THE NEW OPTIONS**
cc: Deborah Robinson

Attached are four cost analysis for the new alternatives requested by the School Administration on behalf of various inquiries. These options are in addition to those contained in the previously completed Emery Grover Feasibility Study from June 2020 and the Program Reset prepared in August 2021. The new options utilize the reduced program areas established in the "Program Reset". The option numbers relate the options to the schemes referenced in the 2020 study. The new schemes are as follows.

Option 1A consists of the demolition of the existing Emery Grover building and construction of a new 18,000 square foot building at 1330 Highland Avenue. During the time that the new project is constructed, School Administration would temporarily relocate to the Hillside School. Renovations to enable this interim use are included in the cost estimate (as provided by the cost estimator CHA).

The new School Administration building would be two stories. The site plan would be similar to the site plan where the Emery Grover building is reused with parking at the rear on the lot parallel to Oakland Avenue. The building would front on Highland Avenue. The site is prominent in Needham and thus, this option includes a construction cost appropriate for what is termed an "aspirational building". Architectural fees are slightly lower than the reuse option due to the removal of various uncertainties when constructing a new building.

Demolition of the Emery Grover Building will trigger a Town of Needham demolition delay due to the historic nature of the existing building. We anticipate that resolving this issue will add at least six months to the project timeline and thus, the escalation factor for this option was increased to 7.5%.

Renovation of the existing building does not allow for on-site solar panels either on the roof of Emery Grover or as a solar canopy over the parking area (the existing roof shape is not conducive to attachment of solar panels). Comparing schemes as "apples to apples," we did not include solar panels on the roof of the new building. However, solar panels could be accommodated in the new construction building and, should they be added to 4,000 sf of roof area, the estimated project cost increase would be \$480,000.

A construction duration of 18 months was utilized for this scenario.



Option 6A consists of the complete demolition of the Hillside School building and replacing it with a new building that is also 18,000 square feet in area. As part of the demolition, the estimate assumes off-site removal of contaminated soil to a depth of 4.5 feet below the existing floor slabs on grade. This depth is required by the footing depths as well as the exiting trenches and tunnels below the existing building. It is assumed for purposes of this study that the building will occupy area within the footprint of the previous building. A ventilated plenum would be constructed below the first level of the new building to enable any off gassing from the soil that may pass through the containment slab to be ventilated outside of the building. The estimate also includes hazardous materials abatement as identified in a previous Town of Needham report.

This option requires only one move by the School Administration assuming that they remain in the Emery Grover building for the design and construction duration. The total project cost includes a cost for interim repairs and contingency repairs required or projected at the building during this interim period. This would include items such as roof leak and HVAC repairs required to enable use of the building. This would not include major capital costs such as window replacement that would be forfeited when the building is demolished.

Comparing schemes as "apples to apples," solar panels on the roof of the new building are not included in the cost estimate. However, solar panels could also be accommodated with this option. A 4,000sf array has an estimated project cost increase of \$480,000.

The start of building construction for this option is extended to account for the time to demolish the existing building, contend with soil stockpiling, testing and removal. The escalation factor from now until the start of construction is therefore increased to 7.5%. (A demolition, abatement and construction duration of 24 months was utilized for this scenario).

Option 6A' is the same as Option 6A but it includes addition area for the School Administration IT department. The new building would increase to 23,000sf to house this department. The IT department receives bulk deliveries of computer and other equipment and thus needs a loading dock accessible by a semi-trailer delivery truck. This size vehicle cannot currently be handled at the Emery Grover site. To fairly compare "apples to apples" for the two sites, Option 6A's program is a direct match to Option 1A.

Comparing schemes as "apples to apples," solar panels on the roof of the new building are not included in the cost estimate. However, solar panels could be accommodated with this option. A 4,000 sf array has an estimated project cost increase of \$480,000.

The start of building construction for this option is extended to account for the time to demolish the existing building, contend with soil stockpiling, testing and removal. The escalation factor from now until the start of construction was therefore increased to 7.5%. (A demolition, abatement and construction duration of 24 months was utilized for this scenario).

Option 6B consists of complete renovation of the original 1959 Hillside School building for School Administration use. This option includes demolition of the 1997 modular classrooms and the 1968 addition. This would retain approximately 19,000 square feet on the upper level and 12,000 square feet on the lower level for reuse by School Administration. In this option, the IT department could be housed in the renovated space.

Needham School Administration Offices
September 24, 2021
Page 3

As part of the demolition scope, the estimate assumes off-site removal of contaminated soil to a depth of 4.5 feet below the existing floor slabs on grade for buildings that are demolished. It also assumes that the existing slab on grade area below the building to be retained will be removed along with the contaminated soil to a depth of 4.5 feet. The unit costs for soil removal are adjusted as this work has to be done within the existing structure with small equipment. There would be a new ventilated plenum system consisting of a slab on grade over a vapor barrier and structural slab at the first floor level. This will cover soil under these remaining slabs on grade areas and allow any off gassing to be ventilated to the exterior. The estimate also includes hazardous materials abatement as identified in a previous Town of Needham report.

Comparing schemes as "apples to apples," solar panels on the roof of the new building are not included in the cost estimate. However, solar panels could be accommodated with this option. A 4,000 sf array has an estimated project cost increase of \$480,000.

The start of building construction for this option is extended to account for the time to demolish the existing building, contend with soil stockpiling, testing and removal. The escalation factor from now until the start of construction was therefore increased to 7.5%. (A demolition, abatement and construction duration of 24 months was utilized for this scenario).

The architectural and engineering fees for this option are adjusted to reflect the complexity of working with the existing building. The existing building is not listed in Needham as a structure that would trigger a demolition delay.

SUMMARY

The Total Project Cost for the options is as follows (rounded totals).

Option 1A:	New Building at Emery Grover Site	\$21,829,000
Option 6A:	New Building at Hillside School Site	\$22,627,000
Option 6A':	New Building with IT at Hillside School Site	\$26,906,000
Option 6B:	Partial Renovation at Hillside School	\$27,464,000

Notes:

1. The cost differential for a new building on the Emery Grover site versus on the Hillside School site is intentional. The Emery Grover site is a major site in downtown Needham and a public building on this site would have greater aspirations than a building on the more remote Hillside site. A cost premium of 15% was used for the Emery Grover site to cover the difference in materials and detail.
2. The ventilated plenum cost is different for the new building than the existing building due to the slab on grade being included in the cost of the new construction. The slab on grade for the ventilated plenum in the renovation scheme is added to the cost of the plenum in this option.
3. The soil removal cost is more expensive below the existing building due to the inability to use heavy equipment for this work due to the confined quarters inside the building.

TOTAL PROJECT COST WORKSHEET		Option 1A
HARD COST		Demolish Emery Grover & Replace with New Building
Construction Cost		
Construction Cost Estimate includes abatement temporary improvements at Hillside Elementary School		16,289,217
IT, MDF room		inc. above
Solar panels on south face of existing roof		100,000
Utility Back Charge		see notes
		35,000
Furniture, Fixtures & av Equipment		500,000
Hard Cost Subtotal		\$16,924,217
SOFT COST		
Permits & Approvals		
Planning Board Site Plan Approval (peer review)		3,000
Architecture & Engineering		
Architect & Engineer (% of construction cost: renovation) 8.5%		1,393,083
A&E Reimbursables		25,000
FF&E Specification & Purchasing 10%		50,000
Hazmat (inspection, specification, demolition monitoring)		25,000
Environmental (LSP for soil, ground water and soil vapor)		not required
Geotechnical Engineer		15,000
Survey & Layout		25,000
Testing & Inspections		
Concrete & Steel, Soil Inspections		40,000
Commissioning		60,000
Project Management		
Owner's Project Manager 2%		325,784
Moving		
Moving Expenses for two moves		40,000
Advertising & Bidding		
Public Bidding: Document Website		5,000
Legal		
Other		
Bonding Costs 0.30%		50,773
Soft Cost Subtotal		\$2,057,640
CONTINGENCY		
Contingency		
5% Construction & 10% Owner Contingency 15.0%		2,847,279
Project Total		\$21,829,136
OTHER CONSIDERATIONS AND NOTES		
CPC Funding: Eligible Amount		
CPC Funding: Available Amount		

OPTION 1A COST SUMMARY: New Building at Emery Grover Site

Direct Trade Costs

Renovate Hillside School as Swing Space			\$1,470,000
Emery Grover Abatement			\$43,000
New Construction at Emery Grover	18,000 sf	\$575 psf	\$10,350,000
Design and Pricing Contingency	\$10,393,000	12%	\$1,247,160

Direct Trade Cost Total **\$13,110,160**

General Contractor Mark-Ups

General Conditions, Project Requirements, Overhead	18 mth	\$63,000	\$1,134,000
Performance and Sub-Contractor Bonds	0.85%	\$16,100,000	\$136,850
General Liability Insurance	1.25%	\$16,100,000	\$201,250
Profit	3.50%	\$16,300,000	\$570,500

Estimated Construction Cost Total **\$15,152,760**

Escalation from now to anticipated Start of Construction 7.5% \$15,152,760 \$1,136,457

Estimated Construction Cost at Bid Opening **\$16,289,217**

TOTAL PROJECT COST WORKSHEET		Option 6A
HARD COST		Demolish Hillside School & Replace with New Building
Construction Cost		
Construction Cost Estimate includes abatement		16,148,549
temporary improvements at Emery Grover for interim use		250,000
IT, MDF room		100,000
Solar panels on roof of new construction		see notes
Utility Back Charge		35,000
Furniture, Fixtures & AV Equipment		500,000
Hard Cost Subtotal		\$17,033,549
SOFT COST		
Permits & Approvals		
Planning Board Site Plan Approval (peer review)		3,000
Architecture & Engineering		
Architect & Engineer (% of construction cost) 8.5%		1,381,127
A&E Reimbursables		25,000
FF&E Specification & Purchasing 10%		50,000
Hazmat (inspection, specification, demolition monitoring)		25,000
Environmental (LSP for soil, ground water and soil vapor)		200,000
Geotechnical Engineer		15,000
Survey & Layout		25,000
Testing & Inspections		
Concrete & Steel, Soil Inspections		40,000
Commissioning		60,000
Project Management		
Owner's Project Manager 2%		322,971
Moving		
Moving Expenses		20,000
Advertising & Bidding		
Public Bidding: Document Website		5,000
Legal		
Other		
Bonding Costs 0.30%		51,101
Soft Cost Subtotal		\$2,223,198
CONTINGENCY		
Contingency		
5% Construction & 12.5% Owner Contingency 17.5%		3,369,931
Project Total		\$22,626,678
OTHER CONSIDERATIONS AND NOTES		
CPC Funding: Eligible Amount		
CPC Funding: Available Amount		

OPTION 6A COST SUMMARY: Demolish Hillside & Replace with New Building

Direct Trade Costs

Demolish Hillside 1959 Building	32,328 sf	\$8	\$258,624	
Demolish 1986 Addition	12,622 sf	\$8	\$100,976	
Demolish 1997 Modular Classrooms	3,636 sf	\$6	\$21,816	
Remove Hazardous Materials from Buildings			\$369,750	from DW report
Soil Abatement for existing building demolition	6,500 cu yd	\$145	\$942,500	
New Construction at Hillside	18,000 sf	\$525 psf	\$9,450,000	
Ventilated plenum below new footprint	9,000 sf	\$50 psf	\$450,000	
Design and Pricing Contingency	\$11,593,666	12%	\$1,391,240	

Direct Trade Cost Total

\$12,984,906

General Contractor Mark-Ups

General Conditions, Project Requirements, Overhead	18 mth	\$63,000	\$1,134,000
Performance and Sub-Contractor Bonds	0.85%	\$16,000,000	\$136,000
General Liability Insurance	1.25%	\$16,000,000	\$200,000
Profit	3.50%	\$16,200,000	\$567,000

Estimated Construction Cost Total

\$15,021,906

Escalation from now to anticipated Start of Construction

7.5%

\$15,021,906

\$1,126,643

Estimated Construction Cost at Bid Opening

\$16,148,549

TOTAL PROJECT COST WORKSHEET		Option 6A'
HARD COST		Demolish Hillside School & Replace with New Building including IT
Construction Cost		
Construction Cost Estimate includes abatement		19,435,551
temporary improvements at Emery Grover for interim use		250,000
IT, MDF room		100,000
Solar panels on roof of new construction		see notes
Utility Back Charge		35,000
Furniture, Fixtures & AV Equipment		500,000
Hard Cost Subtotal		\$20,320,551
SOFT COST		
Permits & Approvals		
Planning Board Site Plan Approval (peer review)		3,000
Architecture & Engineering		
Architect & Engineer (% of construction cost) 8.5%		1,660,522
A&E Reimbursables		25,000
FF&E Specification & Purchasing 10%		50,000
Hazmat (inspection, specification, demolition monitoring)		25,000
Environmental (LSP for soil, ground water and soil vapor)		200,000
Geotechnical Engineer		15,000
Survey & Layout		25,000
Testing & Inspections		
Concrete & Steel, Soil Inspections		40,000
Commissioning		60,000
Project Management		
Owner's Project Manager 2%		388,711
Moving		
Moving Expenses		20,000
Advertising & Bidding		
Public Bidding: Document Website		5,000
Legal		
Other		
Bonding Costs 0.30%		60,962
Soft Cost Subtotal		\$2,578,195
CONTINGENCY		
Contingency		
5% Construction & 12.5% Owner Contingency 17.5%		4,007,281
Project Total		\$26,906,026
OTHER CONSIDERATIONS AND NOTES		
CPC Funding: Eligible Amount		
CPC Funding: Available Amount		

OPTION 6A' COST SUMMARY: Demolish Hillside & Replace with New Building including IT

Direct Trade Costs

Demolish Hillside 1959 Building	32,328 sf	\$8	\$258,624	
Demolish 1986 Addition	12,622 sf	\$8	\$100,976	
Demolish 1997 Modular Classrooms	3,636 sf	\$6	\$21,816	
Remove Hazardous Materials from Buildings			\$369,750	from DW report
Soil Abatement at existing building footprints	7,000 cu yd	\$145	\$1,015,000	
New Construction at Hillside with IT	23,000 sf	\$525 psf	\$12,075,000	
Ventilated plenum space below new footprint	11,500 sf	\$50 psf	\$575,000	
Design and Pricing Contingency	\$14,416,166	10%	\$1,441,617	

Direct Trade Cost Total

\$15,857,783

General Contractor Mark-Ups

General Conditions, Project Requirements, Overhead	18 mth	\$63,000	\$1,134,000	
Performance and Sub-Contractor Bonds	0.85%	\$19,300,000	\$164,050	
General Liability Insurance	1.25%	\$19,300,000	\$241,250	
Profit	3.50%	\$19,500,000	\$682,500	

Estimated Construction Cost Total

\$18,079,583

Escalation from now to anticipated Start of Construction

7.5%

\$18,079,583

\$1,355,969

Estimated Construction Cost at Bid Opening

\$19,435,551

TOTAL PROJECT COST WORKSHEET		Option 6B
HARD COST		Demolish Portions of Hillside School & Renovate Remainder
Construction Cost		
Construction Cost Estimate includes abatement		19,162,857
temporary improvements at Emery Grover to allow interim use		250,000
IT, MDF room		100,000
Solar panels on roof of existing building		see notes
Utility Back Charge		35,000
Furniture, Fixtures & AV Equipment		500,000
Hard Cost Subtotal		\$20,047,857
SOFT COST		
Permits & Approvals		
Planning Board Site Plan Approval (peer review)		3,000
Architecture & Engineering		
Architect & Engineer (% of construction cost: renovation) 10%		1,926,786
A&E Reimbursables		25,000
FF&E Specification & Purchasing 10%		50,000
Hazmat (inspection, specification, demolition monitoring)		25,000
Environmental (LSP for soil, ground water and soil vapor)		200,000
Geotechnical Engineer		15,000
Survey & Layout		25,000
Testing & Inspections		
Concrete & Steel, Soil Inspections		40,000
Commissioning		60,000
Project Management		
Owner's Project Manager 2%		383,557
Moving		
Moving Expenses		20,000
Advertising & Bidding		
Public Bidding: Document Website		5,000
Legal		
Other		
Bonding Costs 0.30%		60,584
Soft Cost Subtotal		\$2,838,926
CONTINGENCY		
Contingency		
5% Construction & 15% Owner Contingency 20%		4,577,557
Project Total		\$27,464,340
OTHER CONSIDERATIONS AND NOTES		
CPC Funding: Eligible Amount		
CPC Funding: Available Amount		

OPTION 6B COST SUMMARY: Demolish Portions of Hillside School (addition and modulares) & Renovate Remaining Original Building

Direct Trade Costs

Interior demolition of 1959 Building	32,328 sf	\$2	\$64,656	
Demolish 1986 Addition	12,622 sf	\$8	\$100,976	
Demolish 1997 Modular Classrooms	3,636 sf	\$6	\$21,816	
Remove Hazardous Materials from Buildings			\$369,750	DW report
Soil Abatement at Demolished areas (removal off-site)	1,829 cu yd	\$145	\$265,253	
Soil Abatement within Footprint to Remain	3,278 cu yd	\$195	\$639,243	
Structural Slab & Ventilated Plenum at Remaining Bldg.	19,711 sf	\$50	\$985,550	
Renovate Original Hillside School (Base Building)	32,328 sf		\$9,200,000	DW report
Interior Fit-Out of Upper Level for School Administration	23,000 sf	\$100	\$2,300,000	
Design and Pricing Contingency	\$13,947,244	12%	\$1,673,669	

Direct Trade Cost Total

\$15,620,913

General Contractor Mark-Ups

General Conditions, Project Requirements, Overhead	18 mth	\$63,000	\$1,134,000
Performance and Sub-Contractor Bonds	0.85%	\$19,000,000	\$161,500
General Liability Insurance	1.25%	\$19,000,000	\$237,500
Profit	3.50%	\$19,200,000	\$672,000

Estimated Construction Cost Total

\$17,825,913

Escalation from now to anticipated Start of Construction

7.5%

\$17,825,913

\$1,336,943

Estimated Construction Cost at Bid Opening

\$19,162,857

ATTACHMENT 4

School Administration Feasibility Study Final Project Costs
September 27, 2021

TOTAL PROJECT COST WORKSHEET		Option	Est. Funding Oct'21	Est. Funding May '22	CPI FY-2022	Line items
HARD COST		Emery Grover Renovation and Addition	Emery Grover Renovation	Emery Grover Renovation		
Construction Cost					119,464	Site Preparation
Construction Cost Estimate from CHA includes abatement temporary improvements at Hillside Elementary School		14,568,000		14,568,000	14,424,436	Const -(SitePrep)
IT, MDF room		inc. above			24,100	Equipment
Solar panels on roof of addition or new construction		100,000		100,000	100,000	Technology
Utility Back Charge		na				see BH+A notes carried in "other"
Furniture, Fixtures & av Equipment		35,000		35,000		
Hard Cost Subtotal		500,000		500,000	500,000	FF&E
SOFT COST		\$15,203,000		\$15,203,000		
Permits & Approvals						
Planning Board Site Plan Approval (peer review)		3,000	3,000			
Architecture & Engineering					501,790	Planning &Design
Architect & Engineer (% of construction cost: renovation) 10%		1,551,800	\$ 1,100,010	\$ 451,790		
A&E Reimbursables		25,000	25,000			
FF&E Specification & Purchasing 10%		50,000		50,000		
Hazmat (inspection, specification, construction monitoring)		35,000	35,000			
Environmental (ground water and soil vapor)						
Geotechnical Engineer		15,000	15,000			
Survey & Layout		25,000	25,000			
Testing & Inspections						
Concrete & Steel, Soil Inspections		40,000		40,000		
Commissioning		60,000		60,000		
Project Management					291,360	PM w/Test &Insp.
Owner's Project Manager 2%		291,360	100,000	191,360		
Moving						
Moving Expenses including two moves for Options 1 - 2		40,000		40,000		carried in "other"
Advertising & Bidding						
Public Bidding: Advertising & Document Website		5,000	5,000			
Legal						
Other						
Bonding Costs 0.30%		45,609		45,609		Other
Soft Cost Subtotal		\$2,186,769	\$ 1,308,010	\$ 878,759	120,609	Bond & Move & Utility backcharge
CONTINGENCY						
Contingency						
5% Construction & 15% Owner Contingency 20%		3,477,954	166,990	3,310,964	17,735,400	Construction+contingency
Project Total		\$20,867,723	\$1,475,000	\$19,392,723	\$20,867,723	
Project Total (Rounded)			\$ 1,475,000	\$ 19,400,000	\$ 20,875,000	Feasibility Stage
OTHER CONSIDERATIONS AND NOTES						
Temporary School Administration Offices during construction		inc. above				
CPC Funding: Eligible Amount						
CPC Funding: Available Amount		to be determined				

ATTACHMENT #5

School Administration Detailed Design - STM-Oct.2021

September 13, 2021

Hillside Design (Temporary Facilities)

Design Development	\$	85,500
Construction Docs	\$	114,000
Bidding	\$	13,750
Subtotal	\$	213,250

Emery Grover Design

Schematic Design	\$	190,020
Design Development	\$	253,360
Construction Documents	\$	443,380
Subtotal	\$	886,760

Reimbursable Expenses

Reimbursables (printing/etc.)	\$	10,000
Survey & Layout	\$	25,000
HazMat -Inspection & testing	\$	15,000
Geotechnical Engineer	\$	15,000
Site Plan approval	\$	10,000
Subtotal	\$	75,000

Subtotal A&E Design	\$	1,175,010
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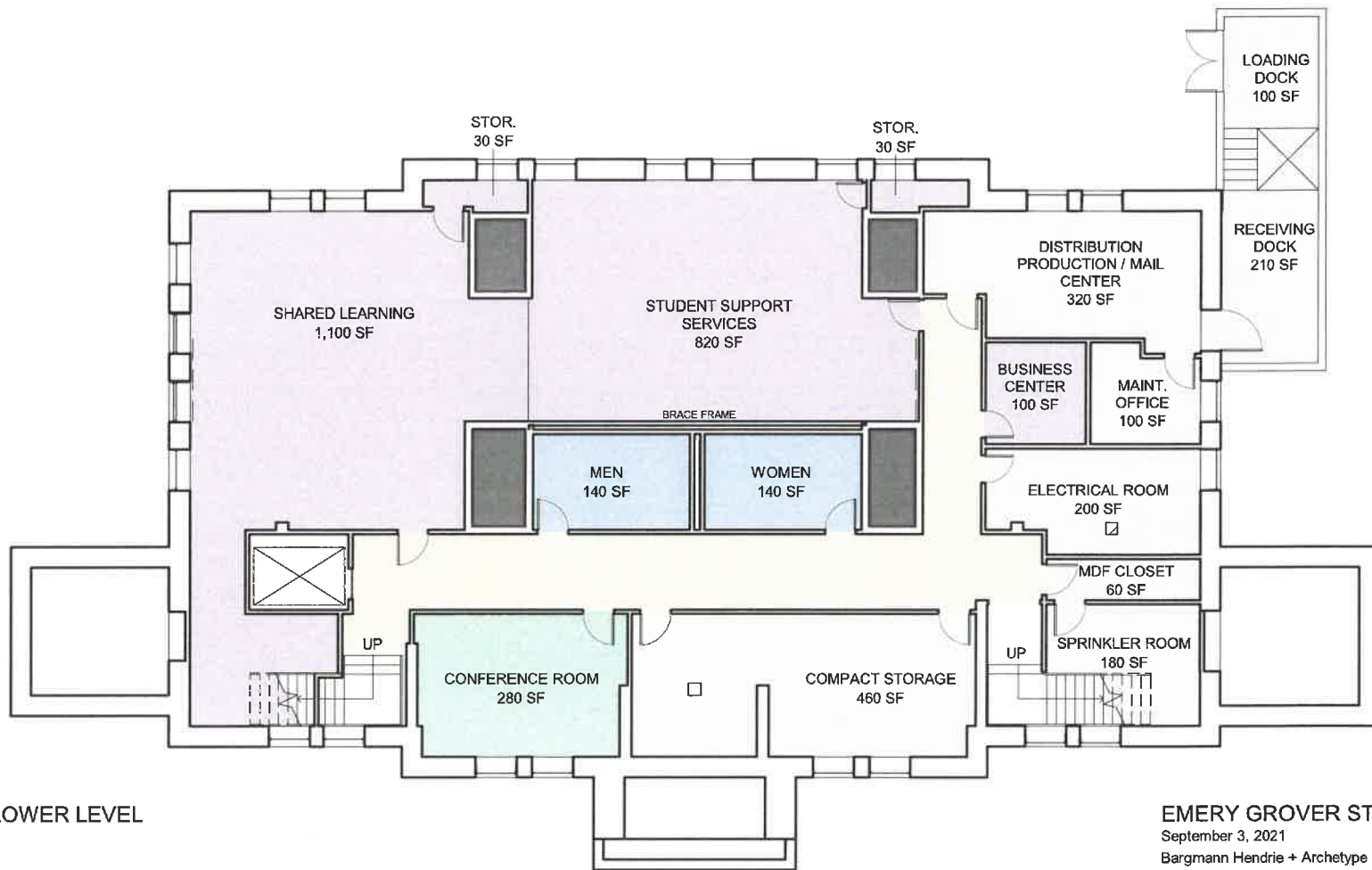
Owner's Project Manager	\$	100,000	
Bonding Allowance	\$	5,000	
Contingency	\$	194,990	15%
Total Funding - STM Oct.2021	\$	1,475,000	

*Proposed Schematic Design
and Program Spaces*

for

*The Historic Renovation
of the
Emery Grover Building*

LOWER LEVEL

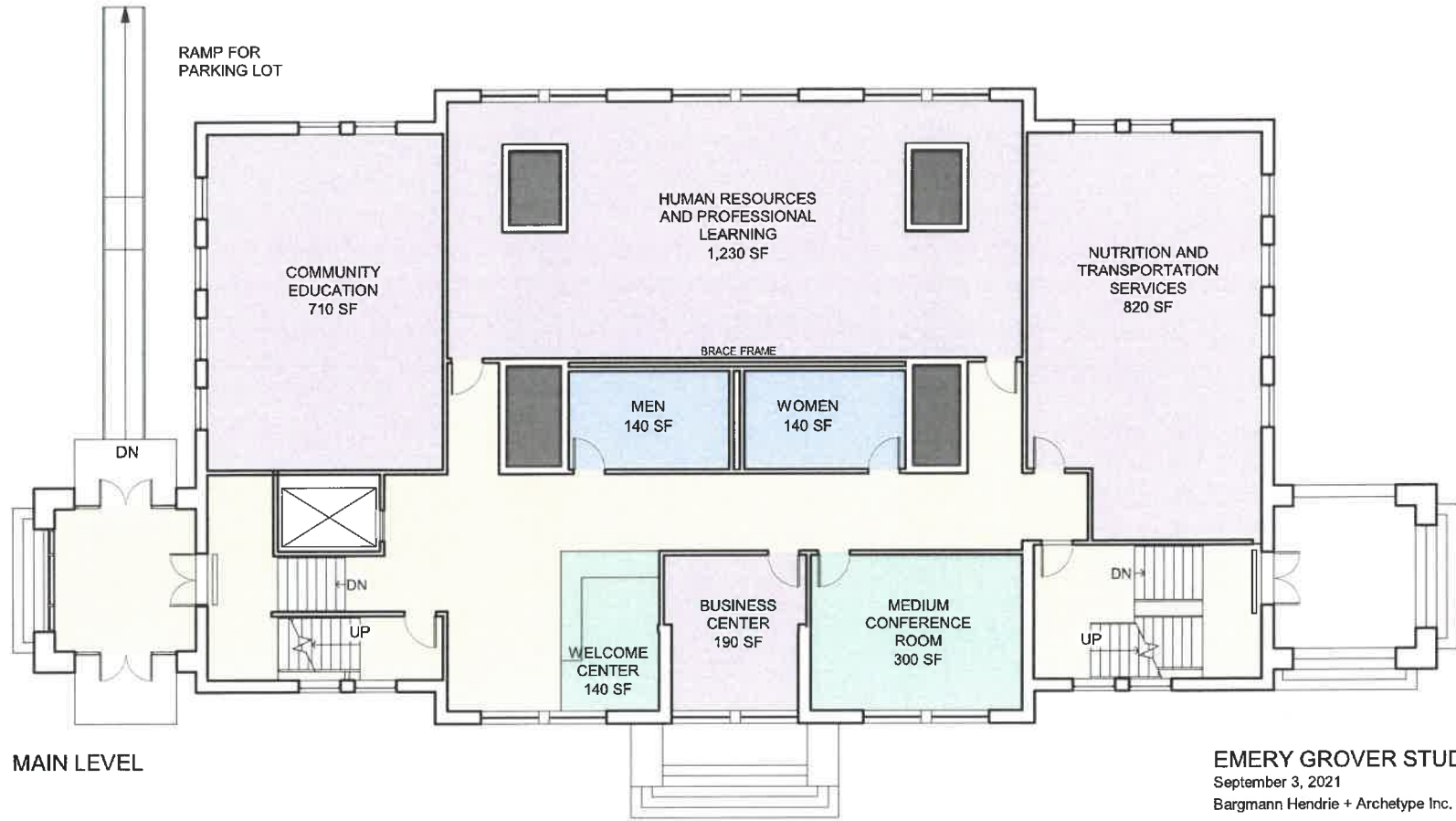


EMERY GROVER STUDY

September 3, 2021

Bargmann Hendrie + Archetype Inc.





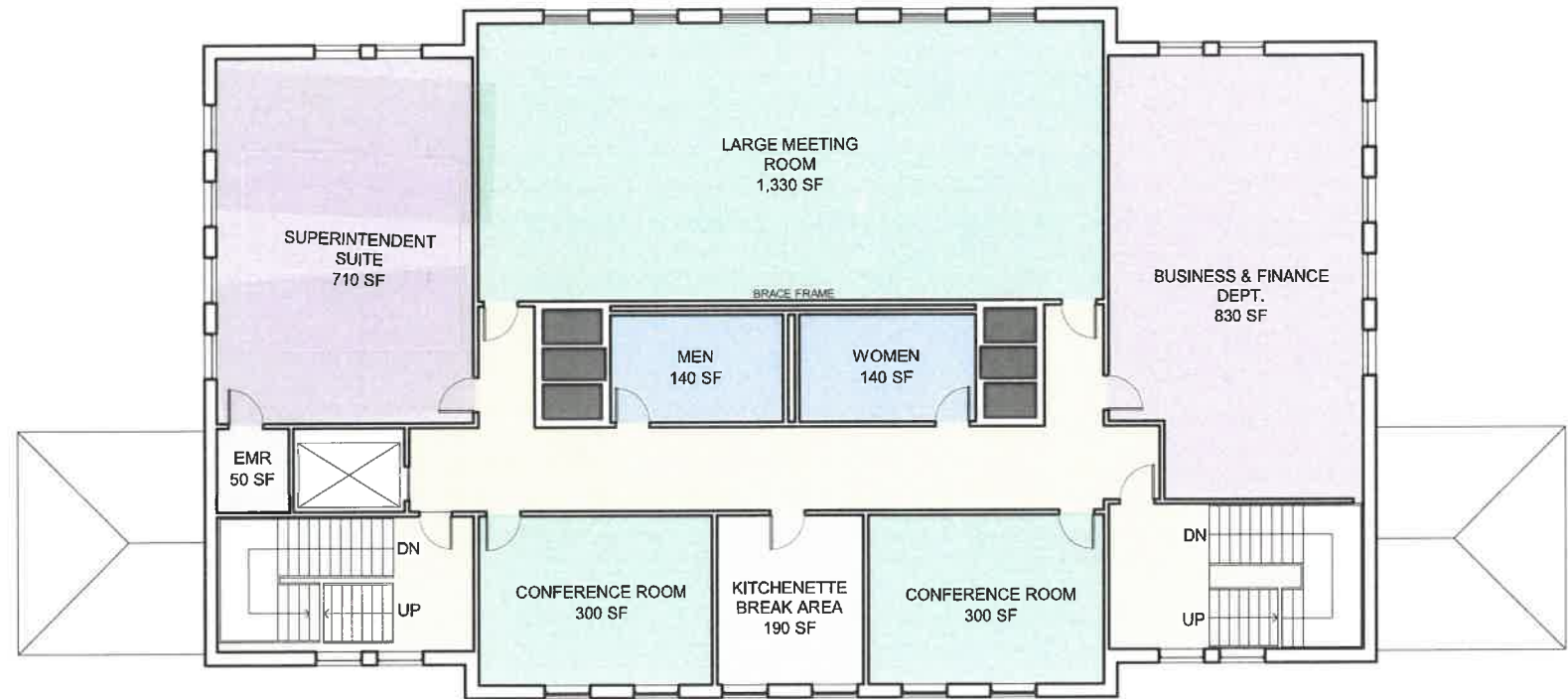
MAIN LEVEL

EMERY GROVER STUDY

September 3, 2021

Bargmann Hendrie + Archetype Inc.





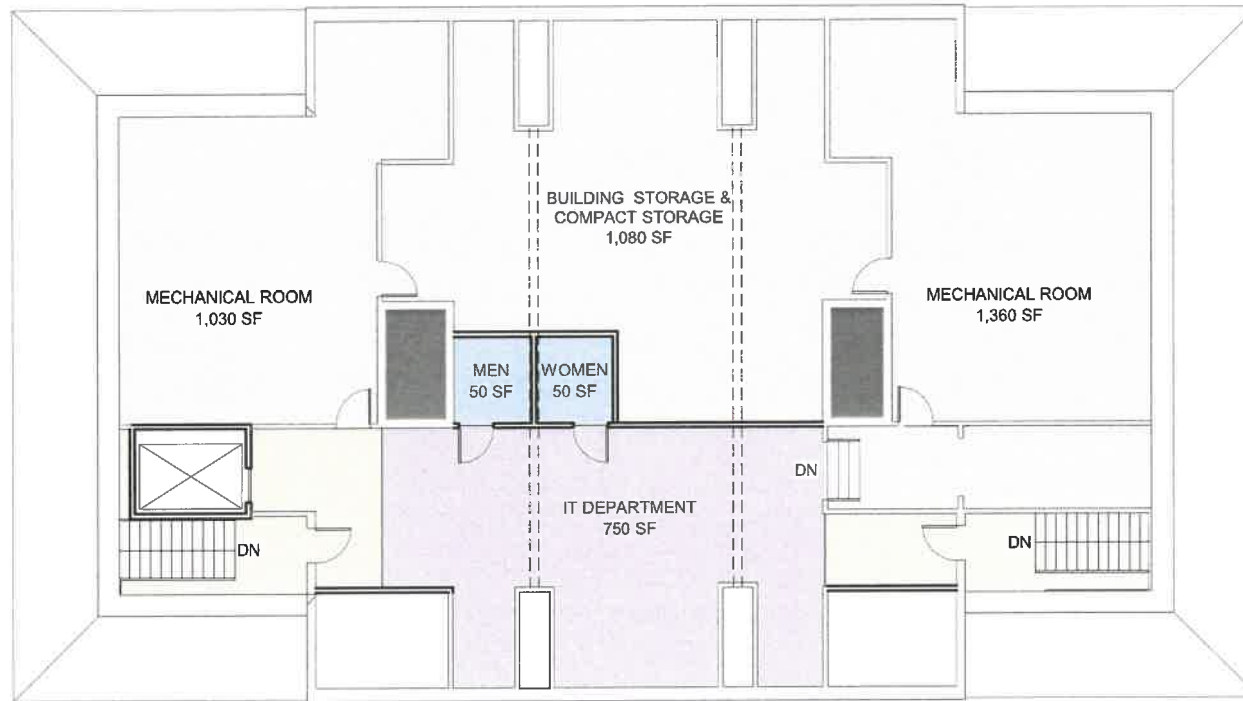
UPPER LEVEL

EMERY GROVER STUDY

September 3, 2021

Bargmann Hendrie + Archetype Inc.





ATTIC LEVEL

EMERY GROVER STUDY
September 3, 2021
Bargmann Hendrie + Archetype Inc.





LEGEND

- LOAM AND SEED, TYP.
- SHRUBS/PERENNIALS
- DECIDUOUS TREE (3" CALIPER), TYP.
- EVERGREEN TREE (6' HT.), TYP.

Emery Grover Renovation
Needham, MA

kzla
KYLE ZIEGLER ARCHITECTURE, INC.
38 Standish Street Suite 302
Boston, MA 02116
617-651-1016 Tel
www.kzla.com

Date: 09/03/2021

0 10 20 40 FT.

SPACE NEEDS PROGRAM

Room Name		quantity	net area each	total net area	subtotal 2020			STL CO 2021	Central Office Proposed Comment
Superintendent's Office Suite									
Superintendent's Office	1	250	250			225	225		Restore SF, to Allow for Some Active Filing Cabinets Restore Conference Room @ 300 SF Remove - will share common production space on floor
Assistant to the Superintendent	1	120	120			100	100		
Conference Room	1	300	300			300	300		
Production Room	1	100	100			-	-		
Waiting Room	1	75	75			-	-		
Wash Room	1	50	50			-	-		Supplies Sorage One expansion space/ Temp help space (Shared)
Coat Closet	1	10	10			10	10		
Secretary/Bookkeeper Space	1	100	100			65	65		
					1,005			700	
Student Support Services									
Assistant Superintendent for Student Support Services	1	140	140			140	140		Not confidential. Now part of shared space: Bookkeeper, Secretary(ies)
Student Dev. Assistant	1	100	100			65	65		
Waiting Room	1	75	75			-	-		
Autism Specialist		-	-			-	-		Shared space: Bookkeeper, Secretary(ies) Change to Active File Space. (Rotating file storage to maximize space.) Will use common prod Change to Small Group Confidential Meeting Space Supplies Sorage Larger Office to Accommodate Visitors Expansion Space/ Larger Office to Accommodate Visitors Create confidential office for ELL Director (1.0 FTE) Shared space: Bookkeeper, Secretary(ies) Shared space: Bookkeeper, Secretary(ies)
SpEd Director's Office	2	140	280			100	200		
SpEd Secretary	1	100	100			65	65		
Business Center	1	100	100			200	200		
Equipment Storage	1	20	20			100	100		
Coat Closet	1	10	10			10	10		
SpEd Out of District Coordinator	1	100	100			100	100		
Assistant SpEd Director (Expansion Space)	1	100	100			-	-		
ELL Director						65	65		
SpEd Bookkeeper	1	65	65			65	65		
SpEd Expansion Secretary	1	65	65			65	65		
					1,155			1,075	
Community Education									
Community Ed Director	1	140	140			140	140		Reduce SF & shared space : Bookkeeper, Registrar, Office Personnel, Common work area Reduce SF & shared space : Bookkeeper, Registrar, Office Personnel, Common work area Reduce SF & shared space : Bookkeeper, Registrar, Office Personnel, Common work area Reduce SF & shared space : Bookkeeper, Registrar, Office Personnel, Common work area Reduce SF and remove work space - just a counter/desk
Community Ed Accounting	1	100	100			75	75		
Marketing/Registrar	1	100	100			75	75		
M/R Office Admin	1	100	100			75	75		
M/R Graphic Design	1	100	100			-	-		
Registrar Public Counter	1	125	125			65	65		Supplies Sorage
Registrar Waiting	1	100	100			-	-		
Elem/Summer Coord. Office	1	100	100			90	90		
Coat Closet	1	10	10			10	10		
Middle School Coordinator	1	100	100			90	90		
Adult Ed Coordinator	1	100	100			90	90		
Early Childcare Coordinator	1	100	100			-	-		
					1,175			710	
Human Resources & Professional Learning									
Assistant Superintendent for Human Resources	1	140	140			140	140		Should be separate (non-shared) space, but can be open floor plan 1 Confidential Office for 2 HR Staff to Meet with Applicants at Worktable 1 Shared Office space with expansion secretary/temp help Shared Office for 2 Payroll Staff => Increase to 3 FTE Payroll
Assistant to the Director of HR	1	65	65			65	65		
HR Staff Offices	2	75	150			100	100		
HR Staff Offices						65	65		
Payroll Coordinators	2	75	150			65	195		
Interview Offices	2	40	80			-	-		Shared space: Bookkeeper, Registrar, Office Personnel
Office/Workspace	1	100	100			65	65		
Waiting Room	1	75	75			-	-		

SPACE NEEDS PROGRAM

Room Name	quantity	2020 study		subtotal 2020	Central Office Suggested Revision		STL CO 2021	Central Office Proposed Comment
		net area each	total net area					
Student Registration Kiosk	2	25	50	1,280	-	-	1,070	Eliminate kiosk
Production Room	1	100	100		100	100		Change to group meeting/work space. Will use common production space on floor.
Active File Storage	1	100	100		100	100		Rotating file storage to maximize space
Dead File Storage*	0	-	-		-	-		
Office Supply Closet	1	20	20		-	-		
Coat Closet	1	10	10		10	10		Supplies Storage
Professional Learning Coordinator					65	65		Expansion Space
Human Resources Assistant Director	1	140	140		100	100		Restore SF - will be interviewing staff
Secretary	1	100	100		65	65		1 Shared Office space with HR Staff (non confidential)
				1,280			1,070	
Business/Finance Operations								
Assistant Superintendent for Finance and Operations	1	140	140	1,390	140	140	945	Office
Assistant Finance Director	1	100	100		90	90		Office
School Business and Operations Coordinator	1	100	100		90	90		Office
Lead Accountant	1	100	100		90	90		Shared AP/Bookkeeper. Include visiting bookkeeper (no additional space.)
Accounting Clerks	3	67	200		65	195		
Waiting Room	1	75	75		-	-		
Accounting Storage/Safe	1	20	20		-	-		
Office Workspace	1	100	100		-	-		Visiting auditor/ temp space
Production Room	1	100	100		-	-		Use Shared Production Space on Floor
Active File Storage	1	300	300		200	200		Change to Active File Space/ Safe. (Rotating file storage to maximize space.)
Office Supply Closet	1	20	20		10	10		
Coat Closet	1	10	10		-	-		
Payment Kiosk	1	25	25		-	-		Eliminate
Transportation Bookkeeper	1	100	100		65	130		Shared AP/Bookkeeper Space; ; Increase to accommodate IT Bookkeeper (Relocated from Brm)
				1,390			945	
Transportation/Food Services								
Transportation Director's Office	1	140	140	1,350	100	100	635	
Trans/Food Service Waiting Room	1	75	75		-	-		
Food Service Director's Office	1	140	140		100	100		
Food Service Bookkeeper	1	100	100		65	65		Shared Space: Food Service and Trans Secretar(ies) / Bookkeeper
Secretary-Counting /Receiving	1	75	75		65	65		Shared Space: Food Service and Trans Secretar(ies) / Bookkeeper
Nutrition Outreach Coordinator	1	75	75		100	100		Assistant Director @ 100SF (Small Table, Meet with Staff)
Food Service Storage	0	-	-		-	-		
Food Service Supplies Closet	1	20	20		-	-		
Mail Room/Production Center	1	300	300		-	-		Eliminate - District Production Center Below in Shared Services
Coat Closet	1	10	10		10	10		Office Supplies Storage
Transportation Secretary	1	100	100		65	65		Shared Space: Food Service and Trans Secretar(ies) / Bookkeeper
Bus Drivers/Van Drivers/ Transportation Dispatcher	1	140	140		65	65		Shared Space: Visiting Bus/Van and Food Service
Visiting Food Service Workers	1	100	100		65	65		Shared Space: Visiting Bus/Van and Food Service
Food Service Intern	1	75	75		-	-		Shared Space: Food Service and Trans Secretar(ies) / Bookkeeper
				1,350			635	
Student Learning Department								
Assistant Superintendent for Student Learning	1	140	140		140	140		
Program Dev. Assistant	1	100	100		90	90		Confidential Office for Math & English Curr Director
Curriculum Leaders' Offices	2	100	200		90	180		
Curriculum Library	1	150	150		100	100		Combined Curridum Library/ Materials Storage/ Files Space
File/General Storage	1	150	150		100	100		Combined Curridum Library/ Materials Storage/ Files Space
Materials Library/Storage	1	150	150		100	100		Combined Curridum Library/ Materials Storage/ Files Space

SPACE NEEDS PROGRAM

Room Name	quantity	2020 study		subtotal 2020	Central Office Suggested Revision		STL CO 2021	Central Office Proposed Comment
		net area each	total net area					
Business/ Production Center	1	120	120		-	-		Use Shared Production Space on Floor
Coat Closet	1	10	10		10	10		Office Supplies Storage
Visiting Curriculum Director	1	100	100		-	-		Confidential Office for 3rd Curriculum Director (Social Studies)
				1,120			720	
Shared Building Services								
Help Desk/Reception	1	100	100		-	-		Eliminate Space
Seating Area	1	75	75		-	-		Eliminate Space
Large Conference Room	1	1200	1,200		1,200	1,200		Optimize Space by Creating Opportunities to Partition into Smaller Spaces
Medium Conference Room	2	300	600		300	900		Create one medium conference space on each floor
Kitchenette	1	80	80		80	80		Combine kitchenette & Breakroom. Total 150 SF
Business Centers	2	120	240		100	200		These are the common (shared) production spaces on Main & Ground Floors
Restrooms, Male	2	175	350		175	350		
Restrooms, Female	2	175	350		175	350		
Break Room	1	400	400		70	70		Combine kitchenette & Breakroom. Total 150 SF
Janitorial Closet	2	75	150		50	100		
Maintenance Office	1	120	120		100	100		
Compact Storage	1	400	400		400	400		
Building Storage	1	400	400		400	400		
Receiving Room	1	200	200		150	150		
Loading Dock	0	-	-		100	100		Loading dock should be part of design.
District Registrar	1	120	120		100	100		Enlarge SF - Meeting with Families
District Production/ Mail Center	1	300	300		300	300		
				5,085			4,800	
Information Services								
IT Tech Leadership	2	120	240		140	280		Enlarge SF for Materials/Media Workign Area
Server Room	1	200	200		-	-		Eliminate
					10	10		Office Supplies Storage
Database Specialist	1	120	120		35	35		Private Office
Info Systems Operational Manager	1	120	120		100	100		Private Office
				680			425	This subtotal missing before
Optional Program								
Technology Director's Office	1	140	140		-	-		Relocate to Hillside School
Director's Bookkeeper	1	100	100		-	-		Relocate to Hillside School
Waiting Room	1	75	75		-	-		Relocate to Hillside School
Configuration Lab	1	800	800		-	-		Relocate to Hillside School
Staff Offices	5	120	600		-	-		Relocate to Hillside School
Add'l Staff	10	75	750		-	-		Relocate to Hillside School
Head End Room	1	100	100		-	-		Relocate to Hillside School
Head End Distribution	1	160	160		-	-		Relocate to Hillside School
IT Closets	2	100	200		-	-		Relocate to Hillside School
Mechanical Room	1	100	100		-	-		Relocate to Hillside School
	1	400	400				0	
				3,425			0	

Subtotal without IT Department	14,240	11,080
grossing factor	1.30	1.30
total area	18,512	14,404 -4,108

SPACE NEEDS PROGRAM

		2020 study			Central Office Suggested Revision			
Room Name	quantity	net area each	total net area	subtotal 2020			STL CO 2021	Central Office Proposed Comment
Subtotal with IT Department				17,665			11,080	
grossing factor				1.30			1.30	
total area				22,965			14,404	-8,561

EMERY GROVER - Design & Construction Schedule

Assuming Detailed Design Starts in November 2021 (Accelerated Schedule)

DRAFT - 9/9/2021

[illegible]



Needham School Committee

October 5, 2021

Agenda Item: **Discussion**

Update on Schools and Learning

Background Information:

- Director of Health Services, Susannah Hann will provide information relating to health and safety at the schools.

Person(s) Available for Presentation:

Dr. Dan Gutekanst, Superintendent of Schools
Ms. Susannah Hann, Interim Director of Health Services
Ms. Patricia Flueckiger, District Nurse
Ms. Lisa Austin, Needham High School Nurse



Health & Safety Update

Needham School Committee

October 5, 2021





Health & Safety: Remains the Priority

- Keeping our students and staff in school & safe, maintaining health protocols, and reducing health risks remain key priorities and commitments.
- Joint Committee on Health & Safety and school-based health committees continue to meet, monitor health data, report on compliance with health measures (e.g., mask wearing), and explore issues/concerns.
- Recent sample ventilation tests show that out of 50 random rooms tested in all of the schools on 9/16/21 all but two met the minimum 4 ACH.
- Transparency of data: COVID-19 [Dashboard](#) on district website; [Public Health data](#)
- Partnership with families and staff on Attestation & COVID Testing



Health & Safety: Masks

- The Commissioner may lift the mask requirement on November 1st but is offering the opportunity for districts to show they have 80% of eligible students and staff vaccinated in order to lift the mask mandate by October 15th.
- The Needham Public Schools will not be reviewing the mask mandate at least until November 1st, and the Joint Committee on Health and Safety will use other milestones to determine if and when masks should become optional. These milestones include:
 - The positive testing rate locally and statewide
 - 14 day daily average incident rate
 - Breakthrough Infection Rate
 - The percent of Needham school-aged cases among our case total
 - Daily completion of the Health Attestation by at least 95% of individuals
- The superintendent, working in collaboration with the Joint Committee on Health and Safety, expects that we will balance public health metrics and advice with the very real and critical need to have the teaching and learning environment become normalized. In other words: *Masks will not be forever.*



Health & Safety: Test & Stay

Since Test & Stay Program Data as of 10/4:

- In Grades Preschool - 6
 - **9** individuals quarantined
 - **197** individuals participate(d) in Test & Stay and remain in school

- In Grades 7 - 12
 - **2** individual quarantined
 - **16** individuals participate(d) in Test & Stay and remain in school



Healthy. Safe. Open for Learning.



Needham School Committee

October 5, 2021

Agenda Item: **Discussion**

Superintendent's 2021-2022 Goals

- All professional staff, including the Superintendent, must use the district goals to develop specific and personal goals as part of the Department of Elementary and Secondary Education (DESE) educator evaluation program.
- The Superintendent has incorporated district priorities into his proposed goals for the 2021-2022 school year and will ask the School Committee to vote to support his professional practice, student learning, and district improvement goals at a subsequent meeting.
- The Superintendent will provide an update on his progress later in the school year.
- The School Committee will develop a final evaluation that reflects, in part, the Superintendent's progress on these goal areas.

Person(s) Available for Presentation:

Dr. Daniel E. Gutekanst, Superintendent of Schools

Superintendent's Performance Goals Needham Public Schools 2021-2022



Superintendent: Daniel E. Gutekanst

School Committee Chair: Constance S. Barr

Professional Practice	
1.	<p>In a minimum of six administrative meetings, I will provide training, leadership development, and management strategies to ensure principals and administrators have the knowledge, tools, and support to ensure healthy, safe, and equitable learning environments for all students.</p> <p>Evidence of Progress:</p> <ul style="list-style-type: none"> • Meeting agendas show evidence of the use of data, evaluation, and leadership strategies to inform the implementation of healthy and inclusive learning environments for all students.
2.	<p>In a minimum of seven District Leadership Team meetings, I will coordinate and facilitate the development and implementation of key district priorities and action steps, including the development of a professional learning structure for staff.</p> <p>Evidence of Progress:</p> <ul style="list-style-type: none"> • Documented updates to the School Committee and community show evidence of work and implementation. District survey results will indicate progress.

Student Learning	
3.	<p>I will ensure principals align their School Improvement Plans to a) emphasize and strengthen positive, inclusive, and equitable school communities and b) address disproportionate academic, attendance, and discipline outcomes among all students, especially students most impacted by the pandemic and historical learning gaps.</p> <p>Evidence of Progress:</p> <ul style="list-style-type: none"> • <i>School Improvement Plans, local assessment and attendance data, and Strategic Plan updates to the School Committee will highlight progress in this area; Final report on equity work and efforts will be presented to School Committee.</i>
District Improvement	
4.	<p>I will promote active communication, coordination, and planning with the Town Manager's Office, Public Health, DESE, and Building Maintenance to ensure safe, healthy, secure, and clean school and learning environments.</p>
5.	<p>I will facilitate and coordinate successful planning for the District's Facilities Master Plan and School Administration building and renovation projects.</p>
6.	<p>I will support successful collective bargaining and negotiations with the Needham Education Association's Units A (Teachers) and B (Administrators).</p> <p>Evidence of Progress:</p> <ul style="list-style-type: none"> • <i>District survey results, written communications and presentations, and successful adoption of key components of the capital plan (e.g., School Administration renovation) will be shared; A fair, sustainable, and signed successor collective bargaining agreement for Units A and B will be presented to the School Committee for acceptance.</i>



Needham School Committee

October 5, 2021

Agenda Item: Action

Exempt School Committee Policy KGA to Allow Student Sponsorships in the Hometown Weekly Newspaper

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the exemption of School Committee Policy KGA to allow student sponsorships in the Hometown Weekly Newspaper.

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____

Date: September 30, 2021

Item Title: ***Exempt School Committee Policy KGA to Allow Student Sponsorships in the Hometown Weekly Newspaper***

Item Description: The Fine & Performing Arts Department requests an exemption to School Committee Policy #KGA, *Commercial Use of School Facilities*, in order to feature one arts student per month in the Hometown Weekly paper.

Hometown Weekly has offered an opportunity to sponsor one arts student per month for a fee of \$350/month, with a minimum ten month commitment. The sponsorship would feature an arts student each month, similar to the way other communities like Dover-Sherborn feature an athlete. The monthly feature would be accompanied by an advertisement as shown on the attached sample.

Policy KGA prohibits the commercial use of school buildings, property and facilities, unless the proceeds are directed entirely to the benefit of the Town of Needham. Although this policy does not directly address use of the Needham Public Schools' name, this policy has been extended in the past to include assets and intellectual property of the Needham Public Schools. Exemptions to the policy may only be made by vote of the Needham School Committee. Since the sponsorship would refer to the Needham Public Schools and a Needham Public Schools student in connection with an advertisement, we seek an exemption to policy KGA to permit student sponsorships in the Hometown Weekly paper. The exemption would apply to Fine and Performing Arts students, as well as students of other Needham Public School departments.

Issues: School Committee policy #KGA prohibits the commercial use of Needham Public Schools buildings, property and facilities, unless the proceeds are directed entirely to the benefit of the Town of Needham. Although this policy does not specifically address use of the Needham Public Schools' name, this policy has been extended in the past to include assets and intellectual property of the Needham Public Schools. Exemptions to this policy may only be made by vote of the Needham Public Schools.

Recommendations/Options: That the School Committee approve the exemption to Policy KGA to permit student sponsorships in the Hometown Weekly paper for Fine & Performing Arts students, as well as other students of the Needham Public Schools.

School Committee: Action Item

Attachments: N/A

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations



Dover-Sherborn Athlete of the Month

May
2021

Sponsored by



DOVER COUNTRY PROPERTIES

Distinctive Properties & Country Estates



Sponsored by Jay Hughes of the Dover-Sherborn class of 1969. Jay is a longtime resident of Dover with deep roots in our community, having grown up, raised his family, and situated his business here. While attending Dover-Sherborn, Jay played three varsity sports: Football, Basketball, and Track & Field. Following his graduation from Harvard College, he returned to Dover to begin careers in both real estate and in municipal fire and rescue. In 2016, Jay retired from the Dover Fire Department after 50 years of service, with 23 years as Fire Chief. He remains a local fixture as he continues to oversee the bustling operation of Dover Country Properties, his real estate firm, located in the heart of Dover. A Dover-Sherborn Athletics Hall of Fame inductee, Jay is an avid supporter of our town's student athletes.

4 Walpole Street, Dover, MA 02030
Cell: 508-269-3322 • dovercountryproperties.com

Sport: Basketball, Lacrosse
School: Dover-Sherborn High School

Our May selection is senior two-sport athlete, Ben Teich. Ben was the starting point guard on the boys varsity basketball team this winter. He led the team to an impressive 11-2 season, which he closed out by scoring a career-high 27 points vs. Medfield. The Dover native is also one of the leading scorers for the Raiders' boys varsity lacrosse team this season, starting as attack. On Thursday, May 20th, Teich scored the winning goal in the final 32 seconds of the game against Medfield.

Teich's favorite memory of being on the DS boys lacrosse team is winning a state championship in June 2019. He hopes to do the same again this year when the Massachusetts Interscholastic Athletic Association's (MIAA) tournament starts on June 18th and runs until July 3rd. The team is currently 5-1 with 8 games remaining in the regular season.

Teich will attend the University of Wisconsin-Madison next year. He hopes to play club basketball at the university.

Ben Teich



Needham School Committee

October 5, 2021

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
Dilin Meloni, Student Representative member of School Committee



Needham School Committee

October 5, 2021

Agenda Item: **Information Item**

- New England Association of Schools and Colleges
Decennial Report: September 2021



NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES, INC.
COMMISSION ON PUBLIC SCHOOLS

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September 17, 2021

Aaron Sicotte
Principal
Needham High School
609 Webster Street
Needham, MA 02492

Dear Mr. Sicotte:

The Commission on Public Schools, at its June 28, 2021 meeting, reviewed the Decennial Accreditation Report from the recent visit to Needham High School and voted to award the school continued Accreditation in the New England Association of Schools and Colleges.

The Commission was impressed with the progress made on the Priority Areas for Growth and increased alignment with the Principles of Effective Practice since the time of the Collaborative Conference visit and wishes to commend the following:

- the systemic, inclusive, and collaborative process in developing the Portrait of the Needham Graduate
- the commitment of time and training resources to build staff skills and understanding in interdisciplinary learning and project-based learning
- the school's commitment to supporting the integration of instructional technology
- the response of the school administration to teachers' request for more autonomy and time for professional learning
- the commitment to equity as a core value of the school

- the commitment to the use of instructional technology through the provision of a 1:1 device program for all students, the provision of two full-time technology integration specialists, and the investment in the school's technology infrastructure
- the depth and breadth of the support programs provided to support the academic and social-emotional needs of students
- the frequent communication and collaboration to identify at-risk students and to support and monitor those students to ensure growth and progress
- the collaborative effort to create and implement the X block in support of student learning
- the commitment of students, faculty, administrators, and the community to create academic and social programs to foster an understanding of diversity, equity, and inclusion
- the school community's professional culture that demonstrates a commitment to continuous improvement through the use of research-based instruction, innovation, and reflection
- the commitment and leadership of the administrative team in their use of collaboration and feedback to support student learning
- the efforts to provide a safe, positive, respectful, and inclusive culture that ensures equity and honors diversity
- the community and district for providing an adequate and dependable source of funding to fully support learning and a wide range of co-curricular programs
- the provision of health and guidance services that support the academic, health, and social-emotional needs of all students
- the commitment to and implementation of restorative circles as part of the school discipline program

The Commission was pleased to note all six Foundational Elements in the Standards for Accreditation have been met by the school.

The Commission requests a First Report of Progress and Planning by May 1, 2022. This report should detail the school's plans for addressing the next steps provided by the visiting team for each of the Priority Areas for Growth. The Commission requests that the school's revised School Improvement/Growth Plan is included with the First Report of Progress and Planning.

All Accredited schools must submit a required Three-Year Report of Progress and Planning, which, in the case of the Needham High School, is due on May 1, 2024. Information about the proper preparation of the Three-Year Report of Progress and Planning will be provided to the school in the near future.

The Commission congratulates the school administration and faculty for completing the first two phases of the Accreditation Process: the Self-Reflection and the Accreditation visit. The next step will be the Follow-Up Process, during which the school will continue to implement a School Growth/Improvement Plan, based on the school's Priority Areas aligned with the Standards for Accreditation and report progress toward implementing those priorities. The Commission's Follow-Up Seminars should help you and your faculty develop a schedule for implementing your Growth/Improvement Plans. In addition, the Commission's website includes information on Follow-Up procedures.

The school's Accreditation status will be reviewed when the Commission considers the First Report of Progress and Planning. The school's First Report of Progress and Planning should be submitted only by the principal through the Accreditation Portal by clicking on the green "Mark Progress Report Complete" button. As well, please notify the Commission office immediately of any changes in the names of the principal and/or superintendent, along with their corresponding e-mail addresses, by submitting this information electronically to cpss-air@neasc.org.

Sincerely,



Alyson M. Geary



William M. Wehrli

AMG/WMW/mv

cc: Daniel E. Gutekanst, Superintendent, Needham Public Schools
Connie Barr, Chair, Needham School Committee
James M LaBillois, Chair of the Visiting Team
Sharon F. Cournoyer, Chair, Commission on Public Schools