



Needham School Committee

September 8, 2015

7:45 p.m.

**Needham Town Hall
Powers Hall**

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



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

SCHOOL COMMITTEE MEETING AGENDA

September 8, 2015

Needham Town Hall – Powers Hall

Next School Committee Meeting:
Joint Meeting with Permanent Public Building Committee:
Monday, September 21, 2015

7:45 p.m. Public Comments

7:55 p.m. School Committee Chair and Subcommittee Updates

8:05 p.m. Superintendent's Comments

Discussion Items

8:15 p.m. School Opening Update

8:45 p.m. Action Items

Approve November 2015 Special Town Meeting Warrant Articles

Approve FY17 Budget Guidelines

Approve Minutes of August 26, 2015

8:55 p.m. School Committee Comments

**Needham School Committee
Needham, Massachusetts 02492
September 8, 2015
Powers Hall Needham Town Hall**

Agenda Item: **Public Comments**

Background Information:

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

**Needham School Committee
Needham, Massachusetts 02492
September 8, 2015
Powers Hall Needham Town Hall**

Agenda Item: **School Committee Chair and Subcommittee Updates**

Background Information:

- Members of School Committee Subcommittees may wish to share brief updates or information about recent subcommittee meetings.

Members of the School Committee available for comment:

**Connie Barr, Chair
Susan Neckes, Vice-Chair
Heidi Black
Michael Greis
Kim Marie Nicols
Aaron Pressman**

**Needham School Committee
Needham, Massachusetts 02492
September 8, 2015
Powers Hall Needham Town Hall**

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
Needham, Massachusetts 02492
September 8, 2015
Powers Hall Needham Town Hall**

Agenda Item: **Discussion**

School Opening Update

Background Information:

- The Superintendent will update the School Committee on the opening of school.

Persons available for presentation:

Dr. Daniel E. Gutekanst, Superintendent of Schools

**Needham School Committee
Needham, Massachusetts 02492
September 8, 2015
Powers Hall Needham Town Hall**

Agenda Item: **Action**

Approve November 2015 Special Town Meeting Warrant Articles

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the November 2015 Special Town Meeting Warrant Articles as submitted.



NEEDHAM PUBLIC SCHOOLS

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

August 20, 2015

To: Needham School Committee
From: Anne Gulati, Director of Financial Operations
RE: November 2015 Special Town Meeting Warrant Article

The November 2, 2015 Special Town Meeting warrant will open on September 8th and close on September 21st. The School Department is proposing that the following articles be added to that warrant, which will require School Committee approval at its next meeting of September 15th.

1. Appropriation to supplement the Hillside Project feasibility design budget, resulting from the addition of the Central Avenue revised site scenario to the PDP process. (November 2013 Special Town Meeting approved an original feasibility design budget of \$650,000.) The funding source is unexpended funds from the Mitchell Modular Classroom project.

ARTICLE X: APPROPRIATE FOR FEASIBILITY STUDY / HILLSIDE SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate \$45,000 for feasibility, design and engineering services related to the renovation and/or reconstruction of the Hillside School located at 28 Glen Gary Road and shown as Lot 01 on the Needham Assessors Map numbered 102, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation that said sum be transferred from Article 1 of the November 4, 2013 Special Town Meeting; that the Town acknowledges that the Massachusetts School Building Authority's ("MSBA") grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

2. Appropriation for engineering, schematic design and construction funds related to the renovation of the Needham High School cafeteria. (May 2015 Annual Town Meeting previously had approved a \$150,000 preliminary design budget for this project.)

ARTICLE X: APPROPRIATE FOR HIGH SCHOOL CAFETERIA RENOVATION

To see if the Town will vote to raise and/or transfer and appropriate a sum for engineering, design and construction for renovation and repairs to the cafeteria at Needham High School, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation

the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

3. Draft appropriations for various Hillside Renovation Project design alternatives. Several design alternatives have been identified as part of the Preliminary Design Program (PDP) for the Hillside School Project. Only one option will be included in the Preferred Schematic Report (PSR) and will survive into the Schematic Design Phase of the project. The PPBC and School Committee will hold joint meetings on September 21st and September 28th to review the project alternatives, and will vote a preferred option for the PSR on October 5th. Since the October 5th vote date is after the closing date for the November STM warrant, however, the School Committee is being asked to approve several articles on a contingent basis related to the various design alternatives included in the PDP. Appropriation amounts, where missing, will be identified prior to Special Town Meeting.

ARTICLE X: APPROPRIATE FOR PROPERTY ACQUISITION [Related to Option C3, New Building on Expanded Hillside Site]

To see if the Town will vote to raise and/or transfer and appropriate a sum for the acquisition of real property known as [parcels or portions thereof adjacent to the Hillside School] to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE X: APPROPRIATE FOR MODULAR CLASSROOM DESIGN [Related to project options at Hillside Site, including Option C3]

To see if the Town will vote to raise and/or transfer and appropriate a sum for engineering, and design for modular classrooms to be constructed at DeFazio as Hillside School swing space, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE X: APPROPRIATE FOR PROPERTY ACQUISITION [Related to Option J3, New K-5 on Central Avenue Site]

To see if the Town will vote to raise and/or transfer and appropriate a sum for the acquisition of real property known as [property description] to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

ARTICLE X: APPROPRIATE FOR HIGH ROCK SCHOOL RENOVATION DESIGN [Related to Option E2A: New Grade 6 School at DeFazio East)

To see if the Town will vote to raise and/or transfer and appropriate a sum for engineering and design for High Rock School renovations, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT:

Please contact me if you have questions or need more information.

ALG/alg

**Needham School Committee
Needham, Massachusetts 02492
September 8, 2015
Powers Hall Needham Town Hall**

Agenda Item: **Action**

Approve FY17 Budget Guidelines

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the FY17 budget guidelines as submitted.

Introduction

The Needham School Committee is responsible for establishing budget priorities and subsequently voting a budget that reflects applicable state and federal mandates, as well as the priorities and needs of the Needham Public Schools. Once adopted by the School Committee, the budget must ultimately be approved at the Annual Town Meeting. The purpose of this document is to outline the roles and responsibilities associated with the budget process, to identify a timeline for budget development and to outline assumptions and priorities that will guide the School Committee in its deliberations and interactions with other Town boards during the budget process. The budget for Fiscal Year 2016/17 (FY17) will begin on July 1, 2016.

Budget Roles & Responsibilities

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

- a) The Future School Needs Committee– Projects enrollments for FY17 and beyond.
- b) Town Meeting – Town legislative body responsible for approving the annual Town-wide operating budget.
- c) The Town Manager – Provides guidelines for developing Town-wide budget requests, develops revenue projections, reviews the budget requests of Town Departments and makes a balanced budget recommendation to the Finance Committee.
- d) The Finance Committee (FinCom) - Reviews departmental spending requests, the Town Manager's recommended budget and the School Committee's budget proposal and makes budget recommendations to Town Meeting.
- e) The School Committee (SC) – Establishes School Department budget policy and priorities, reviews the Superintendent's initial budget request, and presents the School Committee's final budget recommendation to the Town Manager, FinCom and Town Meeting.
- f) The School Department's Central Administration (CA) – Utilizes Town Manager's budget guidelines and School Committee priorities to guide budget development, develops the District-wide salary budget, reviews and evaluates building and department-based budget requests, and develops the Superintendent's system-wide budget request.
- g) Principals and Directors - Generate detailed cost-center budgets for non-salary line items, within budget guidelines.

Budget Process & Calendar

Date	Activity
July 1, 2015	<ul style="list-style-type: none"> Start of Fiscal Year 2015/16
Aug 26	<ul style="list-style-type: none"> Draft FY 2016-17 Budget Guidelines Presented to School Committee for Discussion Draft Nov 2 STM Warrant Article Requests Presented to School Committee for Discussion (if Applicable)
Sept 8	<ul style="list-style-type: none"> School Committee Votes FY 2016-17 Budget Guidelines School Committee Votes Nov 2 STM Warrant Article Requests (if Applicable)
Sept 16	<ul style="list-style-type: none"> FY 2016-17 Budget Guidelines Sent to Departments Superintendent “Budget Kickoff” Discussion with Principals & Directors
Oct 6	<ul style="list-style-type: none"> School Committee Reviews & Discusses FY17-21 School Capital Requests
Oct 9	<ul style="list-style-type: none"> Budget Forms Due to School Business Office
Oct 10-Oct 31	<ul style="list-style-type: none"> School Business Office Inputs Departmental Budget Requests; Prepares Budget Binders
Oct 20	<ul style="list-style-type: none"> School Committee Prioritizes and Votes FY17-21 School Capital Requests School Committee Reviews & Discusses FY17-21 Five-Year Forecast
Nov 1-Nov 30	<ul style="list-style-type: none"> Superintendent’s FY17 Budget Request Developed
Nov 2	<ul style="list-style-type: none"> Special Town Meeting
Nov 30	<ul style="list-style-type: none"> FY16 Superintendent’s Budget Request Distributed to School Committee, Town Manager and Finance Committee
Dec 1	<ul style="list-style-type: none"> Superintendent Presents FY17 Budget Request to School Committee
Dec 2	<ul style="list-style-type: none"> 5:00-6:30. School Committee/FinCom School Budget Workshop
Dec 15	<ul style="list-style-type: none"> School Committee Budget Discussion School Committee Reviews Student Development Budget Request
Dec 22	<ul style="list-style-type: none"> Board of Selectmen Votes FY17-21 Capital Improvement Recommendation
Jan 5, 2016	<ul style="list-style-type: none"> School Committee Budget Discussion School Committee Reviews Secondary, Technology & Other Program Improvement Requests Town Manager Budget Consultation with School Committee Town Manager Releases FY17-21 Capital Improvement Plan Recommendation
Dates TBD	<ul style="list-style-type: none"> FinCom Reviews School Operating & Capital Budgets
Jan 19	<ul style="list-style-type: none"> School Committee Budget Discussion School Committee Budget Public Hearing School Committee Reviews Revolving Budget Requests (Transportation, Athletics, Preschool & Community Education) School Committee Reviews 2016 ATM Warrant Article Requests, if Applicable

Jan 26	<ul style="list-style-type: none"> • Town Manager’s Budget Presentation • School Committee Votes FY17 Budget Request • School Committee Votes Selected Revolving Fees (Transportation, Athletics, Preschool & Community Education) • School Committee Votes 2016 ATM Warrant Article Requests, if Applicable
Feb 22	<ul style="list-style-type: none"> • FinCom’s FY17 Draft Budget Due to Town Manager
April 12 (Tues)	<ul style="list-style-type: none"> • Town Election
Date TBD	<ul style="list-style-type: none"> • League of Women Voters’ Warrant Meetings
May 2	<ul style="list-style-type: none"> • 2016 Annual Town Meeting Begins
May 9	<ul style="list-style-type: none"> • 2016 Special Town Meeting Begins
May 17	<ul style="list-style-type: none"> • School Committee Budget Update
Mid June	<ul style="list-style-type: none"> • FY17 School Requisitions Entered (20 Days after ATM Certified)
July 1, 2016	<ul style="list-style-type: none"> • Start of FY 2016/17

State and Local Budget Requirements and Applicable Laws

The school budget process is governed by State law, Town Charter and School Committee policy. Needham’s Town Charter was revised in 2005 to require that the Town Manager issue budget guidelines and instructions for departments to use in preparing their spending requests for the ensuing fiscal year. Both the Town Manager and School Superintendent must provide the Finance Committee with copies of their departmental spending requests on or before the second Wednesday in December. The Town Manager then presents a balanced budget proposal to the FinCom no later than January 31, which includes the spending priorities of all Town departments, and in addition thereto, the voted School Committee budget, if different from that contained in the balanced budget proposal. (Town Charter, Section 2.2.1) The Commonwealth of Massachusetts further requires that the final, recommended budget be submitted to the Finance Committee no less than 10 days before the end of the calendar year, or not less than 90 days prior to the date of the start of Annual Town Meeting, whichever is later. (MGL Ch 41, Sect. 59) (In Needham, the Annual Town Meeting is held during the first week in May.) The Finance Committee's recommendation on the operating budget is considered the main motion to be acted upon by Town Meeting. The fiscal year for all towns in the Commonwealth begins on July 1st and ends the following June 30th. (MGL Ch 44, Sect. 56)

The School Committee in each city and town is required to review and approve the budget for public education in the district. (MGL Ch 71 Sect. 37) A public hearing on the proposed school budget is required, and must be advertised at least one week prior in a newspaper of general circulation. (MGL Ch 71, Sect. 38N)

School Committee Policy #DB further specifies that the School Committee shall issue budget guidelines on or before the first School Committee meeting in November. The guidelines shall be consistent with state law, Town by-laws and the Town Manager’s guidelines, and include a budget calendar, assumptions and priorities for the ensuing fiscal year. Principals and department leaders must use these guidelines to develop their budget requests. These departmental requests and a preliminary budget recommendation are to be presented to the School Committee and the Finance Committee on or before the second Wednesday in December. In addition, following approval, the School Committee will send a copy of its proposed budget to all Town Meeting members at least seven days prior to Annual Town Meeting.

School Committees may receive grants or gifts for educational purposes, which are held in separate accounts, and, once accepted, may be expended without further appropriation. (MGL Ch 71 Sect. 37A) The School Committee also may charge fees or receive monies in connection with certain other school activities, the receipts of which also are held separately (in revolving funds) and may be spent without further appropriation. (MGL C40 s3, C44 s53, C44 s17a, C44 s53e1/2, C71 s26c, C71 s47, C71 s71c, C71 s71e, C71 s71f, C71B s12, C548 of Acts of 1948)

Guidelines for Budget Requests

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

The **Level Service Budget** assumes the same level of service to the schools from the FY16 budget to the FY17 budget, including the current school programs, staffing levels, class sizes, and services. The base budget includes:

- i. The total FY16 budget appropriation (net of turnover savings);
- ii. Statutory or regulatory mandates;
- iii. Personnel step, longevity and collective bargaining increases (including cost of living);
- iv. Increases under other existing contracts;
- v. Significant inflationary or enrollment increases (inflationary increase in the cost of student supplies, additional teachers needed to maintain student-teacher ratios, etc.)
These requests should include:
 - Specific dollar increase by line item; and
 - Purpose of the requested increase; and
- vi. Other items considered necessary and recommended by the Superintendent.

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

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

School Committee Budget Assumptions

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

Thus, the budget should include sufficient resources and funding to meet contractual obligations and

mandated programs, including:

- (a) Chapter 766: Special Education (Sp.Ed.)
 - a. Meet the federal requirement to provide a free and appropriate public education to students with disabilities in the least restrictive environment. This often means creating programs to retain students ‘in-district,’ whenever possible;
 - b. Priority is given, whenever possible, to providing in-district special education programs to students;
 - c. Where out-of district programming is required,
 - i. Provide for special education out-of-district tuition costs;
 - ii. Provide for special education transportation; and
 - iii. Implement and maintain systems for complying with monitoring, procedural review and paperwork requirements.
 - d. Developing in-district programs for special education will include a cost benefit analysis.
- (b) Student Discipline
 - a. Meet Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 53) related to student discipline, including the requirement to provide every student who is expelled or suspended with the opportunity to receive education services to make academic progress during the period of suspension or expulsion.
- (c) Massachusetts School and District Accountability System (2012)
 - a. All districts, schools, and subgroups will be expected to demonstrate achievement growth in student performance. A group is considered to be on target for achievement each year if the percent of students scoring ‘proficient’ or ‘advanced’ is within +/- 1.25 points of their gap halving target or they are in the 90th percentile for the subgroup or 80th percentile for all students in similar schools across the state. They are also on target if there is a decrease in the percent of students scoring ‘warning’/’failing’ on MCAS by 10% or more from the prior year. A group is considered to be on target for growth if the Median Student Growth Percentile (SGP) for the group is between 51 and 59 or if the group improves by 10-14 SGP points from the previous year. In addition, a group will be considered on target for growth/improvement if the percentage of students not proficient in the group decreases by 10 percent or more from the previous year (NCLB’s “Safe Harbor” provision).
 - b. Reducing proficiency gaps is a cornerstone of the Massachusetts School and District Accountability System. All districts, schools, and subgroups will be expected to halve the gap between their level of performance in the year 2011 and 100% percent proficiency by the 2016-17 school year in English language arts (ELA), mathematics, and science.
- (d) English Language Learners (ELL)
 - a. Meet the federal (Title VI, Civil Rights Act) and state (M.G.L. c71-A) bilingual statutes that require districts to provide limited English Proficient (LEP) students with support services until they are proficient enough to participate meaningfully in the regular educational program;
 - b. Provide academic support and English language instruction for all LEP students;
 - c. Implement, coordinate and maintain systems for student identification, assessment, support and student data reporting; and

- a. Provide training in sheltered English immersion practices to teachers with LEP students in their classrooms.
- (e) Section 504 and Americans with Disabilities Act
 - a. Meet the federal requirement to provide reasonable accommodations so that all people (students, faculty and community) can participate in activities in our schools, regardless of disability. These accommodations can include building modifications, specialized equipment, instructional or testing changes, or care from a nurse or other staff member.
- (f) Prevention of Physical Restraint
 - a. Meet Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 46.00,) which require that physical restraint of students be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. This regulation also requires the development and implementation of a written policy, staff training, student data review and reporting.
- (g) Education Reform Act
 - a. Provide MCAS support; and continue to close the achievement gap for minority, high needs and special education students,
 - b. Comply with state financial, pupil and student reporting requirements and
 - c. Prepare for the next generation of student assessments, or PARCC, that will replace MCAS in 2015-16. Changes in content and format of the assessment are planned. Content (ELA and Math) will reflect a curriculum that is aligned to the Common Core and the format will include assessments that are administered online. Ensuring that the technology infrastructure is in place and sufficient computers are available to appropriately administer the new online assessments is essential.
- (h) Educator Evaluation
 - a. Promote the growth and development of District administrators and teachers, using multiple measures of student learning.
 - b. Meet Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 35) related to educator evaluation.
- (i) Criminal History Checks
 - a. Meet Massachusetts Department of Elementary and Secondary Education regulations (603 CMR 51) related to criminal history checks for school employees.

School Committee Priorities

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

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

- The District's mission, vision, values, and goals;
- The need for highly qualified staff teaching within established student/teacher ratio guidelines;

- The ongoing refinement of curriculum, instruction, and assessment practices; and
 - The need to develop and maintain educational resources and a technology infrastructure that supports student learning and meets District goals.
1. The District's mission, vision, supporting assumptions, core values, goals and objectives are:
 - A. Mission Statement: A school and community partnership that creates excited learners, inspires excellence, and fosters integrity.
 - A. Vision Statement: We envision all students engaged and fulfilled in their learning, committed to their community and willing to act with passion, integrity, and courage.
 - B. Core Values:
 - a. Scholarship: Learning. Every student engaged in dynamic and challenging academic experiences that stimulate thinking, inquiry and creativity; identify and promote the development of skills, talents, and interests; and ensure continued learning and wellness. Staff improving their practice in an environment that supports a high level of collaboration and instruction that is focused on helping every student learn and achieve.
 - b. Community: Working together. A culture that encourages communication, understanding, and is actively anti-racist. Sharing ideas and valuing multiple perspectives ensures a caring community committed to the promotion of human dignity.
 - c. Citizenship: Contributing. An environment that nurtures respect, integrity, compassion, and service. Students and staff acknowledge and affirm responsibilities they have toward one another, their schools, and a diverse local and global community.
 - d. Personal Growth: Acting courageously. All students developing skills and confidence through personalized educational experiences that build on student strengths and emphasize reflection, curiosity, resilience, and intelligent risk taking.
 - C. 2014/15 Approved District-wide Goals and Objectives:
 - a. District Goal #1: To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging academic experiences that are grounded in clearly defined standards.
 - i. Objective 1: Students in all classrooms have the opportunity to increase their achievement as a result of instruction that is differentiated and grounded in best research practices.
 - ii. Objective 2: Students develop the foreign language, technological, scientific, and civic skills necessary to adapt and respond to the conditions of 21st century global change.
 - iii. Objective 3: Teacher teams and administrators identify essential content and learning expectations for each grade level/subject area that are aligned to state standards and will clearly communicate them to students and parents.
 - iv. Objective 4: Teachers incorporate common assessments, collaborative data analysis, and specific feedback into their instructional practice.
 - v. Objective 5: Teachers provide students and parents with explicit feedback regarding their progress toward meeting identified learning objectives.
 - b. District Goal #2: To ensure students develop the knowledge and skills that empower healthy, resilient, and culturally proficient global citizens who commit to act with

- integrity, respect, and compassion.
 - i. Objective 1: Students experience a sense of wellness, participation, and safety in response to meaningful adult and peer relationships within a caring school environment.
 - ii. Objective 2: Students develop social competence, problem solving skills, a positive sense of identity, autonomy and a sense of purpose through consistent, layered and effective instruction of social and emotional skills at all levels.
 - iii. Objective 3: Students engage in age appropriate service activities that enable them to contribute to or act on local or global social needs and that provide them opportunities to develop social, civic and academic skills through reflection and analysis of their efforts.
 - iv. Objective 4: Students and staff develop competencies to enable them to understand and effectively address matters of diversity, ethnocentrism and bias in the context of the pluralistic communities in which they will live.
 - c. District Goal #3: To build and carry out a sustainable plan for financial, building, technological, and human resources that enables our learning goals and is responsive to student and school needs.
 - i. Objective 1: School leaders engage in long-range planning that supports sustainable school infrastructure and operations.
 - ii. Objective 2: School administrators implement modern and efficient information system and training opportunities to manage school and district operations, enhance communication and sustain culturally proficient teaching, learning and administrative environments.
 - iii. Objective 3: School staff create a safe and healthy work place that is culturally proficient, promotes a positive work ethic and reflects the district's core values.
 - iv. Objective 4: Teachers experience professional development and supervisions programs that provide learning opportunities which are job-embedded and enable them to: acquire rigorous and relevant content knowledge; implement best instructional strategies; receive support and guidance; and promote individual career growth.
2. The need for highly qualified staff teaching within established student/teacher ratio guidelines.
- A. Provide competitive wages for teachers and administrators by funding collective bargaining agreements and contractual obligations;
 - B. Develop and retain "highly qualified" teaching staff through professional development and licensing; and
 - C. Maintain student/teacher ratios at within established guidelines:
 - a. Class sizes should be within the guidelines set forth in SC Policy #IHB. These guidelines specify class sizes of 18-22 in Grades K-3, 20-24 in Grades 4-5, and 'reasonable class size' in Grades 6-12. These guidelines are recommendations, however, rather than absolute limits requiring strict, literal adherence.
 - b. Student/Teacher ratios should target the median of Needham's comparison communities.

Needham Public Schools
 Operating Budget Guidelines
 For the Fiscal Year Ending June 30, 2017 (FY17)

c. For FY17, the following new personnel and classroom costs should be assumed:

Level	Position	Days	Hrs/Day	Hours	Rate	FTE	Salary	Gr/St
Teacher		182.00	7.00			1.00	59,100	
Elementary	SpEd Teaching Assistant	199.50	7.00	1396.50	17.63	1.00	24,622	ASA 3
Middle School	SpEd Teaching Assistant	199.50	6.67	1330.67	17.63	1.00	23,461	ASA 3
High School	SpEd Teaching Assistant	199.50	6.50	1296.75	17.63	1.00	22,863	ASA 3
Elementary	SpEd Program Specialist	199.50	7.00	1396.50	26.75	1.00	37,356	ASF 3
Middle School	SpEd Program Specialist	199.50	6.67	1330.67	26.75	1.00	35,595	ASF 3
High School	SpEd Program Specialist	199.50	6.50	1296.75	26.75	1.00	34,688	ASF 3
Elementary	Library Program Specialist	199.50	7.31	1457.88	26.75	1.00	38,998	ASD 3
Middle School	Library Program Specialist	199.50	6.97	1391.38	26.75	1.00	37,219	ASD 3
High School	Library Program Specialist	199.50	6.81	1358.13	26.75	1.00	36,330	ASD 3
Elementary	Media Program Specialist	207.50	7.00	1452.50	26.75	1.00	38,854	ASB 3
Middle School	Media Program Specialist	207.50	6.67	1384.03	26.75	1.00	37,023	ASB 3
Elementary	Media Program Specialist	207.50	6.50	1348.75	26.75	1.00	36,079	ASB 3
Elementary	Science Ctr. Program Specialist	209.50	7.48	1566.01	27.53	1.00	43,107	ASE 3
All Levels	10 Mo. School Aide	217.00	7.00	1519.00	16.62	1.00	25,246	AR1 3
All Levels	10 Mo. Secretary	217.00	7.00	1519.00	20.43	1.00	31,027	AR2 3
All Levels	11 Mo. Secretary	237.00	7.00	1659.00	20.43	1.00	33,887	AR2 3
All Levels	12 Mo. Secretary	260.00	7.00	1820.00	20.43	1.00	37,175	AR2 3
All Levels	AV/Computer Technician	260.00	8.00	2080.00	28.30	1.00	58,871	AR6 3

Level	Unit (As Needed)	Supply Type	Cost
All Levels	New Employee	Computer	1,500
All Levels	New Employee	Office/Instructional Supplies	500
Elementary	New Classroom	Math/Literacy/Science Materials (K-3)	10,200
Elementary	New Classroom	Math/Literacy/Science Materials (4-5)	9,400
Secondary	New Classroom	Instructional Supplies	5,000
All Levels	New Classroom (SpEd)	Instructional Supplies	3,000
All Levels	New Classroom	Furniture	5,000
All Levels	New Classroom	Interactive Whiteboard	5,000
All Levels	New Classroom	Student Computers (2)	2,000
Middle	New Classroom	1:1 Classroom Technology	15,000
High School	New Classroom	1:1 Classroom Technology	TBD

d. The FY17 base salary budget resets FTE's to the FY16 Annual Town-Meeting appropriation.

3. The ongoing refinement of curriculum, instruction, and assessment practices. High priority is given to the elements that insure the continuance, renewal, revision, delivery and management of curriculum and instruction. These include:

- A. Professional development for teachers and administrators;
- B. Regular curriculum review, revision and development;
- C. Implementation of new programs to increase student achievement, growth and development;
- D. Developing innovative instructional programs that support and extend learning beyond the classroom;
- E. Purchase and replacement of textbooks, consumable material and curriculum-related resources, management and assessment tools, supplies and materials

4. The need to develop and maintain educational resources and a technology infrastructure that supports student learning and meets District goals:

- A. Teacher and Administrative Supplies
 - i. Provide for the acquisition and replacement of instructional and administrative technology, software, supplies and other equipment;
 - ii. Provide for student and classroom supplies;
 - iii. Provide for office administrative and teacher supplies; and
 - iv. Provide for maintenance, licensing and contractual agreements.

B. Equipment/ Capital Outlay

- i. Provide for the regular replacement of copiers, and other instructional equipment, optimally within the capital budget;
- ii. Provide for administrative, financial and personnel systems, computers, interactive whiteboards, projectors and other administrative and instructional equipment consistent with the Technology Plan;
- iii. Provide school buildings and physical and technology infrastructure that adequately support the educational program and promote student safety; and
- iv. Plan proactively for future technology needs and the evolving impact of technology on the school budget.

C. Administrative Support Staff

- i. Provide trained and competent instructional and technical support staff to support the work of teachers and administrators throughout the District.

5. The need to ensure that fee-based extracurricular programs reflect School Committee budget guidelines and that student fees are set to recover the cost of providing associated services, without restricting student participation or becoming unaffordable for families.

A. Set student fees to recover the cost of providing associated services, unless the fiscal impact on families is determined to be excessively burdensome or has the potential to limit student participation. If the latter, the School Committee may subsidize the program budget from other operational resources.

B. Develop and approve annual operating budgets for fee-based programs, according to the same general guidelines as used to develop the regular School Operating budget.

C. Authorize student fees annually by vote of the School Committee.

School Committee Budget Document Contents

The School Committee's recommended budget document should include the following information and features:

1. Summary revenue and expenditure information, including: prior year actual, current year budget and next fiscal year requests. This information should be provided by:
 - a. Program level (District, Elementary, Middle, and High);
 - b. Major category (salary, purchase of services, expenses, capital outlay, revenue type);
 - c. Functional area/department (Administration, Transportation, Other General Services, K-12 Regular Instruction, Guidance & Psychology, K-12 Sp.Ed. Services, SPED Tuitions, Technology & Media, Physical Education & Health, Fine & Performing Arts, World Languages)
 - d. Line item.
2. Budget message, describing the important features of the budget and major changes from the preceding year.
3. Budget assumptions and fiscal strategies used to develop the budget;
4. Multi-year FTE summary for all staff categories (administrators, teachers, instructional

- support and non-instructional staff);
- 5. Charts and tables to show where each budget line item appears on the system-wide reports;
- 6. Highlights of revolving fund budget requests and operating budget impacts;
- 7. Highlights of grant budget requests and program operating budget impacts;
- 8. Highlights of capital budget requests and operating budget impacts;
- 9. Relationship of priorities to district-wide goals and objectives; and
- 10. Five-year financial forecast.

**Needham School Committee
Needham, Massachusetts 02492
September 8, 2015
Powers Hall Needham Town Hall**

Agenda Item: **Action**

Approve Minutes of the Meetings of August 26, 2015

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the minutes of the meetings of August 26, 2015 as submitted.

Needham School Committee
Minutes of the Meeting
Wednesday, August 26, 2015
Needham High School Library

The School Committee Chair, Dr. Connie Barr, called the meeting to order at 3:02 p.m.

Members of the School Committee present were:

Connie Barr	Michael Greis
Heidi Black	Kim Marie Nicols
Aaron Pressman	

Members of central administration present were:

Dan Gutekanst	Anne Gulati
Tom Campbell	Terry Duggan
Mary Lammi	

PUBLIC COMMENTS

Public Comments

The Chairman, Dr. Barr, offered the opportunity for the public to speak to the School Committee on matters not on the agenda.

There were no comments.

SCHOOL COMMITTEE CHAIR AND SUBCOMMITTEE UPDATES

SC Chair &
Subcommittee
Comments

Dr. Barr reviewed the 2015-2016 subcommittee assignments with the committee.

SUPERINTENDENT'S COMMENTS

Supt's
Comments

The Superintendent reported to the School Committee that the Needham schools are well prepared for the opening day of school on Wednesday, September 2nd.

DISCUSSION ITEM

Hillside School Feasibility Study Update

Hillside School
Feasibility Study
Update

Architects Don Walter, Michele Rogers, and Jason Boone from Dore and Whittier, Inc. presented information on the Hillside Feasibility Study and the Preliminary Design Program. A general discussion followed the presentation.

Needham School Committee
Minutes of the Meeting
Wednesday, August 26, 2015
Needham High School Library

DISCUSSION ITEM

Draft FY17 Budget Guidelines

Draft FY17 Budget
Guidelines

Superintendent Gutekanst and Ms. Gulati reviewed the draft FY17 budget guidelines with the School Committee. The School Committee will be asked to approve the guidelines at its next meeting.

DISCUSSION ITEM

November 2015 Special Town Meeting Warrant Article Requests

November 2015
Special Town
Meeting Warrant
Article Requests

Superintendent Gutekanst and Ms. Gulati reviewed the November 2015 Special Town Meeting warrant article requests with the School Committee. The November 2, 2015 Special Town Meeting warrant will open on September 8th and close on September 21st.

The School Department is proposing that the articles be added to that warrant, which will require School Committee approval at its next meeting.

DISCUSSION ITEM

FY16 Budget Update

FY16 Budget Update

The Superintendent shared that due to unanticipated student needs about 5.0 new staff members, including teachers and aides, who are not part of the appropriated budget, have been hired.

The School Committee will receive a complete update and asked to vote the increased staffing at a future meeting.

DISCUSSION ITEM

School Committee Member Selection Process

School Committee
Member Selection
Process

Dr. Barr reviewed the process and indicated that the new member will be selected at the September 8th meeting with the Board of Selectmen.

Needham School Committee
Minutes of the Meeting
Wednesday, August 26, 2015
Needham High School Library

ACTION ITEMS:

Approve Hillside School Feasibility Study Preliminary Design Program (PDP)

Approve Hillside School Feasibility Study Preliminary Design Program (PDP)

A motion was made: Upon recommendation of the Superintendent that the Needham School Committee approves the Hillside Feasibility Study Preliminary Design Program as submitted.

Seconded.
Vote: 5-0-0

Approve Minutes of the Meetings of June 16, 2015

Approve Minutes of June 16, 2015

A motion was made: Upon recommendation of the Superintendent that the Needham School Committee approves the minutes of the meeting of June 16, 2015 as submitted.

Seconded.
Vote: 5-0-0

Approve Minutes of the Meetings of July 7, 2015, 2015

Approve Minutes of July 7, 2015

The minutes of July 7, 2015 were amended to add the motion and vote to adjourn.

A motion was made: Upon recommendation of the Superintendent that the Needham School Committee approves the minutes of the meeting of July 7, 2015 as amended.

Seconded.
Vote: 5-0-0

Approve FY16 PTC Budgets

Approve FY16 PTC Budgets

A motion was made: Upon recommendation of the Superintendent that the Needham School Committee approves FY16 PTC Budgets as submitted.

Seconded.
Vote: 5-0-0

Needham School Committee
Minutes of the Meeting
Wednesday, August 26, 2015
Needham High School Library

Approve FY15 PTC In-Kind Donations

Approve FY15 PTC
In-Kind Donations

A motion was made: Upon recommendation of the Superintendent that the Needham School Committee approves FY15 PTC In-Kind donations as submitted.

Seconded.
Vote: 5-0-0

Approve Allocation of SAA FY13 Interest Income

Approve Allocation
of SAA FY13 Interest
Income

A motion was made: Upon recommendation of the Superintendent that the Needham School Committee approves allocation of SAA FY13 interest income as submitted.

Seconded.
Vote: 5-0-0

Approve Athletic Field Trips

Approve Athletic
Field Trips

A motion was made: Upon recommendation of the Superintendent that the Needham School Committee approves athletic field trips as submitted.

Seconded.
Vote: 5-0-0

Accept Donations

Accept Donations

A motion was made: Upon recommendation of the Superintendent that the Needham School Committee accepts with gratitude donations as submitted.

Seconded.
Vote: 5-0-0

SCHOOL COMMITTEE COMMENTS

School Committee
Comments

There were no comments

**Needham School Committee
Needham, Massachusetts 02492
September 8, 2015
Powers Hall Needham Town Hall**

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
Susan Neckes, Vice-Chair
Heidi Black
Michael Greis
Kim Marie Nicols
Aaron Pressman