



Needham School Committee

December 2, 2014

7:00 p.m.

**Broadmeadow School
School Committee Room**

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

December 2, 2014

Broadmeadow School: School Committee Meeting Room

Next School Committee Meeting: December 16, 2014

7:00 p.m. Public Comments

7:05 p.m. School Committee Chair and Subcommittee Updates

7:15 p.m. Superintendent's Comments

*Introduce Monica Graham, School Committee Representative to Council on Aging
Girls Varsity Cross-Country Team*

Discussion Items

7:30 p.m. Appointment of Director of Student Support Services

7:45 p.m. FY16 Superintendent's Preliminary Budget Request

8:45 p.m. Action Item

Approve Student Trip to Peru

8:55 p.m. School Committee Comments

**Needham School Committee
Needham, Massachusetts 02492
December 2, 2014**

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
December 2, 2014**

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:

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

**Needham School Committee
Needham, Massachusetts 02492
December 2, 2014**

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.

- **The Superintendent will introduce Ms. Monica Graham, the School Committee representative to the Council on Aging.**

- **The Superintendent will welcome the Needham High School Girls Cross Country team who won the Division 1 State Championship.**

**Needham School Committee
Needham, Massachusetts 02492
December 2, 2014**

Agenda Item: **Discussion**

Appointment of Director of Student Support Services

Background Information:

- **Ms. Mary Lammi has served as the Interim Director of Student Support Services since her appointment on July 1, 2014.**

Action Item

Upon recommendation of the Superintendent that the Needham School Committee approves the appointment of Mary Lammi as Director of Student Support Services.



Needham Public Schools
Office of the Superintendent

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

Date: December 2, 2014
To: Needham School Committee
From: Daniel Gutekanst, Ed.D.
Re: Appointment of Director of Student Support Services

I am excited to recommend Ms. Mary Lammi for the position of Director of Student Support Services. If approved by the School Committee Mary will continue to serve in the role she has occupied as the "interim" director since her appointment on July 1st. I believe Mary will be a superb Director of Student Support Services for Needham Public School students, staff, and the families we serve.

Mary has served in the district since 2009, first as the PreK– 5 Director of Special Education and more recently as the PreK– 8 Director of Special Education. In both capacities Mary has worked tirelessly to improve special education services for the youngest students in our district. Mary helped envision and now has implemented a special education leadership structure throughout the district that is providing efficiencies and excellent programming for children. Her approach to problem-solving and program development has been excellent and has allowed school and community partnerships to thrive.

Mary has the capacity to look broadly at all school services and programming and recommend ideas and plans for changes, improvements, and growth. Over the last few years she has worked very closely and collaboratively with the principals and central office staff to ensure a high level of special education programming. Her thoughtful and caring relationship with parents is one built on trust, integrity, and a unique focus on the needs of individual children. Mary is smart, energetic, and compassionate.

Mary is a resilient leader, one who is able to create positive attitudes within her staff as they work toward a goal. She is insightful and uses her perceptions to make changes in either the process or the goal for which she and her colleagues are striving. While this position will require Mary to learn about several district programs, initiatives, and issues, I am confident that she has the capacity, the intellect, and the skillset to tackle these challenges. In fact it is Mary's tremendous work ethic, strong communication skills, and her willingness to learn and lead that demonstrate her readiness for this important work.

In the short time Mary has been interim director she has taken many positive steps to improve and streamline programming. She has recommended excellent candidates for key leadership positions, including at the preschool and middle school, and she mentors them closely. She has focused the work of the department on developing and supporting vertical systems, including the management of special education transportation and Medicaid reimbursements. Mary has encouraged the development of building responsibility and autonomy for SEL work at the school level believing the program will be more responsive and robust for students and

staff. She has worked closely with the Walker School staff to advocate for greater communication and support for our schools and staff.

Mary Lammi has a strong background, positive attitude, and keen perspective on a variety of issues affecting our schools and students. She offers a thoughtful, creative, and systems-approach management style to the role of Director of Student Support Services.

It is for these reasons and more I enthusiastically recommend that the Needham School Committee appoint Mary Lammi as Director of Student Support Services.

I am happy to respond to questions or comments at your upcoming meeting.

**Needham School Committee
Needham, Massachusetts 02492
December 2, 2014**

Agenda Item: **Discussion**

FY16 Superintendent's Preliminary Budget Request

Background Information:

- **The FY16 Budget Request will be sent under separate cover.**
- **This will be the first of several discussions about the FY16 budget.**

Persons Available for Presentation:

**Dr. Dan Gutekanst, Superintendent of Schools
Ms. Mary Lammi, Director of Student Support Services
Mr. Thomas Campbell, Director of Human Resources
Dr. Terry Duggan, Director of Program Development and Implementation
Ms. Anne Gulati, Director of Financial Operations**

**Needham School Committee
Needham, Massachusetts 02492
December 2, 2014**

Agenda Item: **Action**

Approve Student Trip to Peru

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the student trip to Peru as submitted.



NEEDHAM HIGH SCHOOL

TO THINK - TO RESPECT - TO COMMUNICATE

Jonathan D. Pizzi, Ph.D.
Principal

November 18, 2014

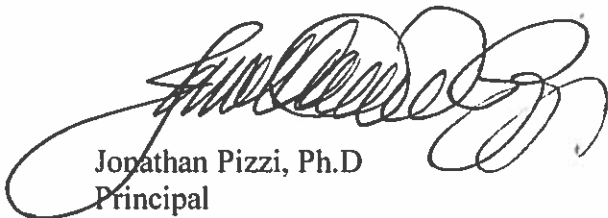
Dr. Dan Gutekanst, Superintendent
Needham Public Schools
1330 Highland Avenue
Needham, MA 02492

Re: Trip to Peru

Dear Dr. Gutekanst,

This letter is in support of the planned Needham High School trip to Peru from June 28, 2015 through July 16, 2015 with Adam Cole. I fully support this opportunity and I believe this cultural exchange is a wonderful opportunity for our students to visit, participate in service and intellectual learning, and engage with students from Peru with language immersion.

Sincerely,



Jonathan Pizzi, Ph.D.
Principal

<input checked="" type="checkbox"/> Overnight
<input type="checkbox"/> Out State
<input checked="" type="checkbox"/> International

MUST BE TYPEWRITTEN

STUDENT ACTIVITY ACCOUNT

Field Trip Request Form

This form must be completed and signed by the Principal, prior to each academic or extra-curricular field trip. Overnight trips require the initial approval of the School Committee. The Superintendent approves all subsequent trips, with 30 days prior notice. This form must be completely filled out. Forms with incomplete or missing information will be returned without approval:

SCHOOL: Needham High School

SCHOOL CLUB/CLASS: World Challenge

TRIP INFORMATION:

Trip destination	Peru
Trip Contact Name & Phone	Adam Cole 781-455-0800 x2201
Travel Agent Name and Phone	Lindsay Durgin 978-573-1896
Travel Dates and Times	16 days between 6/28 and 7/16
Mode of Travel:	Plane, Train, Bus
Purpose of Trip/ Connection to NPS Curriculum:	Developing student leadership and cultural awareness through service learning at a project and trekking phases.
Additional Information for Overnight Trips:	
Global Competence Program Requirements Satisfied? (NHS Only)	Yes.

TRIP LEADERS & CHAPERONES: (List all participants by name. Add additional sheets, as necessary. Check box to identify parents and other non-NPS Personnel)

Trip Leader Name:	Adam Cole	Parent/Non-NPS?	<input type="checkbox"/>
Trip Co-Leader Name:	World Challenge Expedition Leader	Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>

MUST BE TYPEWRITTEN

TRIP BUDGET/ FEE CALCULATION:

Expense Budget: (Include cost of all students and chaperones. Attach travel budget if available.)		\$ Amount
1	Cost of Travel:	
2	Cost of Admission:	
3	Other Cost: Recommended spending money for lunches, beverages, etc...	
4	Other Cost:	
5	Grand Total Expenses:	
Funding Sources:		
6	Anticipated Donations from Outside Sources: (Describe below)	
7	Anticipated Revenue from Fundraising: (Describe below) \$	
8	Subtotal Donations & Fundraising (Excluding Student Fees):	
9	Additional Funding from Student Fees: (Row 5 Minus Row 8)	
10	Grand Total Funding Sources: (Must Equal Line 5)	
Calculating Per Student Fee:		
11	Total # Students Traveling:	
12	Anticipated # Student Scholarships:	
13	Net # Student Fees to Collect: (Row 11 Minus Row 12)	
14	Per Student Fee Amount: (Collect this fee from students.) (Row 9 Divided by Row 13)	\$4875
Description of Outside Funding Sources (including In-Kind Contributions):		
<p>\$4875 includes all travel, accommodations, and activities excluding rest and relaxation activities. Students will raise their own funds for that cost and then fundraise as a group for rest and relaxation activities and a donation to the service project.</p>		
Fundraising Plan (if applicable)*		
<p>Students will do fundraising activities during the next school year to defray some of the cost.</p>		
<p><small>* School Committee Policy # DFC: Prior approval of the Building Principal is required for all fundraising at school-sponsored events, on school property, or organized by students or school groups. Non-school groups may conduct raffles or games of chance to benefit Needham Public Schools (NPS), with the prior approval of the Building Principal and in accordance with relevant laws. (MGL Ch271 s7A prohibits school organizations and students from conducting raffles or other games of chance.) Non-school groups, such as PTCs and Boosters, must agree to indemnify and hold harmless NPS from any claim related to the event. Superintendent approval of the fundraising activity is required, if more than one school is involved. All donations and fundraising proceeds must be accepted by vote of the School Committee, before they may be used or expended.</small></p>		

Signatures: Department Chair _____

Principal: _____

Nurse: _____

Superintendent: _____

(Required for Overnight/ Out-of-State/ International Travel and Multi-School Fundraisers)

School Committee: _____

(Required for Initial Overnight Out-of-State/ International Travel)

Date: 11/13/14

Date: 11/13/14

Date: _____

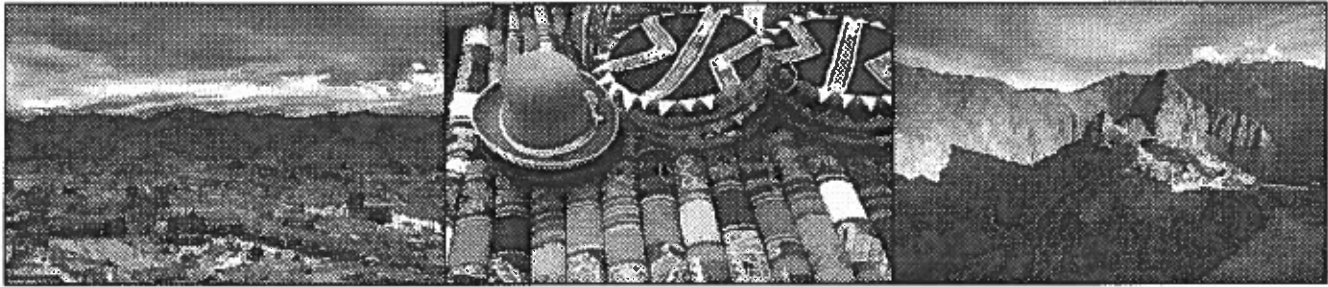
Date: _____

Sample

Marblehead High School Team 1

Southern Peru - Expedition Itinerary

This is your day-by-day itinerary that you will take on expedition and use as a guide. You'll need to work as a team of students to ensure you're where you should be, when you're supposed to be there. Don't rely on the adults, this is your expedition! Just remember, during an expedition things don't always go according to plan so it is quite common to have to make alternative arrangements as challenges present themselves, but this is all part of expedition life. Enjoy!



Date	Day	From	To	Alt	Remarks	
1	29-Jun-15	Mon	Build Up	Depart US / Arrive Lima	N/A	<p>Depart US, Arrive Peru The day of departure is spent making final preparations for your expedition. Excitement builds as the much anticipated flight gets nearer and nearer. Try your best to be well rested before this important day! You and your team should arrive at the airline's ticket counter 5 hours before your departure; your Expedition Leader will be waiting for you there. Make sure that you're ready to fly and that you're wearing your boots and World Challenge t-shirt! After saying your goodbyes, your team will check-in to your flight. You will then have time to organize all of your personal and team gear, plan your expedition budget, and play some team games before boarding your flight to Peru. Get ready, because you have an amazing adventure ahead of you!</p> <p>You will arrive in Lima this evening and take pre-booked transport to your accommodation for tonight. If you get time you could try to book accommodation for tomorrow evening in Puno, and contact the In Country Agent, Maria Gracia.</p>
2	30-Jun-15	Tue	Depart US / Arrive Lima	Travel to Puno	3800m	<p>Travel back to the airport and catch your internal flight to Juliaca, from where you can take a bus on to Puno (approx 1 hour), which sits on the shores of Lake Titicaca. On arrival in Puno, take it easy as you adjust to the altitude and find suitable accommodation. You should also contact your project coordinator to confirm arrangements and purchase any supplies you may need. Finally, contact All Ways Travel to confirm your Uros Islands trip.</p> <p>As this is your first day in country you will have some admin tasks to complete, such as changing funds in to local currency and purchasing a local cell phone.</p> <p>Tip: Your flights will be pre-booked but you should check that the schedule hasn't changed.</p>
3	01-Jul-15	Wed	Travel to Puno	Project: Puno	3800m	<p>Service Phase: Puno community project During your project you will get a unique opportunity to delve deeper into the true Peruvian culture and way of life and really gain a different perspective to most visitors to the country.</p> <p>You will be completing your project in a remote rural community close to Puno, on the shores of Lake Titicaca, and your initial meeting with the project host is crucial to identify what is required and achievable during your stay. You are encouraged to interact with this extremely friendly and welcoming community so try to plan some activities to assist in a cultural exchange. Previous teams have even played a game of football against members of the community.</p> <p>Be proactive and plan carefully to ensure that both your team and the host community benefit as much as possible from this experience.</p> <p>Tip: Make an effort to learn some Spanish before you arrive at the project site - the community is very isolated and the local people may not speak any English.</p>
4	02-Jul-15	Thu	Project: Puno	Project: Puno		<p>Rest and Relaxation: Lake Titicaca - Uros Islands* Lake Titicaca is situated in Southern Peru and straddles the border with Bolivia. At 3820m above sea level, it is the world's highest navigable lake and the biggest in South America. The port of Puno is the access point for the amazing floating Uros Islands (made of reed) and the larger islands of Taquile and Amantani. You have the option of either taking a full or half day tour to the islands, during which you can witness first hand the fascinating way of life led by the Uros people who still inhabit these islands.</p>
5	03-Jul-15	Fri	Project: Puno	R&R: Lake Titicaca: Uros Islands	3820m	<p>Travel to Cusco (approx eight hours), the heart of the ancient Inca Empire. On arrival, source suitable accommodation, investigate the trekking options for your acclimatization phase and meet the trekking agency to confirm the arrangements for your main trek.</p> <p>Note: Some providers will offer this journey overnight. The team must travel during the day and must not take an overnight option.</p>
6	04-Jul-15	Sat	R&R: Lake Titicaca: Uros Islands	Travel to Cusco	3300m	

7	05-Jul-15	Sun	Travel to Cusco	Acclimatisation Trek: Cusco	3300m	<p>Acclimatisation Trek: Cusco Cusco was the capital of the mighty Inca empire and, as such, there are many fascinating sites to visit in the surrounding area. Some of these provide excellent opportunities for acclimatisation trekking and your team can choose from a number of testing day walks. These walks will help you to acclimatise to your surroundings whilst absorbing the culture and history of the Sacred Valley. One possible option is to trek from Cusco's main square to the spectacular Inca ruins at Sacsayhuaman, perched at the top of the valley and which offers wonderful views of the sprawling city below. Alternatively, take the bus to Pisac (approx 2 hours) then trek to the ancient ruins and colourful local market. Choose wisely as this phase is vital in helping you to prepare properly for your main trekking phase.</p> <p>Tip: At this altitude the sun can be very strong during the day so ensure you are well protected.</p>
8	06-Jul-15	Mon	Acclimatisation Trek: Cusco	Travel to Start of Main Trek	3868m	<p>Main Trek: Salkantay This trek takes you through the true heartland of the Inca empire. You will see some spectacular scenery - picturesque valleys framed by soaring snow-capped peaks in the distance. Your trek ends at Aguas Calientes, which is the base for excursions to Machu Picchu, one of the most important and impressive archaeological sites in the world.</p>
9	07-Jul-15	Tue	Travel to Start of Main Trek	Main Trek: Salkantay	4400m	
10	08-Jul-15	Wed	Main Trek: Salkantay	Main Trek: Salkantay	2846m	<p>Pre-arranged transport will take you from Cusco to the start point of the trek, a journey of around 4 hours. Your trail will then follow valleys and streams before reaching an altitude of 4650m on day two. You'll feel the temperature start to rise as you then gradually descend into cloud forest. From your final campsite at Puente Ruinas you can walk to the nearby town of Aguas Calientes, where you can visit the hot springs that give the town its name and soak your aching muscles.</p> <p>Tip: Get some rest at the end of the trek as the next day you will need to catch the first bus to one of the seven new wonders of the world: Machu Picchu!</p>
11	09-Jul-15	Thu	Main Trek: Salkantay	Main Trek: Salkantay	2200m	
12	10-Jul-15	Fri	Main Trek: Salkantay	Main Trek: Salkantay	2200m	<p>Rest and Relaxation: Machu Picchu For many, a visit to Machu Picchu is the highlight of their trip to Peru. Photos cannot do justice to these incredible Inca city ruins, and you are sure to be awe-struck by the spectacular setting and mind-boggling historical and archaeological significance of the site. Machu Picchu was built around 1450, at the height of the Inca Empire. It was abandoned just over 100 years later, in 1572, as a belated result of the Spanish Conquest. Declared a Peruvian Historical Sanctuary in 1981 and a UNESCO World Heritage Site in 1983, Machu Picchu has since been voted one of the New Seven Wonders of the World in a worldwide Internet poll.</p> <p>To get to Machu Picchu, take one of the frequent buses from Aguas Calientes and spend a few hours exploring the ruins. Later today, return to Aguas Calientes in plenty of time to catch your pre-booked train back to Ollantaytambo and then the bus to Cusco (be sure to pre-book your transport back to Cusco). You may also have time to explore this charming town, wander around the local markets or even go for a dip in the hot springs before you board the train!</p> <p>Tip: Make sure you take some snacks and water with you in your backpack - the cafe at Machu Picchu is very expensive!</p>
13	11-Jul-15	Sat	Main Trek: Salkantay	R&R: Machu Picchu	3300m	
14	12-Jul-15	Sun	R&R: Machu Picchu	Travel to Lima	N/A	<p>Fly to Lima. These flights have been pre-booked but may be subject to schedule changes.</p> <p>Here you could do some last minute shopping and sight-seeing, or head to the Mercado del Indios to purchase some handicrafts and souvenirs. Alternatively, the team may choose to do a tour of Lima Historic Centre, a UNESCO World Heritage Site. This can be arranged by Fertur Travel.</p> <p>Tip: Ensure you have packed all of your kit in preparation for your departure tomorrow.</p>
15	13-Jul-15	Mon	Travel to Lima	Depart Lima	N/A	<p>On this final leg of your journey you'll probably be feeling a mixture of emotions; sadness that your expedition is ending and excitement about returning home brimming with stories to tell your waiting friends and family.</p> <p>Tip: Make sure you get to the airport at least three hours before your international flight is scheduled to depart.</p>
16	14-Jul-15	Tue	Depart Lima	Arrive US	N/A	<p>At the end of your flight, as you get off the plane, you'll be bursting with excitement at the prospect of seeing your family - you'll have so many stories to tell them! Saying goodbye to your team will be tough because after having accomplished so much together, you'll be great friends, but the anticipation of a shower and a comfy bed will make it easier. Don't forget to keep the experience alive; enter the World Challenge Photo Contest and put your images, videos and best stories up on Youtube and Facebook - remember to tag them as "World Challenge" so you can compare notes with other veteran Challengers.</p>

* Don't forget all rest and relaxation activities are to be undertaken in accordance with World Challenge risk assessments and will be at the team's own expense, unless otherwise specified. Please note that although swimming may not be specified on the itinerary, the team may have the opportunity to paddle or swim during the course of the expedition.

Trip Proposal For Needham High School Global Travel Program

**this form may be appended to the Needham Public Schools Field Trip Request Form to provide additional information for approval.*

Submitted by: Adam Cole

Please address the following questions either on this form or in a separate document: 1. **Trip Overview.** Describe the nature of your proposed trip, including as many specifics as possible at this time as to:

- Where/What (*Specific Destination(s)*) and General Itinerary:

Trip to Peru. Lima, Puno, Cusco, Aguas Calientes, and Machu Picchu. Sample itinerary attached.

- When (*Time of year, length of trip*) and how often NHS should offer this trip (*e.g. one time, every year, every few years*)? **Please be aware of SAT and AP exam dates when establishing trip dates.**

This trip will be from about 6/30/14 to 7/16/14. The World Challenge advisors have previously run 4 week expeditions every other summer and are trying to add shorter (2 week) expeditions in the alternate years.

- Who (*Adults and Students, and whether there are specific criteria for participation, e.g. grade, course of study, academic standard?*):

This trip will be open to all students in good academic standing and with no disqualifying disciplinary records. It is open to all grades, but with a focus on sophomores and juniors.

2. Learning Objectives. Briefly state the objective of this travel program and how it specifically aligns with the following areas of learning: Service Learning; Language Immersion; Cultural Exchange; Intellectual Pursuit; Physical Challenge.

Students will be developing their leadership skills and cultural

awareness through their trip to Peru. They will be participating in a service project there and will have a physically challenging trek. They will also have the opportunity to practice their Spanish language skills.

3. Link to Global Competence Program. Does this trip qualify for the Global Competence Program? What plan do you have for advising the students who will participate in this travel program about the requirements and benefits of NHS Global Competence Program?

It does qualify for the Global Competence Program and students who participated on past expeditions have met the requirements for the GCP program.

4. Expense Worksheet. You may use this worksheet to calculate what you believe the approximate price/traveler for the trip will be. It may be helpful to outline how you arrived at this approximate price/student. You will need to account for this on the NPS Field Trip Request Form that will be submitted for approval. The following categories may be helpful to consider as you prepare your cost/traveler; some categories may not apply to your trip:

EXPENSE	PRICE PER TRAVELER
Airfare	Likely \$1000+ including in-country flights
Lodging	Varies, \$100-\$200?
Food	Varies, a few hundred dollars
On the Ground Transportation	Varies, a few hundred dollars
Tourist Attractions	Varies, a few hundred dollars including park fees.
Gratuities	~\$100
Insurance	A few hundred dollars
Pre-Trip Preparation Costs	Substantial, includes all support from WC Staff before and during trip.
Emergency Cash	\$100?
Other	Donation to project materials \$100-\$200
Share of Chaperone Cost/Student	Unsure, \$200?
TOTAL	\$4795 all inclusive*

It is difficult to break down the price exactly, because it varies expedition to expedition. A planning manager creates the itinerary and sets an appropriate budget based on the number of students and number of days. All the money is given to the students and they have the option to spend it as they choose. Some will spend more to eat out and camp while others will stay in a hostel but cook for themselves. The costs include all the pre-expedition

support from the World Challenge staff, a training weekend in the Berkshires, the 24/7 on call operations center while the team is abroad, the in-country agents, and the insurance and medical evacuation teams that can respond to an emergency.

5. Anticipated Fundraising Plan and Goals. Fundraising is a valued part of the trip experience. Think about encouraging students to develop an individual financial plan that could include both student and parent contributions. The group can incorporate these facts into its fundraising goals.

Students will raise the \$4795 on their own to go on the trip, but there will also be group fundraising events to cover additional rest and relaxation activities and an additional donation to the project. Previous teams have held bake sales, car washes, bottle drives, and yard sales. They have also partnered with local restaurants to receive a portion of the proceeds from a night's sales.

**Needham School Committee
Needham, Massachusetts 02492
December 2, 2014**

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:

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