



Needham School Committee

December 16, 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 16, 2014

Broadmeadow School: School Committee Meeting Room

Next School Committee Meeting: January 6, 2015

7:00 p.m. Public Comments

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

7:15 p.m. Superintendent's Comments

Discussion Items

7:20 p.m. Needham High School Student Advisory to School Committee Report

7:40 p.m. FY16 Budget Discussion: Student Services

8:40 p.m. Action Items

Establish Needham High School Scholarships:
Chloe Malast Memorial Scholarship
Needham Soccer Club Scholarship

Approve Minutes of the Meetings of November 3, 2014, November 18, 2014, and
December 8, 2014

Accept Donations

8:45 p.m. School Committee Comments

Information Item

Disposal of Surplus Items

**Needham School Committee
Needham, Massachusetts 02492
December 16, 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 16, 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 16, 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.

**Needham School Committee
Needham, Massachusetts 02492
December 16, 2014**

Agenda Item: **Discussion**

Needham High School Student Advisory to the School Committee Report

Background Information:

- **The Student Advisory to School Committee (SASC) meets regularly with the principal to discuss school issues, concerns, and ideas with the high school administration.**
- **This is the second report the SASC will provide the School Committee this year.**
- **The students are excited and prepared to discuss these issues with the School Committee and welcome your questions and comments.**

Persons Available for Presentation:

**Zachary Dore
Kalvin Gjerstad
Peter Goldberg
Justin Jacobs
Luis Meyer
Sonia Raja**

MEMORANDUM

To: Needham School Committee

From: Student Advisory to the School Committee

Date: December 16, 2014

The Needham High School Student Council would like to thank the School Committee once again for the opportunity to present the current events of Needham High School.

In the week before pep rally, Student Council At-Large held the annual NHS Spirit Week. During Spirit Week, students dressed up according to the "psyches" or themes, such as Boston Sports Day or Pajama Day set by At-Large. It was a great way to unite the entire school and get everyone excited for the big Thanksgiving Day football game. There was also a Student vs. Staff basketball game that took place the day before pep rally, which was a new event this year that helped to not only unite the students with each other, but also to unite the students and teachers. In addition, At-Large came up with a new fundraising idea for this year's spirit week. Each class had a student draw a design for a t-shirt, and the winning design for each class was put onto the t-shirt and sold to the students for them to wear the day before pep rally. It was a great fundraiser for each class and went very well for its first year. Hopefully next year we will be able to start it earlier so that more students buy them.

In addition to At-Large's fundraising efforts, the junior class has been fundraising a lot this year in order to have enough money for the annual Junior Harbor Cruise. They had a fundraiser at Chipotle, where they made 50% of the profits, amounting to over \$1000. They currently are also planning to have fundraisers at Panera and Five Guys in the near future, from which they hope to make similar sums of money. Most recently, they had their cookie dough sale, which the junior class has traditionally done every year. They earned over \$2300 from that fundraiser. In addition, they made just under \$750 selling Spirit Week t-shirts. This year, the class has made significantly more money than they have in the past two years, which has allowed them to pay almost all of the down payments on the boat for the harbor cruise.

On the Tuesday night before Thanksgiving, Student Council held its annual Homecoming Dance. The event featured student DJs in the high school A-gym, which was decorated with streamers and lights. Homecoming was very fun, but once again profits were low. We made about \$1000 less than last year, and, surprisingly, senior attendance was down. Usually, the sophomore and junior classes have low attendance, while seniors have high attendance. This year, however, the majority of attendees were underclassmen. This is a major concern for student council, as homecoming is intended to be a school-wide event and is student council's largest fundraiser.

Recently, At-Large proposed a change in the cafeteria policy at the high school. This policy change would allow upperclassmen to leave the cafeteria during their assigned lunch

period. This is different from the current policy, as upperclassmen are currently not allowed to leave after they enter the cafeteria for lunch. The reasons behind the proposed change include allowing juniors and seniors to be able to freely leave the cafeteria to go to the library, common areas, or to meet with their teachers. The policy change would require students to present a Student ID, so that teachers on lunch duty can check to make sure they are upperclassmen. At-Large proposed a trial period to test this new policy, as the faculty at the high school has expressed their concern regarding students taking advantage of the new policy by leaving lunch early and roaming in the halls.

Pep Rally was the most recent school-wide event at NHS. It was a fun event with various performing groups and teams showcasing their skills, along with recognition of committed senior athletes, champion sports teams, and the NHS football team. Certain aspects of the event, however, have been causing problems between the school administrators and the student body. This year's pep rally was the tipping point, and as a result, Student Council and the administration are working together to reform the pep rally so that it does not cause any problems in the future. The main issue that has been causing problems for the past few years is the pep rally video. Often, the video contains certain jokes that, while humorous to some, can be sensitive subjects for others. As a result, there will most likely not be a pep rally video in the future pep rallies.

**Needham School Committee
Needham, Massachusetts 02492
December 16, 2014**

Agenda Item: **Discussion**

FY16 Budget Discussion: Student Services

Background Information:

- **The FY16 budget discussion will focus on student services.**
- **This will be the second of several discussions about the FY16 budget.**

Persons Available for Presentation:

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

**Needham School Committee
Needham, Massachusetts 02492
December 16, 2014**

Agenda Item: **Action**

**Establish Needham High School Scholarships:
Chloe Malast Memorial Scholarship
Needham Soccer Club Scholarship**

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee establishes the Chloe Malast Memorial Scholarship and the Needham Soccer Club Scholarship at Needham High School as submitted.

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ Date: December 16, 2014

Item Title: Establish Chloe Malast Memorial Scholarship at Needham High School



Item Description: The request is to establish the Chloe Malast Memorial Scholarship at Needham High School. The award, which will be administered by the High School Scholarship Committee, will consist of a single annual award of \$1,000. The first year of award will be 2014/2015.

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 vote to establish the Chloe Malast Memorial Scholarship at Needham High School, as proposed.

School Committee: Action Item

Attachments: Scholarship Recommendation

Respectfully Submitted,

Anne Gulati

Director of Financial Operations



NEEDHAM HIGH SCHOOL

TO THINK - TO RESPECT - TO COMMUNICATE

Jonathan D. Pizzi, Ph.D.
Principal

TO: Anne Gulati, Director of Financial Operations
FROM: Jonathan Pizzi, Principal
RE: Chloe Malast Memorial Scholarship
DATE: November 13, 2014

Pursuant to the untimely passing of Chloe Malast, NHS Class of 2012, I support and request the establishment of the Chloe Malast Memorial Scholarship by the School Committee. Criteria for the scholarship are outlined below. Should the fund be created, it is our intent to begin awarding funds to members of the graduating Class of 2015.

At her family's request, the Chloe Malast Scholarship will be merit based and awarded annually to a identified special education student with at least 2 years in the special education program who has earned a "B" average based on a 4 point scale that includes all classes – academic and non-academic.

Thank you for your consideration of this request, and please contact me should you have any questions or concerns.



NEEDHAM HIGH SCHOOL

TO THINK - TO RESPECT - TO COMMUNICATE

Jonathon D. Pizzi, Ph.D.
Principal

TO: Anne Gulati, Director of Financial Operations
FROM: Jonathan Pizzi, Principal
RE: Needham Soccer Club Scholarship
DATE: December 8, 2014

Pursuant to the December 2014 request of the Needham Soccer Club (NSC), I recommend and request the establishment of the Needham Soccer Club Scholarship by the Needham School Committee. Criteria for the scholarship are outlined below. Should the fund be created, it is our intent to begin awarding these funds to members of the graduating Class of 2015. The NSC wishes to identify and recognize two (2) graduating seniors who have benefitted from the club's mission:

Established in 1967 and now serving over 1600 girls and boys age 7-18, the purpose of the Needham Soccer Club (NSC) is to promote the love of the game of soccer for Needham Youth. The NSC offers skill development and game play for both travel and non-travel teams in the fall and spring. Additionally, the NSC has hosted a fun, competitive and professional Memorial Day Tournament for premier and town teams for 39 years.

To be selected for the scholarship, students must:

- have played multiple seasons for NSC;
- have volunteered in some capacity (coach, referee, etc.) for the club;
- are Needham High School students in good academic standing;
- provide a meaningful response to the short essay question: "Tell us what the Needham Soccer Club meant to you over the years."

Thank you for your consideration of this request, and please contact me should you have any questions or concerns.

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ Date: December 16, 2014

Item Title: Establish Needham Soccer Club Scholarship at Needham High School

Item Description: The request is to establish the Needham Soccer Club Scholarship at Needham High School. The award, which will be administered by the Needham Soccer Club, will consist of two annual awards of \$1,000. The first year of award will be 2014/2015.

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 vote to establish the Needham Soccer Club Scholarship at Needham High School, as proposed.

School Committee: Action Item

Attachments: Scholarship Recommendation

Respectfully Submitted,
Anne Gulati
Director of Financial Operations

**Needham School Committee
Needham, Massachusetts 02492
December 16, 2014**

Agenda Item: **Action**

**Approve Minutes of the Meetings of November 3, 2014, November 18, 2014
and December 8, 2014**

Action Recommended:

**Upon recommendation of the Superintendent that the Needham School
Committee approves the minutes of the meetings of November 3, 2014,
November 18, 2014, and December 8, 2014 as submitted.**

Needham School Committee
Minutes of the Meeting
November 3, 2014

The Chairman of the School Committee, Michael Greis, called the meeting to order at 7:01 p.m.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst	Terry Duggan
Tom Campbell	Mary Lammi

Public Comments

Public Comments

The Chairman offered the opportunity for the public to speak to the School Committee on issues not on the agenda.

There were no comments.

School Committee Chair and Subcommittee Updates

School Committee Chair
and Subcommittee
Updates

Dr. Barnes spoke briefly about the Board of Selectmen and Facilities Working Group All Boards Meeting. Dr. Barnes stated that as school committee liaison to the Facilities Working Group, he along with Superintendent Gutekanst and Anne Gulati attended the monthly meetings. Dr. Barnes expressed that he was disappointed at the conclusion of the process in that there were criticisms and questions made after the fact by those who had not fully participated in the process. Dr. Barnes added that it puts a cloud over the work that was done very seriously by a number of people over the course of the winter and the spring and that this is unfortunate because a lot of good discussion, a lot of good give and take happened during that period of time and for criticisms to come in at the eleventh hour to question how priorities were established how findings were decided was unfair to those that had fully participated. Dr. Barnes also stated that it was discouraging to read about it in the press. Dr. Barnes noted that the process was good, the priorities that were established were realistic and appropriate. Dr. Barnes added that he wish everyone had an opportunity to be a part of that. Dr. Barnes added that the architectural firm of did a wonderful job.

Mr. Greis noted that there will be a second meeting of the Board of Selectmen and Facility Working Group is scheduled for Monday, November 24th.

Mr. Greis stated that he and Ms. Neckes have met with the Chairman of the Future School Needs Committee. Mr. Greis added that there is a lot of limitations on what the Future School Needs Committee can communicate, which is not always clear to the community, but that he has had a very good meeting with the Chairman who has been very supportive.

Superintendent's CommentsSuperintendent's
Comments

Superintendent Gutekanst noted that there were no classes today. The schools were closed building base, professional development Superintendent added that the staff would receive training around google email and google apps for education as well as other work and focus around the school improvement plans, technology integration, literacy and math and cultural proficiency.

DISCUSSION ITEMS

Needham Youth Services UpdateNeedham Youth Services
Update

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that Jon Mattleman remains one of the key supporters of the Needham Public Schools (NPS) he is an ally, an ex officio member of the NPS staff, and a go to person for Central Office. Dr. Gutekanst stated that Regina, Sonia and David Bookston serve as School Committee representatives to the Needham Youth Services. Dr. Gutekanst welcomed Director Jon Mattleman, Regina Longley and Sonia Raja.

Regina Longley, a senior at Needham High School is in her second year as the Superintendent Appointee to the Needham Youth Services Board of Directors. Regina shared an update on the activities of "Make A Statement Day." Regina expressed that she enjoys being a member of the Youth Services Board of Directors, and to be a representative of school community.

Sonia Raja, junior at Needham High School. This is her first year as Superintendent Appointee to the Needham Youth Services Board of Directors. Sonia shared an update on the activities of the Peer Tutoring Program. Sonia expressed that she enjoys being a member of the Youth Services Board of Directors, adding that she has learned so much about the community as a whole.

Mr. Mattleman shared an update on the many collaborative programs that the Needham Youth Services and the Needham Public Schools are engaged in. Mr. Mattleman shared a brief update on the following programs: Safe Surf & Cyber Friendship, at the High Rock School; Teen Dating Violence, at Needham High School; Needham Unplugged, community-wide; Clinical Internship Program, Coaches meeting, Anti-bullying Programs, Substance Abuse Awareness Program and Middle School Parent Training. Discussion followed.

2014-2015 Class Size Reports2014-2015 Class Size
Reports

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that enrollment as of October 1, 2014 is 5521 students preK-12. Dr. Gutekanst stated that the average class size in grades K-5 is just under 21 students per class, the average class size in grades 6-8 is a little over 20 and the average class size in grades 9-12 is 19.2. Dr. Gutekanst welcomed Tamatha Bibbo, Pollard Middle School Principal and Jonathan Pizzi, Needham High School Principal. Both would present a general context on class size and answer any questions.

Ms. Bibbo stated that as of October 1, 2014 there are 861 students at the Pollard Middle School, 404 7th graders and 457 8th graders. Ms. Bibbo stated that there are a little more than 450 students at High Rock. Ms.

Bibbo stated that the average class size in grade 7 is around 20/21 students and in grade 8 the average class size is 23 students. Ms. Bibbo noted that at the middle school level in order to optimize individual instruction the class size should remain at 20 students per class to be able to differentiate instruction.

Dr. Pizzi presented class size data for Needham High School. Dr. Pizzi also presented data on the current number of students per section and total teacher case loads. Dr. Pizzi stated that the number of classes at Needham High School has doubled, 28 plus students are in over 125 sections of classes and out of 500 sections of classes, 25 or more students are enrolled. Dr. Pizzi noted that the largest area of concern is in the Wellness classes and in the Math classes. Discussion followed.

Transportation Report

Transportation Report

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that this is an annual report to the School Committee highlighting transportation services for the Needham Public Schools. Dr. Gutekanst added that this year, school bus routes are full and the transportation program is at capacity. Dr. Gutekanst welcomed Sheila Hamwey, Director of Transportation.

Ms. Hamwey stated that the Transportation program is running smoothly, a total of 1844 students are receiving bus services to and from school this year. Ms. Hamwey stated that this school year the Transportation Program is transporting six students from the Walker School to the Broadmeadow, Hillside and Newman Elementary Schools. Ms. Hamwey noted that initially there were some construction related challenges associated with this route but that the challenges have been resolved. Ms. Hamwey noted additional challenges associated with town-wide construction, new start of school time and increases to the special education and homeless student population. Ms. Hamwey's report also included information on the regular transportation program, collection of late fees and ridership data. Discussion followed.

Human Resources Update: 2014-2015 Staffing Report

Human Resources Update: 2014-2015 Staffing Report

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that Dr. Campbell, Director of Human Resources would present information about the district's efforts to hire a qualified teaching staff. Dr. Gutekanst added that the district will continue to consider additional steps, procedures, and programs to hire and supervise a highly qualified, talented, and diverse staff.

Dr. Campbell presented the 2014-2015 Staffing Report. Dr. Campbell stated that there were a significant amount of vacancies to fill due to an increased number of retirements, an operating budget that has supported a number of new positions, a successful override to support a number of positions and the increased need for long-term substitute teachers to fill leave of absences for maternity, family or medical leave. Dr. Campbell expressed his gratitude to the District Leadership Team who has done an amazing job seeking out the best to work in Needham.

Dr. Campbell noted that his office has received over

2800 resumes online and that 126 professional positions have been filled and 47 support positions have been filled. Dr. Campbell noted that 54 of the professional position were filled with existing staff.

Dr. Campbell presented data on why Needham teachers leave the district, hard to fill positions as well as data on the student to teacher ratios. Dr. Campbell presented data on the district's efforts this diversify its staff. Dr. Campbell outlined anticipated challenges particularly around the educator evaluation system, contract negotiations, and the National Criminal Background Checks. Dr. Campbell outlined some of the challenges associated with the Sheltered English Immersion Program. Discussion followed.

ACTION ITEMS

Approve Superintendent's 2014-2015 Goals

Approve Superintendent's 2014-2015 Goals

Upon recommendation of the Superintendent that the Needham School Committee approves the Superintendent's 2014-2015 goals as submitted.

A motion was made: Seconded Discussion Vote 7-0-0

Approve FY15 Grants

Approve FY15 Grants

Upon recommendation of the Superintendent that the Needham School Committee approves FY15 grants as submitted.

A motion was made: Seconded Discussion Vote 7-0-0

SCHOOL COMMITTEE COMMENTS

Dr. Barr stated that she attended the Needham High School Distinguish Career Awards Ceremony. Dr. Barr stated that former Eliot School Principal Susanne Wilcox, class of 1969 was one of the award recipients.

Mr. Greis, on behalf of the Needham School Committee, expressed appreciation for the support of Town Meeting's appropriation for high school renovations.

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

http://rwd1.needham.k12.ma.us/school_committee/Packets/2014-15

Meeting Adjournment

Meeting Adjournment

At approximately 9:30 p.m., a motion was made to adjourn the School Committee meeting of November 3, 2014.

A motion was made: Seconded Vote 7-0-0 Respectfully submitted by, Cheryl Gosmon

Needham School Committee
Minutes of the Meeting
November 18, 2014

The Chairman of the School Committee, Michael Greis, called the meeting to order at 7:04 p.m.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst	Anne Gulati
Tom Campbell	Mary Lammi
Terry Duggan	

Public Comments

Public Comments

The Chairman offered the opportunity for the public to speak to the School Committee on issues not on the agenda.

There were no comments.

School Committee Chair and Subcommittee Updates

School Committee Chair
and Subcommittee
Updates

Aaron Pressman, School Committee Liaison to the Finance Committee, clarified information that was presented by the Finance Committee at the Special Town Meeting. Mr. Pressman stated that the school department's capital project schedule over the next five years, includes 3 projects which total approximately \$69M, not the \$145M dollar figure presented by the Finance Committee. Mr. Pressman noted that this figure is significantly lower and that the figure does not include the Massachusetts School Building Authority (MSBA) school facility reimbursement to the town for the pending school project, which would further lower the \$69M projected cost.

Dr. Barr stated that the Full Day Kindergarten Study and Planning Committee held its first meeting. Dr. Barr noted that the district currently doesn't have capacity for full day kindergarten and may consider phasing in a full day kindergarten program until funding and space become available. Dr. Barr stated that the committee includes herself, Dianne Simmons, Joe Barnes and Mary Lammi. Dr. Barr also stated that this committee welcomes all comments.

Mr. Greis stated that School Committee liaisons to the Finance Committee have met to discuss the budget as well as plans for the upcoming budget year. Mr. Greis noted that the Superintendent and Central Office will present plans for FY2016 at the December meeting.

Superintendent's Comments

Superintendent's
Comments

Superintendent Gutekanst presented the Massachusetts Association of School Superintendents Certificate of Academic Excellence to Sarah Arnold and Matt Cote. Superintendent stated that this award is given to two outstanding seniors at every public high school throughout the commonwealth. Superintendent Gutekanst

stated that Sarah and Matt have been identified by the faculty as students who have distinguished themselves in the pursuit of excellence during their high school careers.

Superintendent Gutekanst read a brief bio on the academic accomplishments for Matt, noting that this year Matt is enrolled in 4 Advance Placement (AP) Courses including AP Physics. Matt is a member of the Engineering Club, Ultimate Frisbee and plays with the River School Youth Orchestra.

Superintendent Gutekanst read a brief bio on the academic accomplishments for Sarah, which include Sarah's independent work in the study of Japanese, her work at the Showa Institute, a summer emersion program in Japan and a full year of study at a Japanese high school in which she received all A's in classes taken completely in Japanese. Sarah is a talented musician playing the Cello since age five, sings in the high chorus and has a black belt in Judo.

Sarah and Matt expressed their appreciation to their parents and their teachers.

DICUSSION ITEMS

Needham Education Foundation Grant Awards

Needham Education Foundation Grant Awards

Dr. Gutekanst introduced this item and welcomed Needham Education Foundation (NEF) Co-Presidents, Martha Cohen Barrett and Jane Smalley. Ms. Cohen Barrett stated that the NEF is celebrating its 25 anniversary with events planned for the weekend of March 14-15, 2015, which will include a pancake breakfast, a reception and the unveiling of the da Vinci Lab as well as a special Sunday edition of the Annual Spelling Bee. Ms. Cohen Barrett stated that she is hopeful that these events will attract and involve many community members. Ms. Smalley noted that tonight's award presentation includes grants from \$352.00 to more than \$132,000. The grants reflect the wide variety of ways in which the NEF encourages innovation and enrichment for students. Ms. Smalley also noted that with tonight's presentation, the NEF would have funded over 500 grants and would have donated \$2.2 million to the schools helping to promote innovation and excellence in education. Ms. Smalley introduced Nancy Berger and Ken Lundberg, Fall Grant Committee Co-Chairs to present the small Fall Grant Awards.

Ms. Berger and Mr. Lundberg announced 16 NEF approved grants totaling \$66,813 in the Fall small grant cycle. Ms. Berger stated that every school in the district is represented with a wide range of curriculum and educational initiatives including social emotional learning, cultural proficiency, creative arts, technology, and fine and performing arts. Ms. Berger noted that this grant cycle also includes three multi-school grants: two for all elementary schools and one for the middle and high schools. Ms. Berger and Mr. Lundberg read the names of each grant, a general discussion ensued.

Ann Keegan and Anne Weinstein Co-Chairs of the NEF Interdisciplinary Learning Initiative (ILI) presented this item. Ms. Weinstein stated that the NEF is pleased to present an award in the amount of \$132,742.00 that

would support Phase IV, year three of the ILI for the 2015-2016 school year. Ms. Weinstein noted that the biggest part of this initiative is the Greater Boston Project class, a senior class, accelerated, and taught by three teachers who integrate math, social studies, and English. Students learn how different groups of people have influenced the history of Boston and at the end of the year students engage in a project in which they identify a solution to an issue that they deem important. Ms. Weinstein stated that the NEF is excited to fund this pilot project and is hopeful that the school department would continue to fund the program at the expiration of funds from the NEF.

Ms. Keegan spoke about seeding for interdisciplinary projects from the Interdisciplinary Learning Initiative Fund which include the, Art in the Dark, Kinetic Robotics, and the da Vinci Lab. Ms. Keegan shared comments from Matthew Malone, Secretary of Education, who said, "...the best school districts are the ones that take the Frameworks making them their own..." Discussion followed.

A motion was made: To Move to An Action Item
Seconded
Vote 7-0-0

Accept the 2015-2016 Interdisciplinary Learning Initiative funding and 2014 Fall Grant Awards

Accept the 2015-2016 Interdisciplinary Learning Initiative funding and 2014 Fall Grant Awards

Upon recommendation of the Superintendent that the Needham School Committee accepts with gratitude from the Needham Education Foundation \$132,742 to fund the 2015-2016 Interdisciplinary Learning Initiative and the 2014 fall grant awards in the amount of \$66,813.

A motion was made: Seconded
Vote 7-0-0

2014-2015 Mitchell School Improvement Plan

2014-2015 Mitchell School Improvement Plan

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that the Mitchell School Council has worked collaboratively this past year to advise Principal Michael Schwinden and develop and maintain the School Improvement Plan. Dr. Gutekanst noted that in accordance with M.G.L. Chapter 71, Section 59c, the Superintendent has approved the Mitchell School Improvement Plan. Dr. Gutekanst also noted that he has changed the timing for some School Improvement Plan (SIP) presentations to coincide with some of the data that is available to the school department in the fall. Dr. Gutekanst welcomed Principal Michael Schwinden and Mitchell School Council member, Jen Ramras.

Dr. Schwinden stated that the ability to present the Mitchell School Improvement Plan in the fall has allowed the Mitchell School Council an opportunity to revise some action steps within the plan based on current information. Dr. Schwinden stated that Ms. Ramras would highlight some of the revisions to the SIP in the area of math and literacy.

Ms. Ramras shared highlights to the Mitchell SIP, relative to District Goal #1: Advance Standards Base Learning. Ms. Ramras stated that revisions to the SIP in the area of math is based on fresh MCAS data that the Math Team was able to analyze with the help of the Math

Curriculum Coach. Ms. Ramras took a moment to thank the School Committee for the extended school day, which has allowed for common blocks of planning time. Ms. Ramras also thanked the School Committee for presenting the SIP in November rather than in the Spring, stating that it has been a positive change and that with current data the classroom teachers can set realistic and measureable goals for the current class rather than speculating that students for the following year would present the same set of strengths and weaknesses.

Ms. Ramras outlined results from the Spring 2014 Math MCAS data. Ms. Ramras noted that Mitchell's third grade class did very well, answering 82% of questions correctly. Ms. Ramras noted areas of needed growth: Measurement and Data, as well as Geometry. Ms. Ramras outlined revisions in this area.

Ms. Ramras shared highlights on literacy goals for the second grade. Ms. Ramras stated that Dr. Schwinden and the second grade teachers created a Reader's Workshop Data Collection Sheet to document what strategies individual students are working on: fluency, decoding, character traits, predictions, and author's message. Ms. Ramras stated that students would be placed into five different strategy groups based on strategy need. Ms. Ramras added that one 30 minute block would be provided each week to administer strategy based literacy groups, which would run for a four week rotation. Ms. Ramras stated that after a four week rotation, 85% of students in each strategy group will be proficient and 15% of students would be making progress, but that students reading below benchmark would move up three reading levels by June 2015.

Dr. Schwinden shared his experiences with cultural proficiency as a young teacher in the Phoenix Arizona school system and spoke about Mitchell's school-wide cultural proficiency goals. Dr. Schwinden stated that Ellie Stern from the EDCO Collaborative will facilitate workshops for staff during two delayed openings and an additional workshop on next steps. Dr. Schwinden noted that the Mitchell Elementary School has an extensive library on culturally diverse books. Dr. Schwinden stated that he has implemented school-wide action steps that are shared at staff meetings and that during this time two staff members share their individual cultural proficiency actions steps, which includes ideas for lesson plans, activities and books. Discussion followed. The entire Mitchell Elementary School Improvement Plan is available online at www.needham.k12.ma.us.

Teacher Evaluation Program Update

Teacher Evaluation Program Update

Dr. Gutekanst introduced this item and stated that Dr. Campbell would share updates and information about the implementation of the new educator evaluation.

Dr. Campbell, Director of Human Resources began with a brief history on the Board of the Mass Department Elementary and Secondary Education (DESE) decision to implement new regulations related to educator evaluations. Dr. Campbell noted that during the 2012-2013 school year school administrators and members of the Needham Education Association (NEA) collaborated on a pilot of the new model evaluation and fully implemented the model during the 2013-2014 school year with every educator in every school and central office.

Dr. Campbell noted that specific contract language has been negotiated with the NEA. Dr. Campbell stated that the district has a model that meets all the requirements of the DESE, but with a focus on the elements that would provide the greatest impact. Dr. Campbell stated that the DESE model evaluation consists of a five-step evaluation cycle: self-assessment, summative evaluation, formative assessment evaluation, implementation of the plan; and analysis, goal settings and plan development. Dr. Campbell stated that three elements of the educator evaluation model were judged to have the most impact on educator growth: self-assessment, and reflection; professional, collaborative, and reflective conversations with colleagues and supervisors; creating an authentic environment. Dr. Campbell presented an at-a-glance teacher rubric that describes the standards in which teachers are required to be responsible for. Dr. Campbell stated that Needham teachers have been asked to focus on two standards and two indicators in each of the two standards. Dr. Campbell pointed out that teachers are responsible for all standards but that by focusing on two, significant progress would be made. Dr. Campbell presented an overview on the Developing Educator Plan Evaluation Timeline and the two-year Self Directed Educator Plan Evaluation Plan. Dr. Campbell stated that next steps include developing District Determined Measures (DDM), student feedback to teachers, staff feedback to administrators as well as continue to collect feedback through surveys from both teachers and administrators to inform the Evaluation Study Committee. Discussion followed.

Hillside Feasibility Scope Discussion

Hillside Feasibility Scope Discussion

Mr. Greis led the discussion on this item. Mr. Greis stated that the Permanent Public Building Committee (PPBC) has requested that the School Committee provide feedback on the draft Request for Design Services (RFS) before it is advertised. Mr. Greis stated that a draft will also be forwarded to the Massachusetts School Building Authority (MSBA) for their review and feedback.

Dr. Gutekanst stated that two items are pending MSBA approval: an Owners Project Manager and Request for Services for a Designer. Dr. Gutekanst noted that Steven Popper, Director of Design and Construction, Dept. of Public Facilities has been interviewed by the MSBA and could be identified as the Owners Project Manager by the MSBA.

Ms. Black outlined options and scope of work for the School Committee's consideration and guidance. A general discussion.

ACTION ITEMS

Approve Request for Reserve Fund Transfer for High School Design Funds

Approve Request for Reserve Fund Transfer for High School Design Funds

Please see enclosed memo.

Upon recommendation of the Superintendent that the Needham School Committee approves the request for a Reserve Fund transfer of up to \$50,000 for Needham High School Design Services.

A motion was
made:

Seconded
Discussion
Vote 7-0-0

Approve Minutes of the Meetings of October 7, 2014 and October 21, 2014

Approve Minutes of the Meetings of October 7, 2014 and October 21, 2014

Upon recommendation of the Superintendent that the Needham School Committee approve the minutes of the meetings of October 7, 2014 and October 21, 2014 as submitted.

A motion was made:

Seconded
Vote 7-0-0

Accept Donations

Accept Donations

Upon recommendation of the Superintendent that the Needham School Committee accepts with gratitude donations as submitted.

A motion was made:

Seconded
Vote 7-0-0

SCHOOL COMMITTEE COMMENTS

Dr. Barnes stated that the Students Acting to Make a Difference would be performing the musical, "Rent" on November 17, 2014. Dr. Barnes noted that this is the last performance for Director Paul Duprey. Dr. Barnes stated that Mr. Duprey is a former Pollard Middle School Math teacher who left Needham to take an Assistant Principal position. Dr. Barnes stated that Mr. Duprey has directed student led musicals for charity for fifteen years, and has returned for the last six years after having left the school district. Dr. Barnes stated that this year's charity is Cradles for Crayons.

Dr. Barr stated that she attended the Riverside Community Care Blue Jean Ball and was impressed with the keynote speaker's story of how Riverside Community Care provides alternative education for students until they are to return to the general education population.

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

http://rwd1.needham.k12.ma.us/school_committee/Packets2014-15

Meeting Adjournment

Meeting Adjournment

At approximately 10:10 p.m., a motion was made to adjourn the School Committee meeting of November 18, 2014.

A motion was made:

Seconded
Vote 7-0-0
Respectfully submitted by, Cheryl Gosmon

Needham School Committee
Minutes of the Meeting
December 8, 2014

The Chair of the School Committee, Michael Greis called the meeting to order at 4:30 p.m.

Members of the School Committee present were:

Michael Greis	Connie Barr
Joe Barnes	Heidi Black
Susan Neckes	Kim Marie Nicols
Aaron Pressman	

Members of the Central Administration present were:

Dan Gutekanst

Discussion

The Frequently Asked Questions (FAQ) for the Facilities Master Plan was reviewed and discussed. Several members provided input, edits, and information about the FAQ.

PPBC FAQ

The School Committee meeting adjourned at 6:00 p.m.

Adjourn

Respectfully Submitted:
Daniel E. Gutekanst,
Superintendent of Schools

**Needham School Committee
Needham, Massachusetts 02492
December 16, 2014**

Agenda Item: **Action**

Accept Donations

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee accepts with gratitude donations as submitted.

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ **Date:** December 16, 2014

Item Title: **Approve School Department Donations**

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

• Proceeds from Fall Clean Up to benefit NHS Habitat Club	\$655.00
• Proceeds from cookie dough fundraiser to benefit NHS Class of 2016	\$5,860.00
• Chipotle, Denver CO fundraiser to benefit Student Council	\$1,018.58
• Susan and Gregory Gilbert, Ridgefield WA donation to benefit NHS John Akers Scholarship	\$1,000.00
• Proceeds from bake sale to benefit Speech and Debate Team NHS	\$76.19
• Proceeds from bake sale to benefit NHS Ping Pong Club	\$67.10
• Proceeds from bake sale to benefit NHS Support the Troops Club	\$146.05
• Proceeds from bake sale to benefit Bomb Squad Club NHS	\$48.45
• Proceeds from bake sale to benefit NHS Mandarin Club	\$216.45
• Proceeds from bake sale to benefit NHS Even a Rag Like This Club	\$102.59
• Proceeds from bake sale to benefit NHS Room to Read	\$59.02
• Proceeds from bake sale to benefit Habitat for Humanity Club NHS	\$73.62
• Proceeds from bake sale to benefit NHS The Second Step	\$82.75
• John and Dale McCarthy, Needham MA donation to benefit the Friendship Bench	\$700.00

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
Needham, Massachusetts 02492
December 16, 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**

**Needham School Committee
Needham, Massachusetts 02492
December 16, 2014**

Agenda Item: **Information Item**

- Disposal of Surplus Items

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: December 16, 2014

Item Title: **Disposal of Surplus: Eliot, Pollard**

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

From the Eliot:

- Metal Balance Beam

From the Pollard:

- 3 Water Damaged Horsehair Mats

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. 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 \$5,000 through the exercise of sound business practices by the Procurement Officer.

Recommendation/Options: That the Needham School Committee be informed of the disposal to the Town Transfer Station of the aforementioned surplus equipment in accordance with MGL 30B Section 15 & 16 by the Procurement Officer.

Rationale:

Implementation Implications:

Supporting Data: None.

School Committee (circle one)

Action	Information	Discussion	<u>Consent Calendar</u>
Central Administrator	Town Counsel	Sub-Committee:	_____

Will report back to School Committee (date): _____

Respectfully Submitted,
Anne Gulati
Director of Financial Operations