



Needham School Committee
April 7, 2020

5:00 p.m.

**Meeting accessible via Zoom Webinar* and broadcast and
streamed live on The Needham Channel**

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

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



SCHOOL COMMITTEE MEETING AGENDA

April 7, 2020 Revised

**Meeting accessible via Zoom Webinar* and broadcast and streamed live on
The Needham Channel**

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

- 5:00 p.m. School Committee Chair and Subcommittee Updates**
- 5:10 p.m. Superintendent's Comments**
- 5:15 p.m. Consent Items**
1. Minutes of the Meetings of January 28, 2020 and February 4, 2020
 2. Accept Donations
 3. Authorize Disposal of Perishable Goods
 4. Approve Additional FY20 Grant Funds
- 5:20 p.m. Discussion Item**
Remote Learning During the COVID-19 Health Crisis
- 6:20 p.m. Action Items**
Approve The Education Collaborative (TEC) Agreement
Vote to Designate School Committee Member to Approve All Warrants
Approve Naming Sunita L. Williams School Sensory Garden
Approve Adjustment of FY2019-20 School Calendar
Appoint Executive Director of Special Education
- 6:45 p.m. School Committee Comments**
- Information Items**
The Education Collaborative FY21 Budget Proposal
Independent Auditors' Report for Year Ending June 30, 2019

*Please use the link below to join the webinar:
<https://zoom.us/j/119377896>

Via phone: 312 626-6799 or 929 205-6099
Webinar ID: 119 377 896



Needham School Committee

April 7, 2020

Public Comments

Under Governor Baker's emergency "Order Suspending Certain Provisions of the Open Meeting Law G.L. c. 30A, S20", issued March 12, 2020 and in effect until termination of the emergency, meetings of public bodies may be conducted virtually provided that adequate access is provided to the public. No public participation is contemplated for this meeting.



Needham School Committee

April 7, 2020

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

Background Information:

- The Chair and subcommittee members may offer brief updates on issues not on the agenda.

Members of the School Committee available for comment:

Michael Greis, Chair
Andrea Longo Carter, Vice-Chair
Connie Barr
Heidi Black
Susan Neckes
Aaron Pressman
Matthew Spengler
Aidan Michelow, Student Representative member of School Committee



Needham School Committee

April 7, 2020

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

April 7, 2020

Agenda Item: **Consent Agenda**

1. Minutes of the Meetings of January 28, 2020 and February 4, 2020
2. Accept Donations
3. Authorize Disposal of Perishable Food Items
4. Approve Additional FY20 Grant Funds

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

If none removed:

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

Needham School Committee
Minutes of the Meeting
January 28, 2020

Michael Greis, Chairman of the Needham School Committee called the meeting to order at 7:00 p.m.

Members of the School Committee present were:

Michael Greis, Chair	Susan Neckes
Andrea Longo, Vice-Chair	Aaron Pressman
Connie Barr	Matthew Spengler
Heidi Black	

Aidan Michelow (non-voting student member)

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	Alexandra McNeil
Anne Gulati	

Public Comments

Public
Comments

Chairman Greis 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 Update

School
Committee
Chair and
Subcommittee
Updates

Susan Neckes mentioned that the Permanent Public Building Committee (PPBC) met on January 27, 2020, to review a presentation on the School Facility Master Plan from Dore and Whittier Architects, Inc. Ms. Neckes summarized the workshops and activities that the Working Group is involved with. She stated that the process is moving along smoothly. Dr. Gutekanst added that the School Committee will receive an update on regarding the Emery Grover Building.

Chairman Greis stated that Finance Committee Liaisons met with the Finance Committee. He also stated that parents were on hand and spoke at the meeting about the Superintendent's budget request

and key items concerning special education. Chairman Greis added that the Finance Committee was receptive to their concerns. Chairman Greis stated that the School Committee has presented its budget to the Finance Committee and the Town Manager will present her budget to the Finance Committee as well.

Superintendent's Comments

Superintendent Gutekanst introduced Joseph Connolly, owner of Michael J. Connolly & Sons, Inc., Needham's transportation provider for more than 35 years. The Superintendent, on behalf of Needham Public Schools and the Needham School Committee, took a moment to acknowledge Joseph Connolly and his company for their long service to the Needham community. Superintendent Gutekanst presented Mr. Connolly with a certificate of appreciation.

Superinten-
dent's
Comments

Mr. Connolly expressed his appreciation for Needham's generosity. Mr. Connolly shared his involvement with Michael J. Connolly & Sons, which began in the sixties as a driver for his father. He stated that he drove his first bus in 1948. He also stated that his company services 15 communities and that Needham is the best community he has served. He stated that he tries to be a great company and stay small rather than be a large company with poor service. Mr. Connolly stated that this is the first time a town has recognized his company and that he is grateful for it.

Members of the School Committee expressed their individual appreciation to Mr. Connolly for his service to the Needham community.

CONSENT ITEMS

Consent Items

1. FY20 Budget Transfers
2. Accept Donations
3. Allocation of FY20 Photography Commission

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

DISCUSSION ITEMS

Athletic Program UpdateAthletic
Program
Update

Dr. Gutekanst introduced this item and welcomed Dan Lee, Athletic Director, and Mike Jackson, Assistant Athletic Director & Club Sports Coordinator and invited them to present the Athletic Program Update.

Mr. Lee introduced students and coaches who were on hand to share information on the Unified Sports Program. Mr. Lee began with a video showing highlights of the athletic program. Mr. Lee stated that he is excited to provide more information about the Unified Sports Program. Mr. Lee and Mr. Jackson as well as students and coaches commented on the benefits of Unified Sports. Mr. Lee shared information on the middle school program. He stated that plans are in progress to pilot a Unified Basketball Team this spring and with support from the administration fully develop the program for the following year.

Anne Gulati, Assistant Superintendent for Finance and Operations stated that Needham is the largest high school Athletic Program in the state. She added that in addition to recognizing the Unified Sports options, just to recognize all the other wonderful program offerings is spectacular.

Mr. Lee stated that there are over 2300 spots filled, which is the most in program history. Mr. Lee stated that there is a vote coming up next month shifting to a statewide tournament, which would essentially remove sections and have teams across the state compete in the tournament play. He added that the change will level the playing field.

Mr. Lee spoke briefly about some of the challenges the Athletic Program is faces particularly with a growing program. He added the biggest challenge they face is space. He stated that although he manages to find space when needed it is becoming more of a challenge with a growing program. Discussion followed.

Middle School and Needham High School 2020-2021
Program of Studies

Middle School
and Needham
High School
2020-2021
Program of
Studies

Dr. Gutekanst introduced this item and welcomed Tamatha Bibbo, Pollard Middle School Principal and Aaron Sicotte, Principal of Needham High School and invited them to present the 2020-2021 Program of Studies. Dr. Gutekanst noted that Principal Jessica Downey is home resting recovering from illness. Dr. Gutekanst stated that the Draft Middle School and Needham High School 2020-2021 Program of Studies is available in the School Committee Packet at www.needham.k12.ma.us. He also stated that the School Committee will vote on the draft Program of Studies at their next meeting.

Principal Bibbo highlighted areas of change: World Language, Math, Science & Engineering, and Social Studies. Principal Bibbo stated that the World Language changes reflect the middle schools' adjustment to provide grade 7 entry point options: French and Mandarin. It also includes the addition of Spanish 7a for students who have not previously studied Spanish. Principal Bibbo stated that the course descriptions for the Social Studies Department have all been updated to reflect the new Social Studies Standards and the resulting shifts in the curriculum at each grade level to align with the new standards. She also stated that grade 8 is continuing with government and civics, studying early America having conversations about race and how it relates to government, talking about civics and how students can be involved.

Principal Sicotte stated that Needham High School Program of Studies for 2020-2021 reflects a rich variety of challenging and exciting courses that allow students to tailor their high school experiences in relevant and personalized ways. Principal Sicotte highlighted a new grade 9 Interdisciplinary Program. He stated that the program is designed to combine some of the strongest elements of both a middle level and a high school level. He added that in the program, four core subject teachers will teach connected units that merge learning across traditional department boundaries and make it meaningful, collaborative, and project-based for the students. Principal Sicotte summarized additional new programs. He stated that students will have an opportunity to take an internship in Special Education, which includes training with special

educators, peer modeling, tutoring, socialization and friendship development. Principal Sicotte also summarized a new course offered through the Fine and Performing Arts and Math departments. Principal Sicotte stated that the Media Department will be introducing the second course in a two-year sequence following AP Capstone, which is AP Research, and the World Language Department is providing French 5 and Spanish 5 for students looking to continue their language studies, but not in an AP class. Discussion followed.

Principal Bibbo responded to member's question on the grade 8 trip to Washington D.C. Principal Bibbo stated that after a long and thoughtful process, it has been determined that this trip is no longer sustainable for the number of students in Needham. Alternative civic learning opportunities will be sought for the future.

Principal Sicotte responded to the member's question on staffing for the DaVinci Lab. He stated that the DaVinci Lab is Needham High School's maker space, with incredible equipment available for students thanks to the generosity of several different companies and organizations. Principal Sicotte described the classes that are taught in the DaVinci Lab. He stated that it was designed to allow students to create things relative to what they are working on in the curriculum area. He added that he would like to have a program specialist who can help with coordination that will help maximize usage of this space.

Principal Bibbo responded to members' question on Math Intervention and described Math Support/Intervention programming that exists in grades 6, 7 & 8.

2020-2021 School Calendar

Dr. Gutekanst introduced the proposed 2020-21 school calendar for School Committee consideration. He stated that schools will open before Labor Day on September 2, 2020 and conclude on June 17, 2021. He also stated that the calendar mirrors the current year with using Wednesdays as early release days for professional development throughout the system as well as a half-day for professional development the day before Thanksgiving. Dr. Gutekanst stated that election day is Tuesday, November 3, 2020, and the only

2020-2021
School
Calendar

school that will be used as a polling site is Newman Elementary School. He also stated that the calendar has been discussed with the school administration and the Needham Education Association. Dr. Gutekanst stated that the proposed calendar is a good plan for the 2020-2021 school year for School Committee. He added that the School Committee will vote on the calendar at their next meeting.

School Committee Policies:

IGA Instructional Program of the Needham Public Schools Revision 1
 IGAC Teaching about Religion Revision 1
 DDAA Grants
 DAB Gifts, Donations and Fundraising
 DDAC Student Awards, Honors and Scholarships
 JQ Student Fees, Fines, and Charges

School
 Committee
 Policies

Dr. Gutekanst introduced this item. He stated that the Policy Subcommittee has reviewed and revised these policies for discussion by the School Committee. He also stated the policies will be brought back for further discussion and vote at a subsequent meeting.

Dr. Gutekanst stated the policies are curriculum-related as well as finance related. He added that the policies have been viewed and vetted by the Policy Subcommittee. The subcommittee provided a review of the policies and described small changes that were made. The policies will be brought back for further discussion and vote at a subsequent meeting.

ACTION ITEMS

Vote FY2020-21 School Operating Budget

Vote FY2020-
 21 School
 Operating
 Budget

Upon the recommendation of the Superintendent, that the Needham School Committee approves the FY2020-21 school operating budget \$80,735,089 as submitted.

A motion
 was
 made:

The motion was moved by Susan Neckes and seconded by Andrea Longo Carter.

Discussion

The vote was 7-0-0

Approve 2020 Annual Town Meeting Warrant Article Requests:

Approve 2020 Annual Town Meeting Warrant Article Requests

Foster Care Transportation Reimbursement
Creation of Special Education Reserve Fund

A motion was made: Upon the recommendation of the Superintendent, that the Needham School Committee approves the 2020 Annual Town Meeting warrant article requests as submitted.

The motion was moved by Connie Barr and seconded by Heidi Black.

Discussion

The vote was 7-0-0

A motion was made: Approve FY21 Revolving Fund Fees

Approve FY21 Revolving Fund Fees

Upon the recommendation of the Superintendent, that the Needham School Committee approves the FY21 revolving fund fees as submitted.

The motion was moved by Andrea Longo Carter and seconded by Connie Barr.

The vote was 7-0-0

A motion was made: Approve Contract Extension for METCO Transportation

Approve Contract Extension for METCO Transportation

Upon the recommendation of the Superintendent, that the Needham School Committee approves the contract extension for METCO school bus transportation services to Local Motion through June 30, 2022, as submitted.

The motion was moved by Andrea Longo Carter and seconded by Connie Barr.

The vote was 7-0-0

School Committee Comments

School Committee Comments

Chairman Greis stated that there is still room for anyone interested in participating in History Day at Needham High School. This event takes place on February 6, 2020 and interested persons should contact Aaron Pressman for more information.

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

A List of Documents

http://www.needham.k12.ma.us/district_info/school_committee/packets2019-2020

A motion
was
made:

At approximately 9:15 p.m., a motion was made to
adjourn the School Committee meeting of January
28, 2020.

The motion was moved by Connie Barr and seconded
by Sue Neckes.

The vote was 7-0-0

Respectfully submitted by Cheryl Gosmon, Note
Taker

Adjournment

Needham School Committee
Minutes of the Meeting
February 4, 2020

Michael Greis, Chairman of the Needham School Committee called the meeting to order at 7:00 p.m.

Members of the School Committee present were:

Michael Greis, Chair	Susan Neckes
Andrea Longo, Vice-Chair	Aaron Pressman
Connie Barr	

Aidan Michelow (non-voting student member)

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi
Terry Duggan	

Public Comments

Public
Comments

Chairman Greis 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 Update

School
Committee
Chair and
Subcommittee
Updates

Chairman Greis stated that School Committee members Matthew Spengler is away on business and Heidi Black is home, not feeling well. He also stated that Central Administration members Alexandra McNeil and Anne Gulati are absent from tonight's meeting.

Chairman Greis stated that Needham as received an additional 2% reimbursement from the Massachusetts School Building Authority (MSBA) for \$54,480 as a result of a higher standard of energy and environmental performance in design and construction for the Sunita L. Williams Elementary School. Chairman Greis also stated that the rooftop solar array has generated 32750 Kilowatt hours and the array generates 40% of the school's use.

Superintendent's Comments

Superintendent Gutekanst deferred his comments to the student presentation.

Superintenden
t's Comments

Consent Items

1. Approve Minutes of the Meeting of December 10, 2019
2. Approve Student Awards

Consent Items

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

DISCUSSION ITEMS

Needham High School Student Advisory to School Committee Report

Needham High
School
Student
Advisory to
School
Committee

Dr. Gutekanst introduced this item. He stated that this is the third of several reports the Student Advisory to School Committee (SASC) will provide the School Committee this year. Dr. Gutekanst also stated that the SASC meets regularly with the principal to discuss school issues, concerns, and ideas with the high school administration. He added that the students are excited and prepared to discuss these issues with the School Committee and welcome comments and questions. Dr. Gutekanst welcomed Robin Kane, Sara Kates, Hannah Keselman, Aidan Michelow, Zach Sickles, and Evan Tsingos and invited them to present their report.

Students thanked the School Committee for the opportunity to present the current events of

Needham High School. Students reported on fundraising and school spirit activities as well as senior class activities.

Students provided an update on At-large events which included information on the *One Day* event that takes place on February 12, 2020. Students stated that this is a day where students choose a handful of workshops out of a selection provided by clubs and community members to help grow the Needham High School community. Students stated that this year's theme is "Service to Community," The theme emphasize the importance of helping others and community growth. Information was shared on SALSA (Students Advocating Against Substance Abuse) activities. This group hosted a Vaping Awareness Week that provided students with an opportunity to learn about the problem of vaping among high school students, and how dangerous it can be. This event had a strong message that encouraged students not to participate in vaping, or any other form of cigarettes or e-cigarettes through videos on Student News and posters around the school. Students reported on the Own Your Peace Breakfast that took place on Friday, January 17, 2020. Students stated that the PTC provided bagels for breakfast, and many students came before school to enjoy the food and listen to performances. Presenters included leaders of the many clubs at Needham High School devoted to wellness and social justice: UNICEF, Take Back the Night, SAMD (Students Acting to Make a Difference), and the Jewish Student Union. The event also included performances from two of the acapella groups, Fermata Nowhere, and the Subway Dwarves. Students added that this tied into the Martin Luther King Day celebration the following Monday.

The School Committee and students engaged in further discussion on events at Needham High School.

Pollard Middle School Improvement Plan

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that Principal Bibbo and other school principals have helped refocus the School Improvement Plans to align with the Portrait of a Needham Graduate Strategic Priorities. Dr. Gutekanst stated that the Pollard Middle School Council has worked collaboratively this past year

Pollard
Middle School
Improvement
Plan

to advise Principal Tamatha Bibbo and develop and maintain the School Improvement Plan. He also stated that in accordance with M.G. L. Chapter 71, Section 59c, the Superintendent has approved the Pollard Middle School Improvement Plan. Dr. Gutekanst welcomed Principal Bibbo and members of the Pollard Middle School Council and invited them to present the Pollard Middle School Improvement Plan.

Principal Bibbo introduced: Ann Ahnert, David Blake, Kevin Keane, Karen Mullen, Jessica Young-Paulson, and Skylar Helfman. Principal

Bibbo, teachers, parents, and students presented an update on the Pollard Middle School Improvement Plan. The entire report is available online at www.needham.k12.ma.us. Discussion followed.

ACTION ITEMS

A motion was made:

Approve Middle School and Needham High School 2020-2021 Program of Studies

Approve Middle School and Needham High School 2020-2021 Program of Studies

Upon the recommendation of the Superintendent, that the Needham School Committee approves the FY2020-2021 Middle School and Needham High School Program of Studies as submitted.

The motion was moved by Connie Barr and seconded by Andrea Longo Carter.

The vote was 5-0-0

Approve 2020-21 School Calendar Action

Approve 2020-21 School Calendar Action

A motion was made:

Upon the recommendation of the Superintendent, that the Needham School Committee approves the 2020-2021 school calendar as submitted.

The motion was moved by Connie Barr and seconded by Andrea Longo Carter.

The vote was 5-0-0

School Committee Comments

School Committee Comments

Chairman Greis stated that the Needham History and Museum will host a Champagne and Chocolate fundraiser to benefit the history center's programs on Saturday, February 8 from 7-11 pm.

Chairman Greis also stated that he and the

Superintendent along with staff and students from the high school took a tour of NBC Universal Studios in Needham.

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

A List of Documents

[http://www.needham.k12.ma.us/district info/school committee/packets2019-2020](http://www.needham.k12.ma.us/district%20info/school%20committee/packets2019-2020)

At approximately 8:25 p.m., a motion was made to adjourn the School Committee meeting of February 4, 2020.

Adjournment

A motion was made:

The motion was moved by Connie Barr and seconded by Sue Neckes.
The vote was 5-0-0

Respectfully submitted by Cheryl Gosmon, Note Taker

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ Date: March 24, 2020 1 of 1

Item Title: Approve School Department Donations

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

	Value:
• The American Heart Association, Dallas TX, donation to support the Physical Education Department	\$800.00
• Mr. Alfred Vigil, Framingham MA, donation to Needham Community Education in memory of Mark Mayers	\$50.00
• Chipolte Restaurant, Newton MA, fundraising support to benefit Class of 2022	\$124.76
• Stacy Madison of Stacy's Juice Bar, Needham MA fundraising support to benefit NHS Save A Childs Heart Club	\$100.00
• Proceeds from a Bake Sale to benefit NHS Jimmy Fund Club	\$100.00
• Proceeds from a Bake Sale to benefit NHS Amnesty International Club	\$127.00
• Proceeds from a Bake Sale to benefit NHS Culinary Arts & Pastry Club	\$164.00
• Proceeds from a Bake Sale to benefit NHS Know a Language, Share a Language Club	\$44.00
• Proceeds from a Bake Sale to benefit NHS KIVA Club	\$104.00
• Proceeds from a Bake Sale to benefit NHS March for our Lives Club	\$60.00
• Proceeds from a Water Bottle Sale to benefit Class of 2022	\$40.00
• Proceeds from a Ping Pong Bake Sale to benefit Needham Public High School	\$118.50
• NHS Student Council donation to support the NHS Science Club	\$300.00
• NHS Student Council donation to support the NHS Culinary Arts & Pastry Club	\$300.00

Issues: M.G.L.Chapter 44,Section 53A and School Committee policy #DFC/KH authorize the School Committee to accept any grant of gifts or funds given for educational purposes by the federal or state government, charitable foundations, private corporations, PTCs or an individual. M.G.L. Chapter 44, Section 53A further stipulates that any monies received and accepted by the School Committee may be expended without further appropriation.

Recommendations/Options: That the School Committee accept with gratitude the aforementioned donations.

School Committee: Consent Calendar

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: March 29, 2020

Item Title: **Disposal of Surplus: Perishable Foods to Local Municipal and Charitable Agencies Between March 13-23**

Item Description: As a result of the recent closure of school due to the COVID-19 outbreak, the Nutrition Services Department sought to dispose of \$4,760 in perishable foods, which could not be used within the schools. These items were donated to the following municipal and charitable organizations for the benefit of the community during the period March 13-23:

- \$2,620 in perishable food items to the Needham Community Council Food Pantry and Charles River ARC (both registered 501(c)3 non-profit organizations), and the Needham Housing Authority.
- \$2,140 to the Middlesex Human Service Agency Food Pantry (a registered 501(c)3 non-profit organization) in Waltham.

The perishable items included fruit, vegetables, milk, yogurt, eggs, tofu, cheese and bread.

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

Recommendation/Options: That the Needham School Committee retroactively authorize the disposal of the aforementioned perishable items to Needham Food Pantry, the Charles River ARC, the Needham Housing Authority and the Middlesex Human Service Agency Food Pantry in Waltham.

Rationale:

Implementation Implications:

Supporting Data: None.

School Committee (circle one)

Action

Information

Discussion

Consent Calendar

Central Administrator

Town Counsel

Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance & Operations

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: April 2, 2020

Item Title: **Approve FY 2019/20 Grants**

Item Description: The School Department has received \$98,571 in additional FY 19/20 grant funds, including a \$92,389 METCO Supplemental Grant, and additional allocations of the following federal grants: \$363 Title I, \$562 Title IIA, and \$5,257 240/ 94-142. The additional funds are highlighted in yellow.

Federal, State & Local Grants:	AWARD FY19	ACCEPT'D FY19	AWARD FY20	\$ INC/(DEC) OVR FY19	REVISED FY20	\$ INC/(DEC) OVR FY19	\$ INC/(DEC) OVR FY20 Orig
<u>Federal Grants</u>							
Title IIA/ Improving Educator Quality/ 140	65,608	65,111	68,286	3,175	68,848	3,737	562
Title I Part A/ 305	98,264	98,197	123,415	25,218	123,778	25,581	363
Title III Part A/ English Language Acquisition/180	23,526	23,526	22,388	(1,138)			
Title III/ English Language Acquisition (Supplemental)/184	-	-	-	-			
Title IVA Part A/ Student Support & Academic Enrichment / 309	7,638	7,638	10,000	2,362			
LEAP Incentive Grant	-	-	-	-			
SPED Program Improvement/ 274	-	-	-	-			
SPED Early Childhood/ 262	35,390	35,254	36,342	1,088			
SPED Early Childhood Program Improvement/298	-	-	-	-			
SPED Entitlement/240 (94-142)	1,304,678	1,304,678	1,325,380	20,702	1,330,637	25,959	5,257
<u>State Grants:</u>							
Academic Support/632 (MCAS Tutoring)	-	-	-	-			
Essential School Health	115,899	115,899	100,000	(15,899)			
METCO/ 317	1,088,335	1,088,335	1,102,685	14,350	1,197,675	109,340	94,990
METCO Supplemental			92,389	92,389			
Special Education Circuit Breaker *	1,540,049	1,540,049	1,587,130	47,081			
<u>Local Grants:</u>							
NEF Fall Grants	67,553	67,553	50,102	(17,451)			
NEF Winter Grants	28,992	28,992	34,296	5,304			
NEF Spring Grants	31,345	31,345	TBD	TBD			
Beth Israel Deaconess Life Skills		-	3,000	3,000			

Circuit Breaker Reimbursement %: FY19 Final 74.4%, FY20 Budget 72%; FY20 Actual 75%

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

Recommendation/Options: That the School Committee approves the receipt and acceptance of the additional FY20 grant funds totaling \$92,389.

School Committee: CONSENT

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance & Operations



Needham School Committee

April 7, 2020

Agenda Item: **Discussion**

Remote Learning During the COVID-19 Health Crisis

Background Information:

- In collaboration with teachers, staff and administrators, the district has developed a remote learning plan to provide continuity of learning for our students during the period of school closure.
- Several administrators will share highlights of the Needham Public Schools Remote Learning Plan.

Persons Available for Presentation:

Dr. Dan Gutekanst, Superintendent of Schools
Dr. Terry Duggan, Assistant Superintendent for Student Learning
Ms. Anne Gulati, Assistant Superintendent for Finance and Operations
Ms. Mary Lammi, Assistant Superintendent for Student Support Services
Dr. Alexandra Montes McNeil, Assistant Superintendent for Human Resources
Mr. Gregory Bayse, Principal of Mitchell School
Ms. Tamatha Bibbo, Principal of Pollard Middle School
Mr. Aaron Sicotte, Principal of Needham High School

**REMOTE
LEARNING IN
THE
NEEDHAM
PUBLIC
SCHOOLS**



**School Committee Update
April 7, 2020**

- Overview
- Remote Learning
Overview
- Student Support
Services
- School Highlights
 - Elementary
 - Middle School
 - High School



Agenda

Remote Learning Plan: How did we get here?

- **On March 25th the Governor ordered schools closed through at least May 4th due to the health emergency**
- **The superintendent joined a small task force to assist the Commissioner with planning and guidance for school closures**
- **The Commissioner subsequently issued remote learning guidance**
- **Week of March 30th Needham administrators & teachers met continuously to plan, collaborate & agree on a Remote Learning Plan to implement for all students**
- **Remote Learning Plan begins April 6th**



Equity Matters in the NPS

The COVID-19 health crisis disproportionately impacts our most vulnerable students in terms of physical and mental health as well as academically. Equitable access to resources, nutrition services, and learning opportunities is a top priority as we plan for an extended school closure.



Remote Learning Guiding Principles

- Maintain and nurture strong relationships with students and families
- Prepare for remote learning to engage students directly in the curriculum in thoughtful, measured ways so all students can learn and grow
- Provide services and supports to help meet the many needs of all students, particularly our most vulnerable ones.



Remote Learning Plan Components

- Wide variety of learning opportunities (on and offline)
- **Standardized learning & video conferencing platforms**
- **Personalized professional learning plan** developed; key skills for remote teaching identified
- **Essential learning concepts** in each curriculum area identified
- Daily **learning time expectations** for students established
- Guidelines for **video conferencing** and **student data privacy** published
- **Technology support** and **device loaner** program established
- Ongoing **collaboration with student support services** to ensure equitable learning experiences for all



What is “new learning”?

- New learning is essence of content, skills and experiences that enables all to grow
- Different starting points for individuals
 - What is new for some may be review and enrichment opportunities for others
 - Identifying “essential concepts” and skills makes the learning goals more accessible for all to learn
- Curriculum:
 - linear additive accumulation of content
 - concepts spiraling into deeper understanding
 - acquiring and practicing skills
- Portrait of a Needham Graduate/Strategic Priorities - our values in operation
 - Opportunities to acquire /reinforce real-life skills and experiences that are often difficult to teach in the classroom

What is “new learning”?

Portrait Competencies Align with the District’s Remote Learning Plan

Creative Thinkers and Problem Solvers

Raise questions driven by curiosity • Analyze relevant information • Express creativity • Design and innovate solutions

Communicators and Collaborators

Listen effectively • Articulate ideas using a variety of communication strategies and skills • Interact with others respectfully and productively • Contribute to teamwork

Socially and Culturally Responsive Contributors

Understand and respect diversity • Act with empathy and courage to ensure equity, access, and an anti-racist culture • Address local & global issues through civic and community engagement

Responsible and Resilient Individuals

Take responsibility for actions • Make healthy choices to achieve physical & emotional well-being • Self advocate • Persist to overcome personal challenges • Adapt to change

Empowered Learners

Discover and integrate content from multiple disciplines • Engage in self-directed learning • Use technology to support learning and navigate a digital world

Special Education During School Closure

- **DESE Guidance** includes that Special Education may not replicate services as written in IEPs
- **Allow access and progress towards goals**
- **Remote Learning Support Service Plans**
 - Individualized and implemented to best extent possible
 - Alleviate disruption to student learning
 - Resources/Supports AND Services & Instruction
 - Communication tool between school and home
- Continue to focus on **staying connected** and **offering support and assistance**
- Hold **IEP meetings** if practical
- **Out of District Schools** responsible for Remote Learning Plans

Support Services Updates



- **Supports for ELL students and their families**
- **Social emotional and physical well-being of students, families, and staff**
- **Collaboration with METCO, Inc. and remain connected with Boston resident students and their families**



Elementary School Highlights

- 5 Day Curriculum Cycle covering
 - Social Emotional Learning
 - Reading
 - Math
 - Writing
 - Social Studies / Science
- Standardized Across the Five Elementary Schools
- Guidelines for Daily Learning
 - PreK: up to 1 hour
 - K to Grade 2: up to 2 hours
 - Grades 3 to 4: up to 2.5 hours
 - Grades 5: up to 3 hours

NPS Elementary Remote Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Curriculum Introduction:	Daily Mtg.; Social Emotional Learning; Foundations (K-3)	ELA Reading	Math	ELA Writing	Social Studies/ Science
Application/ Review/ Problems/ Formative Check-in:	ELA Reading Math ELA Writing SS/Science	Math ELA Writing SS/Science Foundations (K-3)	ELA Reading ELA Writing SS/Science Foundations (K-3)	ELA Reading Math SS/Science Foundations (K-3)	ELA Reading Math ELA Writing Foundations (K-3)

Elementary School Highlights



Remote Music Class with Mr. Mark Smith

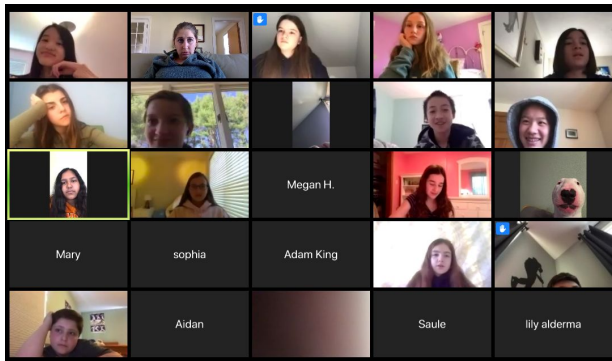
- Weekly Teacher Check-in With Each Student
- Weekly Special Area Classes
 - Music, Art, Media, Spanish, PE
- [Elementary Remote Learning Plan](#)
- Limited Synchronous Learning
- Modified Special Education and Guidance Services Continue



Pollard Middle School Highlights

- [Remote Learning Plan](#)
- [Morning Announcements](#)
- **Advisory Check in's 3x/week**
- **Student and Staff Survey Results**
- **Virtual Talent Show**

Monday	Tuesday	Wednesday	Thursday	Friday
Work Posted/ Teacher Office Hours	Electives	Teacher Office Hours	Electives	Teacher Office Hours and Electives
Cluster Classes (9:00-11:30)	Elective 1A (9:00-9:35)	Cluster Classes (9:00-11:30)	Elective 1B (9:00-9:35)	Cluster Classes (9:00-11:30)
	Elective 2A (9:40-10:15)		Elective 2B (9:40-10:15)	
	Outside Time (10:20-11:30)		Outside Time (10:20-11:30)	
Advisory (11:35-12:00) 3x/Week				
Mid Day Break (12:00 - 1:00)				
Work Time (1:00-2:50)	Work Time (1:00-2:50)	Work Time/ Extra Help (1:00-2:50)	Elective 1A (1:00 - 1:35)	Elective1B (1:00 -1:35)
			Elective 2A (1:40 - 2:15)	Elective2B (1:40 -2:15)



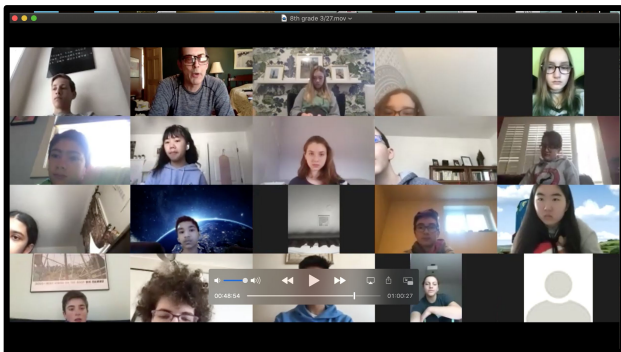
Our First Band FlipGrid!

Apr 4, 2020 [Flip Code: s8as8d82](#) [Add Tools: Guests](#)

Emits you all! I miss seeing you, hearing about your lives, and hearing you play your instruments! Let's change that!
Record a video response including:
Your name
How did you were when you started playing your instrument.
Your favorite Girl Scout Cookie
Playing something on your instrument (anything you want!)

25 Responses
0 replies 725 views 8.1 hours of engagement [Post QR Codes](#) [Export Data](#)

Actions	Name	Date	Replies	Feedback
Star	Julia C R. 19 views	Apr 7, 2020	-	4/4 Active Share Actions
Star	Selene R.S. 19 views	Apr 6, 2020	-	4/4 Active Share Actions
Star	Mr. Heidi 78 views	Apr 5, 2020	-	Active Share Actions
Star	Meena B. 4 views	Apr 7, 2020	-	4/4 Active Share Actions
Star	Amelle A.R. 9 views	Apr 7, 2020	-	4/4 Active Share Actions
Star	Samuel H.C. 9 views	Apr 7, 2020	-	3/3 Active Share Actions
Star	Annie L.R. 5 views	Apr 7, 2020	-	4/4 Active Share Actions
Star	Christopher C.B. Apr 7, 2020	-	-	4/4 Active Share Actions



- Blend of Asynchronous and Synchronous Learning
- Special Education and Guidance Services Continue



Needham High School Highlights

- Teachers will provide lessons that take students approximately 2 hours per week to complete; could be one sustained time for projects & longer tasks, or multiple periods of time addressing multiple assignments.
- Teachers will have a minimum of one office hour with students per week and will respond to email promptly.
- Teachers will share assignments through Google Classroom on Mondays.
- Teachers will collaborate with colleagues on lessons & assignments for students.
- Materials & assignments will emphasize essential learning that has been previously taught & should include new content that is essential
- There will be no *exclusively* live instruction. Students must have access to new learning & new instruction through varied opportunities. Live video conferencing may be used for instruction, Q&A sessions, and social emotional engagement/connection.



High School Highlights - Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Work Posted/Admin Meetings	Teacher Office 'Hours'	Teacher Team Day*	Teacher Office 'Hours'	Teacher Prep Day
Work Shared by 9 through Classroom (due Friday or earlier) & IEP Meetings (9:00 - 11:30)	Period A (9:00 - 9:35)	Department Meetings* (times Arranged by Chairs and Directors) (9:00 - 11:30)	Period E (9:00 - 9:35)	Individual Teacher Prep Time & IEP Meetings (9:00 - 11:30)
	Period B (9:40 - 10:15)		Period F (9:40 - 10:15)	
	Period C (10:20 - 10:55)		Period G (10:20 - 10:55)	
	Period D (11:00 - 11:35)		Period A (11:00 - 11:35)	
Mid Day Break (11:35 - 1:00)				
IEP Meetings & HSLT Meetings (1:00 - 3:00)	Period E (1:00 - 1:35)	Teacher Team Time* (1:00 - 3:00)	Period B (1:00 - 1:35)	Individual Teacher Prep Time & IEP Meetings (1:00 - 3:00)
	Period F (1:40-2:15)		Period C (1:40-2:15)	
	Period G (2:20-2:55)		Period D (2:20-2:55)	

Remote Learning in the Needham Public Schools

- **Our Situation:** An international health crisis has impacted our schools & educational program. We are in an unexpected and steep learning curve, and all members of the Needham Public Schools are working together to learn and teach in our current environment.
- **Our Goal:** Provide staff with flexibility while defining parameters for remote instruction; collaborate with one another in service to our students and families; & learn and grow from this experience.
- **Our Commitment:** With equity as our clear and foundational value, we will work together to help all students stay connected and continue their learning over this extended period.



Questions?

For more information,
please go to
www.needham.k12.ma.us





Needham School Committee

April 7, 2020

Agenda Item: **Action**

Approve The Education Collaborative Agreement

Action recommended:

Upon recommendation of the Superintendent, that the Needham School Committee approves The Education Collaborative Agreement effective July 1, 2020 as submitted.

TEC Collaborative Agreement

An overview of the proposed changes to the
TEC Collaborative Agreement

- Page 4
- Page 5
- Page 6
- Page 25

— *the* — education
COOPERATIVE

Redlined Language Changes Page 4

~~Pursuant to M.G.L. c. 40, §4E, The School Committees of the Member Districts of Canton, Dedham, Dover, Dover/Sherborn, Framingham, Holliston, Hopkinton, Medfield, **Medway**, Millis, Natick, Needham, Norwood, Sherborn, Walpole, Wayland and Westwood, Massachusetts, (hereinafter referred to as "Member Districts"), acting for and on behalf of said Towns and Regions respectively, enter into this Collaborative Agreement (hereinafter referred to as "Agreement") for the purposes authorized by said M.G.L. c. 40, § 4E, which includes the formulation and provision of educational programs and services on a collaborative basis among the Member Districts. ~~and every other power enabling, the School Committees of the Towns and Regions.~~ This Agreement replaces the original agreement, dated 1979-80, and most recently amended September 14, 2015, and will be effective upon July 1, 2020, after the approval of the Member Districts and the Board of Elementary and Secondary Education (hereinafter referred to as "BESE").~~

~~of Canton, Dedham, Dover, Dover/Sherborn, Framingham, Holliston, Hopkinton, Medfield, **Medway**, Millis, Natick, Needham, Norwood, Sherborn, Walpole, Wayland and Westwood, Massachusetts, acting for and on behalf of said Towns and Regions respectively (hereinafter referred to as "Member Districts"), agree as follows:~~

Language After Proposed Changes Page 4

The School Committees of Canton, Dedham, Dover, Dover/Sherborn, Framingham, Holliston, Hopkinton, Medfield, Medway, Millis, Natick, Needham, Norwood, Sherborn, Walpole, Wayland and Westwood, Massachusetts, (hereinafter referred to as “Member Districts”), acting for and on behalf of said Towns and Regions respectively, enter into this Collaborative Agreement (hereinafter referred to as “Agreement”) for the purposes authorized by M.G.L. c. 40, § 4E, which includes the formulation and provision of educational programs and services on a collaborative basis among the Member Districts. This Agreement replaces the original agreement, dated 1979-80, and most recently amended September 14, 2015, and will be effective upon July 1, 2020, after the approval of the Member Districts and the Board of Elementary and Secondary Education (hereinafter referred to as “BESE”).

Greenlined Changes Page 5

~~The School Committees of the Member Districts enter into this Collaborative Agreement (hereinafter referred to as "Agreement") for the purposes authorized by said M.G.L. c. 40, § 4E, which includes the formulation and provision of educational programs and services on a collaborative basis among the Member Districts.~~ This Agreement will permit TEC to focus on the continuation of programs and services supplied under previous Agreements among the Member Districts. Said programs and services supplement and strengthen the education programs and services offered by each Member District. The cost-savings aspects of said programs and services include the effective proportionment apportionment of expenses and budgetary items among all participants. These expenses would be significantly greater for each Member District if it were required to establish and fund each program and service individually.

Language After Proposed Changes Page 5

This Agreement will permit TEC to focus on the continuation of programs and services supplied under previous Agreements among the Member Districts. Said programs and services supplement and strengthen the education programs and services offered by each Member District. The cost-savings aspects of said programs and services include the effective apportionment of expenses and budgetary items among all participants. These expenses would be significantly greater for each Member District if it were required to establish and fund each program and service individually.

Redlined Changes Page 6

B. Formation and Duties of TEC Board

All programs conducted pursuant to this Agreement shall be approved, undertaken and administered by an Education Collaborative Board, which shall be known as the Board of Directors of The Education Cooperative (hereinafter referred to as "the Board"). The Board's membership shall consist of one school committee representative or Superintendent from each Member District (hereinafter referred to as "appointed representative(s)"). Each appointed representative will have one (1) vote. In addition, ~~a designee, appointed by~~ the Commissioner of Elementary and Secondary Education (hereinafter referred to as "Commissioner"), shall ~~be a voting member of the Board under the most recent amendment of M.G.L. c. 40, §4E~~ appoint an individual to serve as a liaison from the department of elementary and secondary education to the education collaborative board of directors. ~~appoint an individual to serve as a DESE liaison to the Board under the most recent amendment of M.G.L. c. 40, §4E.~~

~~The appointed~~Appointed representatives shall not delegate ~~his/her~~their powers or send a representative in ~~his/her~~their place as a voting member.

Language After Proposed Changes Page 6

B. Formation and Duties of TEC Board

...In addition, the Commissioner of Elementary and Secondary Education (hereinafter referred to as “Commissioner”), shall appoint an individual to serve as a liaison from the department of elementary and secondary education to the education collaborative board of directors.

Appointed representatives shall not delegate their powers or send a representative in their place as a voting member.

Redlined Changes Page 25

This Agreement will take effect on July 1, 2020 following all required votes of approval as listed on the signature pages of this document and the Commissioner on behalf of the Massachusetts Board of Elementary and Secondary Education, no later than April 30, 2020.

IN WITNESS WHEREOF, the School Committees of the Member Districts, acting for and on behalf of the Member Districts, and the Commissioner, in approval of this Agreement and in acknowledgement of receipt of a copy hereof, have all hereunto set their hands and seals on the respective dates hereinafter indicated.

Approved by the Commissioner on behalf of the Board of Elementary and Secondary Education

THE EDUCATION COOPERATIVE COLLABORATIVE AGREEMENT

Voted to be Amended March 13, 2020

Approved by Commissioner Chester, September 11, 2015

CONTENTS

ARTICLE I – MISSION, OBJECTIVES, FOCUS AND PURPOSES	4
A. Mission	4
B. Objectives	4
C. Focus/Purposes.....	4
ARTICLE II – GOVERNANCE	6
A. Name	6
B. Formation and Duties of TEC Board	6
C. Authority to Contract	8
D. Meetings and Notice.....	8
E. Minutes.....	8
F. Quorum.....	8
G. Minimum Vote for Action.....	9
H. Board Officers	9
I. Compliance with Policies of the DESE	9
J. Compliance with M.G.L. c. 40, § 4E	9
ARTICLE III – BUDGETS	10
A. Annual Budget Preparation and Assessment of Costs.....	10
B. Presentation to Board.....	10
C. Board Approval	11
D. Transmitting the Budget and Payment Terms.....	11
E. Budget Amendments	11
F. Transmittal of Budget Amendment	11
G. Procurement of Goods and Services.....	11
ARTICLE IV – PROGRAMS AND SERVICES	13
A. Educational Programs	13
B. Coordinating Services	13
C. Services to Non-Member Districts	13
D. New Programs	13
ARTICLE V – CONDITIONS OF MEMBERSHIP	14
A. Attendance at Board Meetings	14
B. Removal.....	14
ARTICLE VI – DURATION, TERMINATION, WITHDRAWAL AND NEW PARTICIPATION	15
A. Effective Date of this Agreement	15
B. Method of Termination of TEC	15

C.	Withdrawal From this Agreement	16
D.	New Member Districts.....	17
ARTICLE VII – THE COLLABORATIVE FUND	19
A.	The TEC Fund.....	19
B.	Financial Accounting for TEC Fund	19
C.	Financial Statements of TEC Fund	19
D.	Independent Audit	20
E.	Treasurer	20
ARTICLE VIII – BORROWING, LOANS AND MORTGAGES	21
A.	Process to Borrow Funds.....	21
B.	Real Property	21
ARTICLE IX – SURPLUS FUNDS	22
ARTICLE X - CAPITAL RESERVE	23
ARTICLE XI – AMENDMENT AND SEVERANCE	24
A.	Amendment.....	24
B.	Severance	24

The School Committees of Canton, Dedham, Dover, Dover/Sherborn, Framingham, Holliston, Hopkinton, Medfield, Medway, Millis, Natick, Needham, Norwood, Sherborn, Walpole, Wayland and Westwood, Massachusetts, (hereinafter referred to as “Member Districts”), acting for and on behalf of said Towns and Regions respectively, enter into this Collaborative Agreement (hereinafter referred to as “Agreement”) for the purposes authorized by M.G.L. c. 40, § 4E, which includes the formulation and provision of educational programs and services on a collaborative basis among the Member Districts. This Agreement replaces the original agreement, dated 1979-80, and most recently amended September 14, 2015, and will be effective upon July 1, 2020, after the approval of the Member Districts and the Board of Elementary and Secondary Education (hereinafter referred to as “BESE”).

ARTICLE I – MISSION, OBJECTIVES, FOCUS AND PURPOSES

A. Mission Statement

The Education Cooperative (hereinafter referred to as “TEC”) actively develops and coordinates educational and organizational programs to meet the needs of member communities and their students.

B. Objectives

The overall objectives of TEC include:

1. To enhance and expand learning opportunities to meet the diverse needs of all students;
2. To enhance and expand professional development that meets and anticipates Member Districts’ needs;
3. To strengthen our relationships and partnerships with member and non-member communities, and
4. To improve our ability to provide proactive support to TEC programs.

C. Focus/Purposes

Notwithstanding any other provision of these articles, TEC is organized exclusively for educational purposes, as specified in Section 501 (c) (3) of the Internal Revenue Code, and shall not carry on any activities not permitted to be carried on by any entity exempt from Federal income tax under said code. No substantial part of the activities of TEC shall be carrying on of propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

TEC does not discriminate on the basis of race, color, sex, gender identity, religion, national origin, disability, or sexual orientation and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges and courses of study. TEC is an Equal Opportunity Employer.

This Agreement will permit TEC to focus on the continuation of programs and services supplied under previous Agreements among the Member Districts. Said programs and services supplement and strengthen the education

programs and services offered by each Member District. The cost-savings aspects of said programs and services include the effective apportionment of expenses and budgetary items among all participants. These expenses would be significantly greater for each Member District if it were required to establish and fund each program and service individually.

This Agreement replaces the original agreement, dated 1979-80, amended on June 3, 2011, and most recently amended September 11, 2015 and will be effective upon the approval of the Member Districts and the Board of Elementary and Secondary Education (hereinafter referred to as "BESE").

ARTICLE II – GOVERNANCE

A. Name

The entity hereby established shall be known and referred to as The Education Cooperative, a Massachusetts Educational Collaborative established under the authority of M.G.L. c.40, §4E, as amended.

B. Formation and Duties of TEC Board

All programs conducted pursuant to this Agreement shall be approved, undertaken and administered by an Education Collaborative Board, which shall be known as the Board of Directors of The Education Cooperative (hereinafter referred to as “the Board”). The Board’s membership shall consist of one school committee representative or Superintendent from each Member District (hereinafter referred to as “appointed representative(s)”). Each appointed representative will have one (1) vote. In addition, the Commissioner of Elementary and Secondary Education (hereinafter referred to as “Commissioner”), shall appoint an individual to serve as a liaison from the department of elementary and secondary education to the education collaborative board of directors. Appointed representatives shall not delegate their powers or send a representative in their place as a voting member.

The Board shall manage TEC and shall be responsible for providing fiduciary and organizational oversight and accountability over the operation of TEC. The Board shall be vested with all authority and responsibilities provided to it by M.G.L. c. 40, § 4E and 603 CMR 50.00 and all acts and regulations amendatory thereof, including but not limited to the following:

1. It is the function and responsibility of the Board to formulate and maintain policies for TEC, including but not limited to policies relative to personnel, students, finance and internal controls, and health and nursing, to hire all staff, and to ensure compliance with applicable state and federal laws and regulations, including M.G.L. c. 40, §4E and 603 CMR 50.00.
2. The Education Cooperative shall be a public entity.
3. The Board shall be responsible for:
 - a. ensuring adherence to this Agreement and progress toward achieving the purposes and objectives set forth in the Agreement;
 - b. determining the cost-effectiveness of programs and services offered by TEC;
 - c. determining the appropriateness and cost-effectiveness of any borrowing, loans, or mortgages, in accordance with Article VIII; and
 - d. approving all borrowing and the purchase and sale of real estate in accordance with Article VIII.
4. The Board has standing to sue and be sued to the same extent as a city, town, or regional school district.

5. The Board is a public employer, shall hire all employees of TEC, and ensure that all employees possess the necessary and required credentials and approvals, including, but not limited to, those required by M.G.L. c. 71, §38G, 603 CMR 7.00, M.G.L. c. 74, 603 CMR 4.00, and all acts and regulations amendatory thereof.
6. The Board shall hire an Executive Director to oversee and manage the operation of TEC; a Business Manager, or an employee with responsibilities similar to those of a town accountant, to oversee TEC finances; at least one school nurse to support TEC programs; and a Treasurer, who shall annually give bond consistent with the requirements of M.G.L. c. 40, § 4E. The Board shall ensure that there is segregation of duties between the Executive Director, Treasurer, and Business Manager, and that these employees shall not serve as a member of the Collaborative Board of Directors or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. c. 40, § 4E. The Board shall review the Executive Director's and Treasurer's performance annually.
7. The Board shall be vested with the authority to enter into agreements with Member and Non-Member Districts, or other collaboratives to establish mutually beneficial programs and services or pricing arrangements.
8. The Board shall be responsible for ensuring that any borrowing, loans, or mortgages is cost-effective, necessary to carry out the purposes for which the Collaborative is established, in the best interest of the Collaborative and its Member Districts, and consistent with the terms of this Agreement, including the provisions of Article VIII.
9. Each appointed representative must attend training required by the Department of Elementary and Secondary Education (hereinafter referred to as "DESE"), as outlined in M.G.L. c. 40, § 4E, 603 CMR 50.05, and 603 CMR 50.12(3). Should an appointed representative fail to complete the required training within the timelines set in law and regulations, the Member District shall automatically become an inactive member of the Board, shall not count towards a quorum, and shall not have voting rights on the Board, but shall continue to have all other rights and obligations of membership. The Member District shall become an active member and voting rights shall be reinstated once the appointed representative completes the training.
10. Each appointed representative shall be responsible for providing timely information and updates to its appointing Member District(s) on TEC activities, as outlined in M.G.L. c. 40, § 4E and 603 CMR 50.04(2), and for providing other information as required or requested.
11. Appointed representatives shall be public employees subject to M.G.L. c. 268A. No appointed representative on the Board shall serve on the board of directors or as an officer or employee of a related for-profit or non-profit organization, as defined in M.G.L. c. 40, § 4E, as most recently amended. The Executive Director, Treasurer, and Business Manager shall not serve as an appointed representative, or as an officer, or employee of any related for-profit or non-profit organization. No employee of an educational collaborative shall be employed at any related for-profit or non-profit organization.

12. The Board shall establish and maintain an internet website in accordance with M.G.L. c. 40, § 4E, which shall include, at a minimum:

- a. a list of the appointed representatives on the Board;
- b. copies of the minutes of open meetings held by the Board;
- c. a copy of the Agreement and any amendments;
- d. a copy of the Annual Report and independent audit required by 603 CMR 50.08; and
- e. contact information for key TEC staff members.

C. Authority to Contract

With the approval of the Board, the Executive Director may contract for the purchase of supplies and materials and for the services of such persons as it deems necessary in order to carry on its functions. The Executive Director, acting on behalf of and with approval of the Board, may contract with corporations, individuals, associations, agencies, and/or any other entities in order to obtain and provide services for a Member District(s).

The Board may apply, through an appropriate vote, for state, federal, corporate or foundation grants, and may enter into contracts to obtain the funds necessary to carry out the purpose for which TEC was established.

D. Meetings and Notice

The Board shall hold at least six (6) meetings per fiscal year. A “fiscal year” is defined as the period commencing July 1 and ending the following June 30. Notice of each Board meeting and agenda shall be provided in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§ 18-25, and posted on the TEC website. All meetings shall be subject to such Open Meeting Law. Duplicate notice of such meetings shall be sent to the appointed representatives of each Member District at least three (3) days, with the exclusion of Saturday, Sunday and holidays, before such meeting, unless such meeting shall have been scheduled by the Board at a previous meeting and notice of such scheduling shall have been given to all appointed representatives absent. The Executive Director, or designee, will act as Executive Secretary to the Board. The Executive Director shall attend all Board meetings but shall not be entitled to a vote.

E. Minutes

Minutes of each Board meeting will be taken in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§ 18-25. Minutes will be approved by the full Board at an open meeting and then posted on the TEC website.

F. Quorum

A majority of the appointed representatives serving on the Board shall constitute a quorum for all purposes.

G. Minimum Vote for Action

The affirmative vote of the majority of the appointed representatives present at any meeting of the Board shall be required to decide any question, including the adjournment of a meeting.

H. Board Officers

The Board shall annually organize itself by electing a Chairperson, and Vice-Chairperson by a majority vote of the appointed representatives present at the first Board meeting of the year. The Chairperson, by vote of the Board, may appoint subcommittees as needed to make recommendations to the Board concerning policies. These subcommittees shall be subject to Massachusetts Open Meeting Law, M.G.L. c. 30A, §§ 18-25.

I. Compliance with Policies of the DESE

It is the intention of this Agreement to fully comply with the policies and procedures of the Massachusetts DESE, in accordance with 603 CMR 50.00.

J. Compliance with M.G.L. c. 40, § 4E

It is the intention of this Agreement to fully comply with M.G.L. c. 40, § 4E.

ARTICLE III – BUDGETS

A. Annual Budget Preparation and Assessment of Costs

1. The Board shall annually determine the collaborative budget consistent with the timelines, terms, and requirements in M.G.L. c. 40, § 4E, regulations promulgated by BESE, and this Agreement.
2. By March 31 of each year, the Board shall propose a budget for the upcoming fiscal year. The budget shall identify all of the programs or services to be offered by TEC in the upcoming fiscal year and the corresponding costs.
3. The budget shall contain all planned financial activity for the upcoming fiscal year and support TEC's mission statement, and long and short range goals.
4. Expenditures from grant funds, trust funds and other funds not designated as general funds that, by law, may be expended by the Board without further appropriation shall be segregated in the budget.
5. The general fund budget shall segregate all operating expenditures, capital expenditures, debt service payments, and deposits to capital reserve.
6. The budget shall be classified into such line items as the Board shall determine, but shall, at a minimum, delineate amounts for operating expenditures, including, administration, instructional and rental expenses and capital expenditures, including debt service payments and deposits to capital reserve.
7. The budget shall include the methodology used to determine tuition prices for students from Member and Non-Member Districts as well as the methodology to determine fees for services and membership dues. Non-Member District tuitions will be set at no more than 30% above the Member District tuitions as determined by the Board annually during the budget process. This surcharge will be used, in addition to the Member District assessment, to offset the total administrative cost of TEC. All tuitions and fees will be based on the total cost of providing TEC's programs, including administration, divided by the number of students or users expected to enroll in each program or service.
8. As applicable, capital costs shall be included in the budget and built into the total costs of the programs. Capital costs will be built into the tuition(s) and/or fee(s) of the program(s) and/or service(s) that will benefit from the capital expenditure.
9. Membership dues, if assessed, shall be assessed to each Member District on July 1st of each year. The amount will be assessed based on a set amount shared equally amongst all member districts as determined by the Board. This set amount will be reduced based on the pro rata population of the total number of TEC Member District special education students in TEC programs on December 1st of the previous year and as determined annually by a majority vote of the Board. The membership dues, in addition to the Non-Member District surcharge, will offset the total administrative cost of TEC.

B. Presentation to Board

The proposed budget shall be presented at a public meeting and notice shall be provided to each Member District ten (10) working days before the date of the Board meeting at which the proposed meeting will be discussed.

C. Board Approval

At a Board meeting at least ten (10) working days following the Board meeting at which the budget was first proposed, the Board shall approve, by at least majority vote, the budget for the upcoming fiscal year. Notice of the Board meeting will be given to each Member District and the public, consistent with the Open Meeting Law, and no less than ten (10) working days before the date of the Board meeting.

D. Transmitting the Budget and Payment Terms

1. The Treasurer shall certify and transmit the budget and the tuition rates, membership dues, payment terms, and fees for services for the upcoming fiscal year to each Member District no later than June 30th of the preceding fiscal year.
2. The Collaborative shall submit invoices to all districts for services and tuitions on a quarterly basis. Invoices will be mailed thirty (30) days prior to payment being due.
3. Membership dues will be invoiced annually on July 1st.
4. Fees for services, dues and tuitions shall be paid within thirty (30) days from invoicing.

E. Budget Amendments

All budget amendments shall be proposed at a public meeting of the Board. Any amendment that does not result in an increase in tuition rates, membership dues, or fees for services shall be approved by the Board by a majority vote. Any amendment to the budget that results in an increase in the tuition rates, membership dues, or fees-for-services shall be:

1. Reported to the Member Districts by the appointed representative for the Member District within ten (10) working days of the public meeting at which the amendment was first proposed;
2. Voted on by the Board at a second public meeting of the Board no earlier than thirty (30) working days after the Board meeting at which the amendment was first proposed; and
3. Adopted by a majority vote of the Board.

F. Transmittal of Budget Amendment

The Treasurer shall certify and transmit amended tuition rates, membership dues and fees for services to each Member District no later than ten (10) working days following the majority affirmative vote by the Board.

G. Procurement of Goods and Services

TEC is subject to M.G.L. c. 30B for the procurement of goods and services.

ARTICLE IV – PROGRAMS AND SERVICES

A. Educational Programs

TEC shall provide educational programs and services which shall complement and strengthen the school programs of Member Districts and increase educational opportunities for children when it is determined that such programs and services can most effectively and/or economically be provided on a collaborative basis. In addition, TEC will continue to increase and expand its level of service in general education, occupational-vocational education, staff development and training, educator licensure programs, cooperative purchasing, online teaching and learning, and research and development of innovative programs, consistent with M.G.L. c. 40, § 4E. TEC shall provide educational programs for special education students and may offer other programs and services as the Board may deem appropriate, consistent with M.G.L. c. 40, § 4E.

B. Coordinating Services

TEC shall provide such other coordinating services as permitted by applicable law and regulations, and as the Board may establish to be in the best interest of the Member Districts.

C. Services to Non-Member Districts

TEC shall offer educational or training programs or related services to selected non-Member Districts on an individual contract basis; provided, however, such educational or training programs or related services shall not result in an additional cost to any Member District.

D. New Programs

The Board may authorize the Executive Director the power to add new programs to meet specific needs of Member Districts that arise during the fiscal year, consistent with the requirements of M.G.L. c. 40, § 4E and 603 CMR 50.00.

ARTICLE V – CONDITIONS OF MEMBERSHIP

A. Attendance at Board Meetings

Each appointed representative is expected to attend every Board meeting. In the event that an appointed representative is not able to attend, he/she shall notify the Executive Director or his/her designee of the absence. If the appointed representative misses one-half of the meetings within a fiscal year, the Board will notify the respective Member District. The school committee of the Member District will determine if a new appointed representative should be appointed to ensure representation on the Board.

No appointed representative on the Board shall serve as a member of a board of directors or as an officer or employee of any related for-profit or non-profit organization as defined in M.G.L. c.40, §4E, as most recently amended.

No appointed representative shall receive an additional salary or stipend for his/her service as an appointed representative.

No appointed representative shall delegate his/her powers, or send a representative in his/her place as a voting appointed representative, and no Member District shall delegate the rights, responsibilities, or duties of its appointed representative to any other individual, unless the Member District is replacing the appointed representative with that individual.

B. Removal

In the event that membership dues have not been paid and/or a Member District has in some way failed to meet the terms of this Agreement, written notice of possible suspension of voting rights shall be sent to the Member District by the Executive Director, on behalf of the Board. The Member District will have 45 calendar days from the date of the notice to respond in writing to the notice and resolve the issue(s) noted. In the event the issue(s) remains unresolved beyond the 45-day notice, the Board may suspend the voting rights of the Member District by a majority vote.

ARTICLE VI – DURATION, TERMINATION, WITHDRAWAL AND NEW PARTICIPATION

A. Effective Date of this Agreement

This Agreement shall become effective upon the approval of the Member Districts' School Committees, Member charter school boards and the Massachusetts BESE. This Agreement shall be effective following all requisite approvals and shall continue thereafter until such time as it is amended. No agreement or subsequent amendment shall take effect unless and until approved by the Member Districts and by the BESE, upon the recommendation of the Commissioner.

B. Method of Termination of TEC

1. A Member District may request that the Board initiate proceedings to terminate this Agreement by giving notice to all other Member Districts and the Executive Director at least twelve (12) months before the end of the intended final year.
2. Within thirty (30) days of a request that the Board initiate termination proceedings, the Board shall discuss the request to terminate TEC and determine next steps.
3. A unanimous vote of the Board is required in order to initiate termination proceedings. Should the Board vote to initiate termination proceedings, notice must be provided to all Member Districts within ten (10) working days of such vote.
4. The Agreement shall be terminated at the end of any fiscal year following a unanimous vote in favor of termination by the school committees and/or charter school boards of the Member Districts.
5. The Agreement shall only be terminated at the end of a fiscal year.
6. Any vote to terminate TEC must be taken no less than one hundred eighty (180) days prior to its intended effective date.
7. The Executive Director shall notify the Member Districts, the Commissioner and DESE in writing at least two hundred twenty (220) days before the intended effective date of termination.
8. Following the affirmative votes of the Member Districts to terminate the Agreement, a final independent audit will take place and will be provided to all appointed representatives and Member Districts as well as to the Commissioner, including an accounting of assets and liabilities (debts and obligations) of TEC and the proposed disposition of same.
9. Following the affirmative vote of the Member Districts to terminate the Agreement, the Board shall notify the Commissioner of the official termination date of TEC, and shall submit the documentation required by 603 CMR 50.11 to the Commissioner.
10. Prior to termination, the Board shall:

- a. determine the fair market value of all assets for TEC, including, but not limited to, real estate, capital property, equipment and supplies owned by TEC;
 - b. determine the process for the appropriate disposition of federal/state funds;
 - c. identify the Member District responsible for maintaining all fiscal records;
 - d. identify the Member District responsible for maintaining employee and program records;
 - e. ensure records relating to individual students are returned to the sending school districts;
 - f. determine the means of meeting all liabilities (debts and obligations) of TEC, including obligations for post-employment benefits. All liabilities must be met by TEC before any monies are distributed to Member Districts; and
 - g. ensure the appropriate disposition of all assets of TEC, including any unencumbered funds held by the Collaborative, and any capital property and real estate owned by TEC. Unless the Board determines otherwise, all assets shall be sold and the monies shall be distributed to the Member Districts on a pro-rata basis based on the students enrolled in each district during the most recently completed fiscal year.
11. Should the DESE revoke and/or suspend the approval of the Agreement, the Board will follow all instructions from the Commissioner, and Sections VI.B.8-11, inclusive, shall be implemented to the extent these procedures are consistent with the order of the DESE terminating the Agreement.

C. Withdrawal From this Agreement

Any Member District may withdraw from the Agreement as of July 1 by giving written notice by December 31 of the current fiscal year. Said withdrawal notice shall be sent to the following: (1) the Chair of the School Committee of each participating Member District; (2) the School Superintendent of each Member District; (3) the Executive Director; and (4) the Board. Said withdrawal notice must also include the following: (1) Notification addressed to the chair of the Board and the Executive Director that the Member District has voted to withdraw from TEC with the effective date of withdrawal; and (2) A copy of the minutes from the school committee or charter school board meeting in which the Member District voted to withdraw from TEC.

Within thirty (30) days of notification of a Member District's intent to withdraw from TEC, the Executive Director must provide written notification of such intent to the Commissioner. An amendment shall be prepared in accordance with Article VIII to reflect changes in the Agreement caused as a result of the change in membership of TEC. The Board must approve this amendment reflecting said withdrawal by a majority vote.

In order to be effective on July 1 of a fiscal year, the amendment must be approved to reflect the withdrawal of any Member District by the Member Districts and by the BESE by April 30 of the prior fiscal year. Upon withdrawal, a former Member District shall not be entitled to any assets or a portion of any assets of TEC, including any surplus

funds that may have been carried over from prior years and any capital reserve fund that may have been established by the Board.

The withdrawing school committee or charter school board must fulfill all of its financial obligations and commitments to TEC. A school committee or charter school board that has withdrawn from TEC will continue to be liable to TEC for its pro-rata share of any debts, claims, demands, or judgments against TEC, including obligations for post-employment benefits, incurred during the period of said school committee's or charter school board's membership, based on the number of students enrolled in the district during the last full fiscal year of membership.

Upon withdrawal, the withdrawing district will be reimbursed any funds prepaid to TEC by the Member District for tuition or services under M.G.L. c. 40, § 4E. The withdrawing district will not be reimbursed any surplus funds, if available.

The withdrawal of any Member District(s) at any time shall not affect the status of the Agreement and the same shall remain in full force and effect until specifically changed or amended by the Board, and approved by the Member Districts and the BESE.

If, after the withdrawal of a Member District(s), less than two Member Districts remain, the Board will initiate termination proceedings as provided in this Article.

D. New Member Districts

A school district, through its school committee, or charter school board, may become a member of TEC consistent with the following terms:

1. At least 180 days prior to the beginning of a new fiscal year, the prospective Member District shall submit to the Chair of the Board and the Executive Director of TEC notification of intent to join TEC and a copy of the school committee/charter school board minutes that indicates an affirmative vote of the committee/charter school board to seek membership in TEC.
2. Upon receipt of the prospective Member District's notification of intent to join TEC and the minutes, the Board will consider the request.
3. Upon a majority vote of the Board, the Agreement may be amended to add the new Member District.
4. The Agreement shall be amended consistent with Article XI.
5. The authorizing votes of the Member Districts' school committees may provide for the deferral of the admission of a new Member District until July 1 of the subsequent fiscal year.
6. The admission of a new Member District to TEC shall become effective only after the execution and delivery by the current Member Districts and the applicant school committee or charter school board of an

amendment to the Agreement agreeing to be bound by all the terms and conditions thereof, and approval by the BESE.

7. A school committee or charter school board may be admitted to TEC as of July 1st of any fiscal year provided that all required approvals, including that of the BESE, are obtained by the preceding April 30th of the fiscal year prior to the fiscal year in which the new Member District is to be admitted to TEC.

ARTICLE VII – THE COLLABORATIVE FUND

A. The TEC Fund

The Board shall establish and manage a fund to be known as The Education Cooperative Educational Collaborative Fund (hereinafter referred to as "the TEC Fund"). The TEC Fund is to be subject to the terms and conditions herein and as said Board shall determine.

B. Financial Accounting for TEC Fund

TEC shall maintain a financial accounting system, in accordance with generally accepted accounting principles as prescribed by the governmental accounting standards board and any supplemental requirements prescribed jointly by the Commissioner and the Department of Revenue, in consultation with the state auditor. At a minimum, the financial accounting system shall delineate:

1. administration and overhead;
2. rental of real property;
3. program costs;
4. capital expenditures, including fixed assets, real property or the improvement of real property;
5. debt payments;
6. deposits into a capital reserve; and
7. all additional disclosures required in 603 CMR 50.08(2).

The TEC Fund shall be the depository of all monies paid by the Member Districts and Non-Member Districts, and all grants, gifts, or contracts from the federal government, state government, charitable foundations, private corporations, or any other source; all such monies shall be paid directly to the Board and deposited in the TEC fund in compliance with M.G.L. c. 40, § 4E.

C. Financial Statements of TEC Fund

The Board shall ensure that TEC annually, no later than January 1 of each year, prepares financial statements, including:

1. a statement of net assets (government-wide);
2. a statement of activities (government-wide);
3. a governmental funds balance sheet;
4. a governmental funds statement of revenues, expenditures, and changes in fund balance;
5. a general fund statement of revenues, expenditures and changes in fund balance, budget and actual;
6. a statement of fiduciary net assets;
7. a statement of changes in fiduciary fund net assets; and

8. a capital plan identifying current capital obligations or future planned capital projects.

D. Independent Audit

The Board shall ensure that an independent audit is completed annually, and, upon the approval by the Board and no later than January 1 of each year, submit the audit report for the preceding fiscal year to the chair of each Member District, the Commissioner and the State Auditor.

E. Treasurer

The Board shall appoint a Treasurer upon such terms and conditions, including compensation for his services, as the Board may determine. The Treasurer may, but need not necessarily be, the Treasurer of a Member District. Notwithstanding any provision to the contrary herein, no member of the Board shall be eligible to serve as Treasurer. The Treasurer shall give bond annually for the faithful performance of his duties as Treasurer in a form approved by the Department of Revenue and in such sum, not less than the amount established by said Department of Revenue, as shall be fixed by the Board.

The Treasurer, subject to the direction of the Board, shall receive and disburse all money belonging to TEC without further appropriation.

The Treasurer may make appropriate investments of the money of TEC consistent M.G.L. c. 44, § 55B.

All payments and investments must be approved by a majority vote the Board.

ARTICLE VIII – BORROWING, LOANS AND MORTGAGES

A. Process to Borrow Funds

TEC, by an appropriate vote of the Board, may borrow money or enter into short- or long-term agreements or mortgages, provided that all borrowing, loans and mortgages shall be discussed at a public meeting of the Board and the following terms shall apply:

1. the Board shall investigate options related to borrowing, loans and mortgages in order to determine that the terms related to any borrowing, loans and mortgages are the most favorable available at the time of the application;
2. the Board shall determine, at a public meeting, through a majority vote, that the terms related to borrowing, loans and mortgages are cost-effective, in the best interests of TEC and its Member Districts, consistent with the terms of the Agreement, consistent with standard lending practices, and are the most favorable available at the time of the application; and
3. the Board shall determine, at a public meeting, through a majority vote, that the borrowing, loans and mortgages are necessary to carry out the purposes for which TEC is established.

B. Real Property

In the event that such borrowing loan or mortgage is for the acquisition or improvement of real property:

1. the Board shall discuss its intent to apply for a real estate mortgage at a public meeting of the Board prior to the meeting of the Board at which a final vote is taken;
2. the Board shall provide notice to each Member District within thirty (30) calendar days of applying for real estate mortgages; and
3. the Board shall approve such action by a majority vote.

ARTICLE IX – SURPLUS FUNDS

Unexpended general funds, as defined in 603 CMR 50.00, at the end of the fiscal year, plus any previous year's surplus funds, as determined through the financial statements, will be considered cumulative surplus.

The determination of cumulative surplus shall not include funds deposited in a capital reserve as provided for in 603 CMR 50.07(10), funds deposited in trust in accordance with M.G.L. c. 32B, § 20, and any amounts prepaid for services or tuitions in accordance with M.G.L., c. 40, § 4E.

The Board will retain no more than 25 percent in cumulative surplus.

On an annual basis, after the Board has discussed the audit results of the previous fiscal year, the Board shall approve, by majority vote, the final dollar amount of the cumulative surplus.

The Board shall annually determine whether such surplus funds are within the established 25 percent limit, and whether the funds will be retained by TEC or whether all or some portion will be refunded to the Member Districts.

In the event an amount is to be refunded to the Member Districts, each Member District share will be apportioned in accordance with the student membership enrolled in each district during the most recently completed fiscal year.

ARTICLE X - CAPITAL RESERVE

The Board may create a capital reserve fund to support costs associated with the acquisition or improvement of fixed assets, including real property, with a unit cost of \$5,000 or greater and a useful life of one year or more.

Similar items purchased together or items to be used as one system, which total \$5,000 or greater in aggregate, should also be capitalized.

In order to create a capital reserve fund

- a. a capital plan must be developed and approved by the Board
- b. a 2/3 vote of the Member Districts must approve the establishment of the capital reserve fund;
and
- c. the request for approval must state the reason for the reserve and a limit on the balance that may be held in the reserve. 603 CMR 50.07 (10).

Deposits and expenditures from the capital reserve fund must be included in the budget and may be used only for the project or purpose stated in the capital plan.

ARTICLE XI – AMENDMENT AND SEVERANCE

A. Amendment

Any voting appointed representative, Member District, or the Executive Director may propose an amendment to the Agreement. The proposed amendment shall be presented in writing to the Executive Director of TEC and the Chair of the Board. Prior to the Board meeting at which the amendment is first discussed, the Executive Director shall cause copies thereof to be sent to all appointed representatives and the chairs of the school committees of the Member Districts, with notice as to the time and place of the first reading of the proposed amendment.

Following the first reading of any proposed amendment and any changes as requested by the Board, the Executive Director shall submit the proposed amendment to the DESE for initial review. Following DESE review, the Executive Director shall make such changes as the DESE requires. The Executive Director shall cause copies of the revised amendment to be sent to all appointed representatives and the chairs of the Member Districts with notice as to the time and place of the second reading of the amendment. The proposed amendment shall be read a second time at a Board meeting subsequent to the DESE review and revision, at which time, in order to be approved, there must be a majority vote of the Board in favor of the amendment.

Following approval by the Board, the amended Agreement shall be submitted by the Chair of the Board to the Member Districts for a vote to approve the amended Agreement. Once a majority of Member Districts have approved and signed the amended Agreement, the Collaborative shall submit the signed amended Agreement, in accordance with 603 CMR 50.00, to the Commissioner and BESE for approval by the BESE. No amendment to the Agreement shall be effective until approved and authorized by a majority of the Member Districts and by the BESE. Member Districts shall not delegate the authority to approve agreements or amendments to the Agreement to any other person or entity.

B. Severance

If any part or parts of the Agreement or amendments hereto shall be deemed inapplicable or void by any court of competent jurisdiction, such part or parts shall be deemed as severed from this Agreement and any subsequent amendments, and the remaining part or parts of this Agreement and amendments shall survive.

This Agreement will take effect on July 1, 2020 following all required votes of approval as listed on the signature pages of this document and the Commissioner on behalf of the Massachusetts Board of Elementary and Secondary Education, no later than April 30, 2020.

IN WITNESS WHEREOF, the School Committees of the Member Districts, acting for and on behalf of the Member Districts, and the Commissioner, in approval of this Agreement and in acknowledgement of receipt of a copy hereof, have all hereunto set their hands and seals on the respective dates hereinafter indicated.

Approved by the Commissioner on behalf of the Board of Elementary and Secondary Education

Commissioner of Elementary and Secondary Education

Date of Approval

Chair, Town of Canton School Committee

Print Name

Signature

Date: _____

Chair, Town of Dedham School Committee

Print Name

Signature

Date: _____

Chair, Town of Dover School Committee

Print Name

Signature

Date: _____

Chair, Dover-Sherborn Regional School District School Committee

Print Name

Signature

Date: _____

Chair, Town of Framingham School Committee

Print Name

Signature

Date: _____

Chair, Town of Holliston School Committee

Print Name

Signature

Date: _____

Chair, Town of Hopkinton School Committee

Print Name

Signature

Date: _____

Chair, Town of Medfield School Committee

Print Name

Signature

Date: _____

|

Chair, Town of Medway School Committee

Print Name

Signature

Date: _____

|
Chair, Town of Millis School Committee

Print Name

Signature

Date: _____

Chair, Town of Natick School Committee

Print Name

Signature

Date: _____

Chair, Town of Needham School Committee

Print Name

Signature

Date: _____

Chair, Town of Norwood School Committee

Print Name

Signature

Date: _____

Chair, Town of Sherborn School Committee

Print Name

Signature

Date: _____

Chair, Town of Walpole School Committee

Print Name

Signature

Date: _____

Chair, Town of Wayland School Committee

Print Name

Signature

Date: _____

Chair, Town of Westwood School Committee

Print Name

Signature

Date: _____



Needham School Committee

April 7, 2020

Agenda Item: **Action**

Vote to Designate School Committee Member to Approve All Warrants

Action recommended:

Upon recommendation of the Superintendent, that the Needham School Committee votes to designate the Chair of the School Committee to approve all warrants effective April 7, 2020.

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: April 7, 2020

Item Title: **Delegate Signature Authority for School Warrants to Representative School Committee Member**

Description: Historically, MGL Ch. 41 s. 56 has required the School Committee as a body to authorize accounts payable warrants, while MGL. Ch. 41 s. 41 has allowed a School Committee to designate one of its members to approval payroll warrants.

The Municipal Modernization Act, approved in November, 2016, amended MGL. 41 s. 56 to permit the Select Board, as well as all boards, committees, heads of departments and officers authorized to expend money, to designate one of its members to "... approve all bills, drafts, orders and payrolls; provided, however, that the member shall make available to the board, committee or other department head, at the first meeting following such action, a record of such actions. This provision shall not limit the responsibility of each member of the board in the event of a noncompliance with this section. Such approval shall be given only after an examination to determine that the charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the town as the case may be..."

In order to facilitate the task of warrant approval, in light of the current COVID-19 pandemic and ongoing need for administrative efficiency, this item requests that the School Committee vote to designate one representative member, such as the Chair, to approve all payroll and accounts payable warrants, effective immediately.

Recommendation/Options: Vote to designate one representative School Committee member to approve all payroll and accounts payable warrants, effective immediately.

School Committee (circle one)

Action Information Discussion Consent Calendar

Central Administrator Town Counsel Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Anne Gulati
Assistant Superintendent for Finance & Operations



Needham School Committee

April 7, 2020

Agenda Item: **Action**

Approve Naming of Sunita L. Williams School Sensory Garden

Action recommended:

Upon recommendation of the Superintendent, that the Needham School Committee approves the naming of the Sunita L. Williams Sensory Garden the Andrea Wright Thornton Sensory Garden.

NEEDHAM PUBLIC SCHOOLS

NEEDHAM, MASSACHUSETTS 02494

Sunita L. Williams Elementary School
585 Central Avenue
Needham, MA 02494
(781) 455-0461

March 5, 2020

Dear Needham School Committee members,

I am writing to you on behalf of the entire Sunita Williams staff as well as Town Manager, Kate Fitzpatrick. We are requesting permission from the School Committee to formally name the Sensory Garden at Sunita Williams Elementary School after Andrea Wright Thornton. Andrea was a long time employee of both the Town of Needham as well as the School system. She was an integral part in our community's move from Hillside to this new campus. Her life story is an inspirational one for past, present and future students who may be working to overcome any sensory issues and we cannot think of a better person to permanently connect with the Sensory Garden.

Please let me know if you have any questions or need any additional information.

We are hoping to have a response in time for a dedication ceremony in early June.

Thank you,
Michael



Needham School Committee

April 7, 2020

Agenda Item: **Action**

Approve Adjustment to FY2019-20 School Calendar

Background Information:

- The planned April vacation (April 20- 24) falls a week or two after the district has launched its Remote Learning Plan for students.
- In an effort to provide continuity of instruction and services, the Superintendent proposes that April 21st, 22nd, 23rd and 24th become school days.
- This calendar adjustment will also make Friday, June 19th the last day of school for the 2019-2020 academic year

Action recommended:

Upon recommendation of the Superintendent, that the Needham School Committee approves the adjustment to the FY2019-20 school calendar as submitted.

Needham Public Schools School Calendar Revised

2019-2020

August/September (19)					February (15)				
M	T	W	Th	F	M	T	W	Th	F
26	27	28	29	30					
2	3	4	5	6	3	4	5	6	7
9	10	11	12	13	10	11	12	13	14
16	17	18	19	20	17	18	19	20	21
23	24	25	26	27	24	25	26	27	28
30				19					15
October (21)					March (22)				
M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4	2	3	4	5	6
7	8	9	10	11	9	10	11	12	13
14	15	16	17	18	16	17	18	19	20
21	22	23	24	25	23	24	25	26	27
28	29	30	31		30	31			
				21					
November (17)					April (16)				
M	T	W	Th	F	M	T	W	Th	F
				1			1	2	3
4	5	6	7	8	6	7	8	9	10
11	12	13	14	15	13	14	15	16	17
18	19	20	21	22	20	21	22	23	24
25	26	27	28	29	27	28	29	30	
				17					
December (15)					May (20)				
M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6					1
9	10	11	12	13	4	5	6	7	8
16	17	18	19	20	11	12	13	14	15
23	24	25	26	27	18	19	20	21	22
30	31				25	26	27	28	29
				15					
January (21)					June (14)				
M	T	W	Th	F	M	T	W	Th	F
		1	2	3	1	2	3	4	5
6	7	8	9	10	8	9	10	11	12
13	14	15	16	17	15	16	17	18	19
20	21	22	23	24	22	23	24	25	26
27	28	29	30	31	29	30			
				21					

AUGUST 2019	
8/28	All Staff Meeting/Professional Development
8/29	Professional Development

SEPTEMBER 2019	
9/2	Labor Day - No School
9/3	First Day of School
9/4	Kindergarten begins/Preschool Orientation
9/5	First Day of Preschool
9/25	Pre-K-8 Early Release
9/30	Rosh Hashanah - No School

OCTOBER 2019	
10/9	Yom Kippur - No School
10/14	Columbus Day - No School
10/23	PreK-12 Early Release

NOVEMBER 2019	
11/6	Pre-K-8 Early Release
11/11	Veterans' Day No School
11/27	No School- Professional Development
11/28-29	Thanksgiving Recess

DECEMBER 2019	
12/11	PreK-12 Early Release
12/23-1/1	Winter Recess

JANUARY 2020	
1/2	Classes Resume
1/15	PreK-8 Early Release
1/20	Martin Luther King Jr.- No School
1/29	PreK-12 Early Release

FEBRUARY 2020	
2/12	PreK-12 Early Release
2/17-21	February Recess

MARCH 2020	
3/4	PreK-8 Early Release
3/18	PreK-12 Early Release

APRIL 2020	
4/10	Good Friday - No School
4/20	Patriots Day No School

MAY 2020	
5/20	PreK-12 Early Release
5/25	Memorial Day - No School

JUNE 2020	
6/3	PreK-8 Early Release
6/7	GRADUATION: SUNDAY, JUNE 7, 2020

6/19	Last day of school
------	---------------------------

	Holiday- No School
	Pre-K-8 Early Release (ER)
	Pre-K-12 Early Release

NOTE: Classes at the high school (grades 9-12) begin at 8:35 Fridays.



Needham School Committee

April 7, 2020

Agenda Item: **Action**

Appoint Executive Director of Special Education

Background Information:

Please see the enclosed recommendation.

Action recommended:

Upon recommendation of the Superintendent, that the Needham School Committee appoints Julie Muse-Fisher as Executive Director of Special Education effective July 1, 2020.



Daniel E. Gutekanst, Ed. D.
Superintendent of Schools

Date: April 2, 2020
To: Needham School Committee
From: Daniel E. Gutekanst
Re: Appointment of Executive Director of Special Education

I am excited to share that Julie Muse-Fisher has accepted our offer to become the Executive Director of Special Education.

As you are aware, Julie has held the position of Interim Executive Director of Special Education since August 2019. In this role Julie has demonstrated the skills, fortitude, compassion, and vision for high quality special education in the Needham Public Schools.

Julie holds a Master's degree in Education Administration and a professional license as a special education administrator. Prior to her position in Needham, Julie was the Special Education Coordinator in Wellesley Public Schools supporting the district in matters involving special education and student services across all levels, preK - postgraduate. Before Wellesley, she worked in the Boston Public Schools as a special education administrator overseeing special education programming at 30 schools. Before Julie's more recent experience as a special education administrator, she practiced as an attorney representing school districts across the state of Massachusetts and brings a keen eye to state and federal laws and regulations pertaining to special education as well as experience with dispute resolution, compliance reviews, and training staff on procedural matters.

Typical to the responsibilities of a special education administrator, Julie had little opportunity to gradually onboard into the interim position in Needham before needing to address challenges and engage in decision-making and planning for the district. Julie jumped in with both feet, assisting school teams with addressing student and staffing needs, engaging in dispute resolution, preparing the FY21 budget, and engaging in process & procedures associated with special education. Additionally, Julie played a significant role in formally assessing special education programs and services scheduled to happen this year. This included launching the Special Education Exploratory Committee with the Assistant Superintendent for Student Support Services and President of the NEA, conducting an internal review of program and service alignment, and partnering with LABB Collaborative

to review the Connections Therapeutic Program. Julie also led the district in completing the special education component of the Tiered Focus Monitoring process conducted by the Department of Elementary and Secondary Education. Through it all, Julie has listened, learned, and taken action to support the special education needs of our students, staff, and district as a whole.

Julie has worked closely with principals, school staff, central office and families around many issues including IEP development, placement, budgeting, dispute resolution, and procedural oversight. Julie's calm, reassuring, solutions-orientated approach has been a throughline across all aspects of her work. Those working with Julie consistently share that "Julie just gets it" when it comes to knowing what students need and how to handle challenges no matter how big or small. Staff and families have felt supported by Julie and have quickly come to rely on her as a leader and someone they can depend on to provide support and guidance in support of all students.

Finally, as we find ourselves responding to the COVID-19 health crisis and school closures Julie has worked tirelessly to create a remote learning plan for special education that ensures access and opportunity for students to continue to learn and remain engaged during this challenging time. She has demonstrated grace under fire, true grit, and laser focus on developing district wide plans that meet the needs of all students. Julie's commitment, collaborative style, and vision for inclusive education has been invaluable during this time and is a true testament of who she is as a leader.

With that said, it is with confidence and enthusiasm that I recommend Julie Muse-Fisher as the Executive Director of Special Education.



Needham School Committee

April 7, 2020

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

Andrea Longo Carter, Vice-Chair

Connie Barr

Heidi Black

Susan Neckes

Aaron Pressman

Matthew Spengler

Aidan Michelow, Student Representative member of School Committee



Needham School Committee

April 7, 2020

Agenda Item: **Information Items**

- The Education Collaborative FY21 Budget Proposal
- Independent Auditors' Report for Year Ending June 30, 2019



the education
COOPERATIVE

**FY2021
BUDGET PROPOSAL**

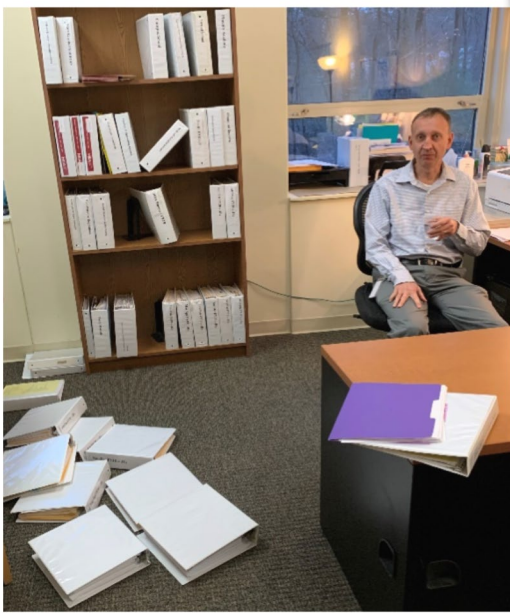


**Liz McGonagle, Executive Director
Daniel Shovak, Director of Finance & Operations
March 13, 2020**

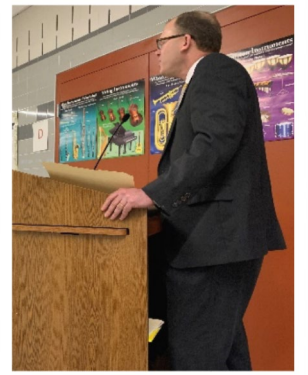


Remembering RJ





*Together we
create more
possibilities!*



CAFE
November 13th
Gingerbread Bundt Cake
w/ Whipped Cream 9.95
Coffee 2.95 - 3.50

TEC Saves Districts \$\$\$

Tuition
Savings

Year	Average Annual Tuition Savings for Member Districts
2019	\$ 1,153,198
2018	\$ 1,135,842
2017	\$ 1,194,110
2016	\$ 1,166,732

Cooperative
Purchasing
Savings
AEPA
(No \$2,750 Fee)

Bid Year 2019	Average Savings %	# Districts (2500 Bid Items)
Classroom Supplies & Copy Paper	31% - 64%	60
Food Service	4%	53
Athletic & PE	30%	12
Custodial Supplies	42%	16

Member District Benefits

- ❑ Discounted Tuitions –Student Programs, PD, Internships
- ❑ Online Courses: 80 free online courses - \$24,000 per district
- ❑ No cost participation in:
 - ✓ Cooperative Purchasing Programs – Local and AEPA
 - ✓ Cohort 2 of TEC-Highlander FuseMA Initiative
 - ✓ TEC Student Data Privacy Alliance Services
 - ✓ Job Alike Networking Groups and TEC NET Events
 - ✓ Low cost Professional Development – Online Teacher Courses

Welcome Medway!





Sam Bookston

Technology Integration
Specialist at Needham High
School



Rachel Dudley

Social Studies Teacher at
Dedham High School



Dana Gurwitch

History/Social Studies
Teacher at TEC High School
in Walpole, MA



Angela Logan

English Teacher at Norwood
High School



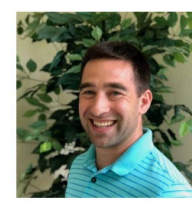
Julie Lowerre

Innovation Integration
Specialist at Dale Street
School in Medfield, MA



Kerry Lynch

Science Teacher at Medfield
High School



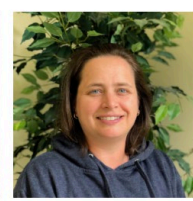
Jimmy Odierna

Math Teacher &
Interdisciplinary Learning
Specialist at Needham High
School



Andrew Patterson

English Teacher at Dedham
Middle School



Lindsey Reichheld

Science Teacher at Walpole
High School



Elizabeth Harris

English Teacher at TEC
Phoenix Academy in Walpole,
MA



Marjorie Heim

Science Teacher at Blake
Middle School in Medfield,
MA



Eva Urban Hughes

Social Studies Teacher at
Wayland High School



Jill Milton

Elementary Math
Coordinator, Norwood MA



Bethann Monahan

Technology Specialist & K-12
Department Head for
Instructional Technology in
Wayland, MA



Chris Nardone

Grade 4 Teacher at Clyde F.
Brown Elementary School in
Millis, MA



Cristina Serradas

Computer Teacher &
Technology Facilitator at
Coakley Middle School in
Norwood, MA



Ken Toomey

Grade 5 Teacher at
Greenlodge Elementary
School in Dedham, MA

Cohort 1

Dedham
Medfield
Millis
Needham
Norwood
TEC High
TEC Phoenix
Academy
Wayland
Walpole

- Cross-collaboration with like-minded educators
- Non-evaluative, supportive thought partnership
- Sparks enthusiasm and new ideas
- Increased student engagement, choice, and ownership
- Each district co-constructed its own Vision and Priority Practices to drive meaningful work in classrooms/schools



Cohort 2

- Sept '19-Dec '20
- 20 Fellows
- 10 Partner Districts

Cohort 2

Dedham
Dover/Sherborn
Hopkinton
Medfield
Millis
Needham
Norwood
Wayland
Walpole
Westwood



TEC Student Data Privacy Alliance



- **Free to TEC member districts**
- 312,355 Students Protected
- 115 School districts in MA, NH and RI
- 650+ Data Privacy Agreements
- 3400 Exhibit E's

Budget Highlights



- ❑ Proposed operating budget of \$9,563,443

- ❑ Budget increase of 6.8%

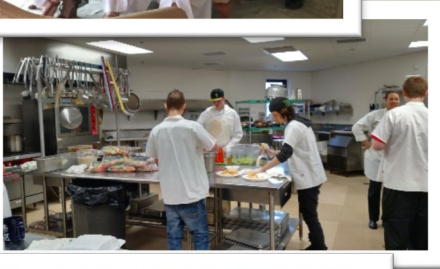
- ❑ Enrollment of 94 students

- Increase of 5 students from FY20 budget
- 5.6% increase
- Current actual enrollment: **93**

- ❑ FY2021 Enrollment Reductions:

- 6 graduating seniors in TEC High School
- 8 graduating seniors in TEC Phoenix Academy
- 2 “aging out” of TEC Campus School

- ❑ Personnel – increase of 5.3 FTEs

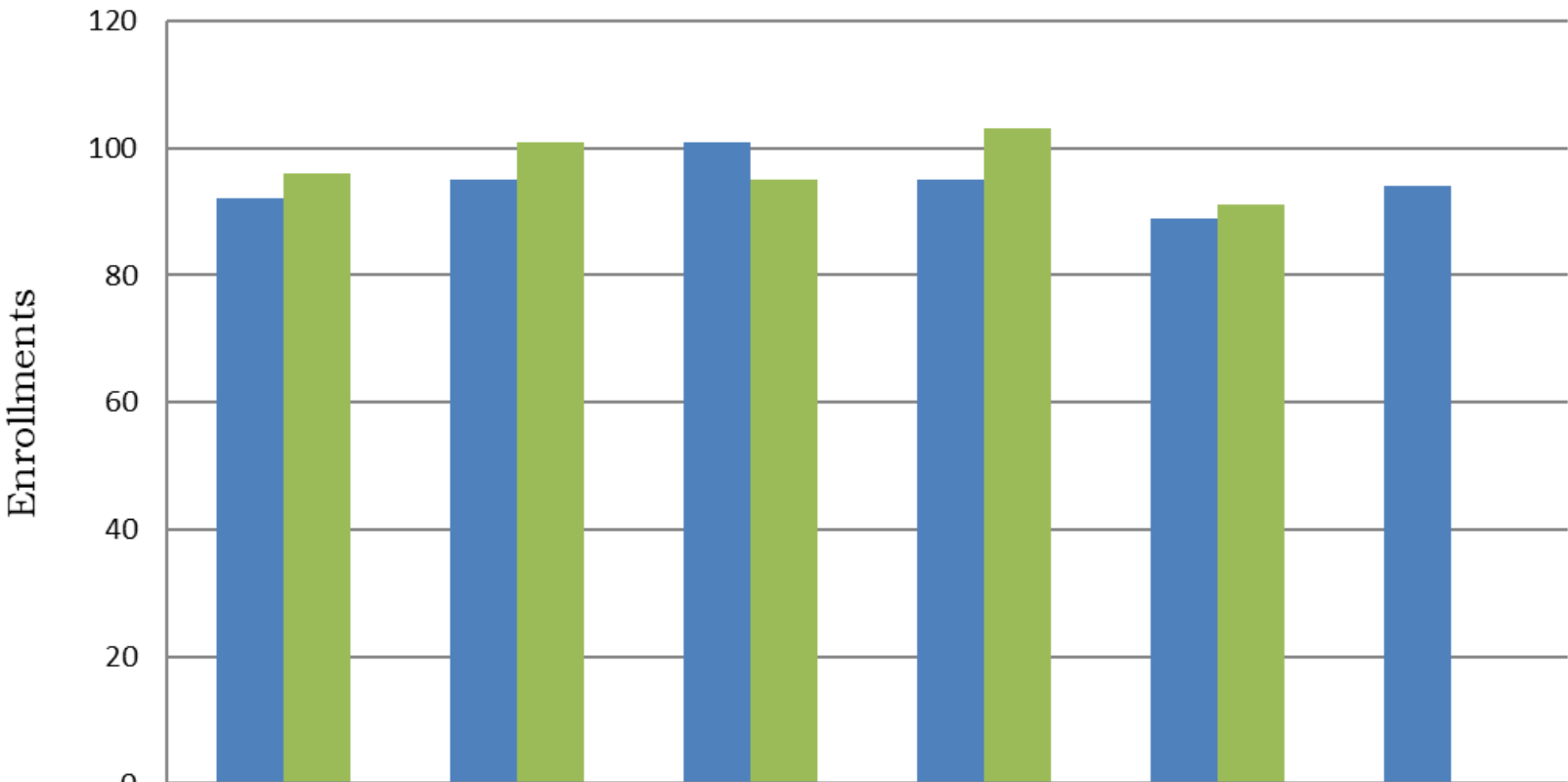


FY21 Budget Accomplishments

- ❑ Sustains improvements in all Special Education Programs
- ❑ Consolidates TEC Campus School Tuition
- ❑ Transitions TEC High School to a Public Day School
- ❑ Maintains the TEC Campus School facility
- ❑ Continues funding of the technology resources and replacements
- ❑ Provides 80 no-cost online student courses per district (\$24,000)
- ❑ Continues TEC Student Data Privacy Alliance
- ❑ Reduces Member District Assessment Fee \$891 (average)

Enrollments

Budget to Actual Avg. Enrollments FY2017 - FY2021



	FY16	FY17	FY18	FY19	FY20	FY21
■ Budget	92	95	101	95	89	94
■ Actual	96	101	95	103	91	

Enrollment by Program

Change in Budgeted Enrollments FY 2020 – FY 2021

Program	Budgeted FY20	Proposed FY21	Total Increase/ (Decrease)
Moderate	14	15	+1
Intensive	22	28	+6
Phoenix Academy	26	26	-
TEC High School	27	25	(2)
Total	89	94	+5



FY 2020 – 2021

Proposed Tuition Rates				
	% Increase		FY2020-21 Tuition Rate	
Program	TEC	Non-TEC	TEC	Non-TEC
Moderate	5.0%	5.0%	\$53,302	\$64,628
Intensive	2.5%	2.5%	\$62,103	\$75,640
Summer:				
Moderate	5.0%	5.0%	\$8,404	\$10,130
Intensive	2.5%	2.5%	\$11,112	\$13,216
TEC High School	5.0%	5.0%	\$41,289	\$53,864
Phoenix Academy	2.5%	2.5%	\$49,126	\$53,963
Extra Therapies	No Change	No Change	\$66.00	\$78.00
Vision Therapy	Additional	Additional	\$75.00	\$88.00

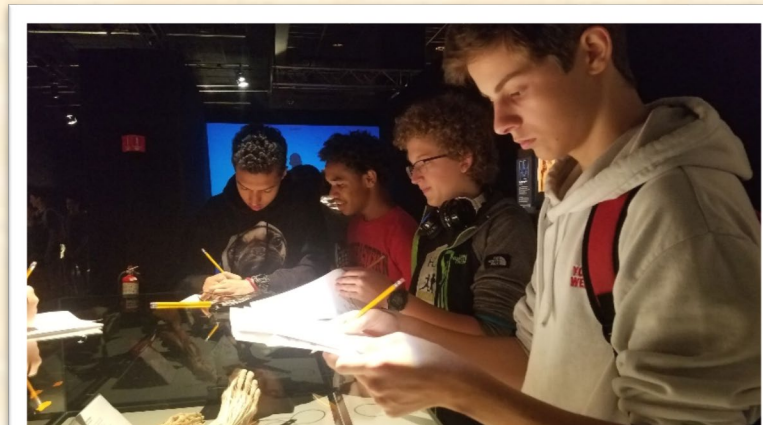
Health Insurance Expense

- Increase of 2.73% in healthcare premium costs
- Overall increase in health insurance expense – **3.3%**

Increase FY 17 to 18:	\$54,088
Increase FY18 to 19:	\$43,300
Increase FY19 to 20:	\$23,107
Increase FY20 to 21:	\$17,932

Staffing Expenses

- ❑ Salaries account for 53.3% of budget - 90.24 FTEs
- ❑ Proposed Salary Increases:
 - 2.0% increase for staff not on salary scale
 - Step scale increase for those on step scale, no COLA
 - 2.0% increases for administrative and support staff
 - \$5,000 increase for the Director of Finance and Operations



Personnel Increase

- Personnel increase of 5.3 FTE's

Teachers	.60
Counselors	.60
Paraprofessionals (2.0 bill back)	2.60
Therapists (SLP, PT)	1.11
PD, Internships and Online Learning	.57
Summer Staffing	.71
Dir. of Learning & Innovation	(.90)



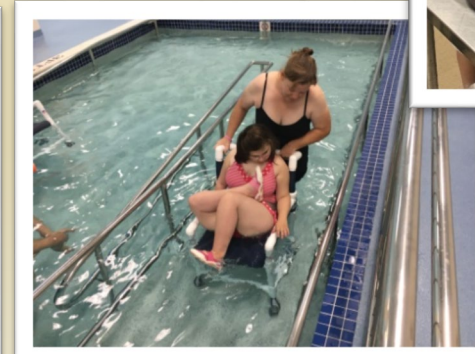
Building and Operations

Facility Lease Costs:

- ❑ Increase of \$151,567 based on step-scaled lease
- ❑ Additional \$22,500 increase in building taxes

Other Leased Cost:

- ❑ Increase of \$31,000 for 3 new vans
 - 2006 models unable to pass inspection



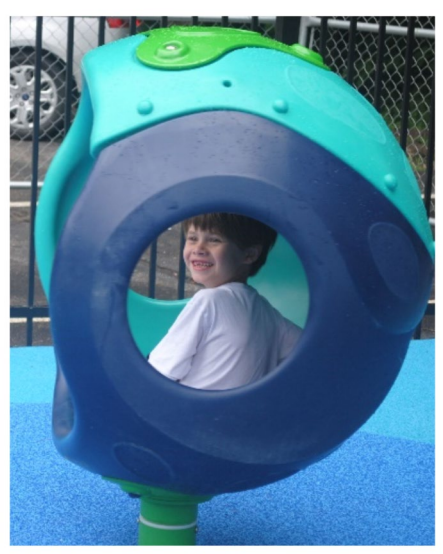
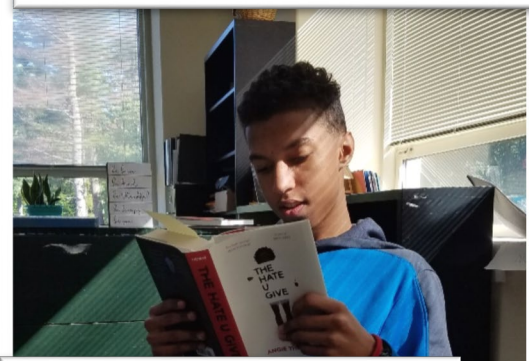
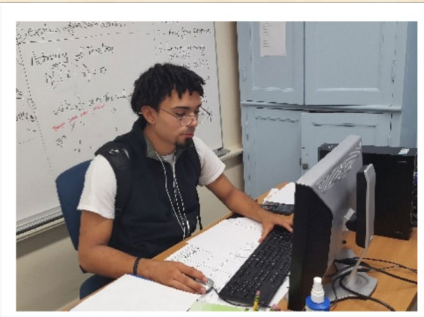
Proposed Capital Purchases

Capital Purchases	Program	Quantity	Recommended Funding
Laptops	Phoenix Academy	6	\$7,200
Desktops	Administration, Campus School & Phoenix Academy	4	\$4,000
Server and Desktop	Administration	1	\$5,000
Chromebooks and iPad	Campus School	31	\$9,600
Handicap Access Doors	Campus School	4	\$13,000
Total Capital			\$38,800

the



Questions?



TOWN OF NEEDHAM, MASSACHUSETTS

Independent Auditors' Reports Pursuant
to Governmental Auditing Standards
and Uniform Guidance

For the Year Ended June 30, 2019

TABLE OF CONTENTS

	<u>Page</u>
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	1
REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE	3
Schedule of Expenditures of Federal Awards	6
Notes to Schedule of Expenditures of Federal Awards	7
Schedule of Findings and Questioned Costs	8

Additional Offices:

Nashua, NH
Manchester, NH
Greenfield, MA
Ellsworth, ME

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Independent Auditors' Report

To the Select Board
Town of Needham, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Needham, Massachusetts, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated January 7, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Melanson Heath

January 7, 2020

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND
REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE

Independent Auditors' Report

To the Select Board
Town of Needham, Massachusetts

Report on Compliance for Each Major Federal Program

We have audited the Town of Needham, Massachusetts' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Town's major federal program for the year ended June 30, 2019. The Town's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Town's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the

United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the Town's compliance.

Opinion on Each Major Federal Program

In our opinion, the Town of Needham, Massachusetts complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2019.

Report on Internal Control Over Compliance

Management of the Town is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance

requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Needham, Massachusetts as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements. We issued our report thereon dated January 7, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Melanson Heath

March 16, 2020

TOWN OF NEEDHAM, MASSACHUSETTS
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2019

Federal Agency

Cluster Pass-through Agency Program Title	Federal CFDA Number	Pass Through Identifying Number	Federal Expenditures
<u>U.S. Department of Agriculture</u>			
Child Nutrition Cluster			
Passed Through Massachusetts Department of Elementary and Secondary Education			
School Breakfast Program - Cash Assistance	10.553	DOENUT19	\$ 16,383
National School Lunch Program - Cash Assistance	10.555	DOENUT19	342,646
National School Lunch Program - Non-Cash Assistance	10.555	DOENUT19	<u>159,880</u>
Total Child Nutrition Cluster			<u>518,909</u>
Total U.S. Department of Agriculture			518,909
<u>U.S. Department of Justice</u>			
Direct Federal Program			
Bulletproof Vest Partnership Program	16.607	N/A	<u>2,685</u>
Total U.S. Department of Justice			2,685
<u>U.S. Department of Transportation</u>			
Passed Through Massachusetts Department of Transportation Interagency Hazardous Materials Public Sector Training and Planning Grants			
	20.703	USDOT HMEP GRANT	<u>4,150</u>
Total U.S. Department of Transportation			4,150
<u>U.S. Department of Education</u>			
Special Education Cluster			
Passed Through Massachusetts Department of Elementary and Secondary Education			
Special Education Grants to States	84.027	240-101966-2019-0199	1,317,448
Special Education Preschool Grants	84.173	26217NEEDHAMPUBL	<u>35,238</u>
Total Special Education Cluster			1,352,686
Passed Through Massachusetts Department of Elementary and Secondary Education			
Title I Grants to Local Educational Agencies	84.010	305-145541-2019-0199	107,004
English Language Acquisition State Grants	84.365	180-127926-2019-0199	26,416
Improving Teacher Quality State Grants	84.367	140-154073-2019-0199	60,610
Student Support and Academic Enrichment Program	84.424	309-159778-2019-0199	<u>1,175</u>
Total U.S. Department of Education			1,547,891
<u>U.S. Department of Health and Human Services</u>			
Direct Federal Program			
Food and Drug Administration Research	93.103	N/A	18,234
Drug-Free Communities Support Program Grants	93.276	N/A	124,073
Building Capacity of the Public Health System to Improve Population Health Through National Nonprofit Organizations	93.424	N/A	9,287
Passed Through Massachusetts Department of Health and Human Services			
Block Grants for Prevention and Treatment of Substance Abuse	93.959	INTF2354186022000072	<u>99,867</u>
Total U.S. Department of Health and Human Services			<u>251,461</u>
Total Federal Expenditures			<u>\$ 2,325,096</u>

The accompanying notes are an integral part of this schedule.

TOWN OF NEEDHAM, MASSACHUSETTS

Notes to the Schedule of Expenditures of Federal Awards

For the Year Ended June 30, 2019

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of the Town of Needham, Massachusetts, under programs of the federal government for the year ended June 30, 2019. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the Town, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Town.

Note 2. Summary of Significant Accounting Policies

- Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited to reimbursement.
- The amounts reported for the National School Lunch Program – Non-Cash Assistance (Commodities) represent the fair value of commodities provided by the Commonwealth.
- The Town has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 3. Subrecipients

Of the federal expenditures presented in the Schedule, the Town did not provide federal awards to subrecipients.

TOWN OF NEEDHAM, MASSACHUSETTS

Schedule of Findings and Questioned Costs

For the Year Ended June 30, 2019

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued:

Unmodified

Internal control over financial reporting:

- Material weaknesses identified? yes no
- Significant deficiencies identified? yes none reported

Noncompliance material to financial statements noted?

yes no

Federal Awards

Internal control over major programs:

- Material weaknesses identified? yes no
- Significant deficiencies identified? yes none reported

Type of auditors' report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?

yes no

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

10.553/10.555

Child Nutrition Cluster

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

yes no

SECTION II - FINANCIAL STATEMENT FINDINGS

None.

SECTION III - FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

None.

SECTION IV - SCHEDULE OF PRIOR YEAR FINDINGS

There were no findings in the prior year.