



Needham School Committee

Broadmeadow Performance Center

May 10, 2022

6:30 p.m.

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

<https://needhamchannel.org>

Please click the link below to access meeting for Public Hearing on School Choice and Public Comments:

<https://us02web.zoom.us/j/86021562913?pwd=a3RwTEJpPW40SnZSL3pUdlZuYk9aQT09>
Webinar ID: 860 2156 2913 Passcode: 446699. Or One tap mobile:US: +19292056099



Needham School Committee

May 10, 2022, 6:30 p.m.

Broadmeadow School Performance Center

Next School Committee Meeting: May 17, 2022

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

Please click the link below to access meeting for Public Hearing and Public Comments:

<https://us02web.zoom.us/j/86021562913?pwd=a3RwTEJPbW40SnZSL3pUdlZuYk9aQT09>

Webinar ID: 860 2156 2913 Passcode: 446699. Or One tap mobile:US: +19292056099

6:30 p.m. Public Hearing on School Choice

Vote on School Choice

6:35 p.m. Public Comments

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

6:50p.m. Superintendent's Comments

6:55 p.m. Consent Items

1. Appoint the Superintendent to the ACCEPT Collaborative Board of Directors for 2022-2023
2. Approve Minutes of the Meeting of January 25, 2022
3. Disposal of Surplus Items

Discussion Items

7:00 p.m. Needham High School Report on Performance & Achievement May 2022

7:30 p.m. Mitchell School Improvement Plan

8:10 p.m. School Committee Policies:

BG School Committee Policy Development
EEA Student Transportation Services - Revision 3
EEAE/EBBD School Bus Safety Program
EEAEA School Bus Driver Examination and Training – Revision 2
EEAEA-1 Drug & Alcohol Testing for School Transportation Drivers
EEAEC Student Conduct on School Buses
EEAFB Multi-Function School Activity Bus
EEAG Student Transportation in Private Vehicles – Revision 2

8:45 p.m. Superintendent Evaluation Process

9:00 p.m. School Committee Comments

Information Item

- Draft School Committee Policy IJNDC Student Data Privacy Policy
-



Needham School Committee

May 10, 2022

Agenda Item: **Public Hearing on School Choice Program**

Background Information:

The Chairperson will offer the opportunity for the public to address issues, questions, or concerns regarding the School Choice Program.

- M.G.L. Chapter 76, Section 12b requires the School Committee to hold a public hearing on the School Choice program and adopt a resolution prior to June 1 for the school year beginning the following September.
- The Committee is asked to vote on whether or not Needham will participate in the program.

Vote on School Choice Program

Action Recommended:

Upon recommendation of the Superintendent, that the Needham School Committee votes not to participate in the School Choice Program (Chapter 76, Section 12b) for the 2022-2023 academic year as required by the 1993 Education Reform Act, due to programmatic and space limitations.



Needham School Committee

May 10, 2022

Agenda Item: **Public Comments**

Background Information:

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



Needham School Committee

May 10, 2022

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:

Matthew Spengler, Chair

Andrea Longo Carter, Vice Chair

Connie Barr

Michael Greis

Elizabeth Lee

Michael O'Brien

Alisa Skatrud

Dilin Meloni, Student Representative member of School Committee



Needham School Committee

May 10, 2022

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

May 10, 2022

Agenda Item: **Consent Agenda**

1. Appoint the Superintendent to the ACCEPT Collaborative Board of Directors for 2022-2023
2. Approve Minutes of the Meeting of January 25, 2022
3. Disposal of Surplus Items

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

If none removed:

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

NEEDHAM SCHOOL COMMITTEE

Consent Item

Date: May 10,2022

Appoint Superintendent to ACCEPT Education Collaborative Board of Directors for 2022-2023

Action Recommended:

In accordance with Chapter 43 of the Acts of 2012, that the Needham School Committee appoints Superintendent Daniel Gutekanst as the School Committee Representative to the ACCEPT Education Collaborative Board of Directors for the 2022-23 school year effective July 1, 2022.

Needham School Committee
Minutes of the Meeting
January 25, 2022

Connie Barr, Chairman of the Needham School Committee, called the meeting to order at 6:30 p.m. The meeting is streamed live at <https://needhamchannel.org> and accessible via Zoom for public comment.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst	Mary Lammi (remote)
Terry Duggan	Alexandra McNeil
Anne Gulati	

Also present were:

Alison Coubrough-Argentieri, Assistant Principal, Needham High School
Aaron Sicotte, Principal of Needham High School
Dan Lee, Director of Athletics
Ricardo Andrade, Interim Assistant Athletic Director, and Club Sports Coordinator

Public Comments

Public Comments

Chair Barr offered the opportunity for members of the public to speak to the School Committee on issues not on the agenda, either in person or on the Zoom link. Chair Barr noted that members of the community could also contact the School Committee via email at schoolcommittee@needham.k12.ma.us.

There were no public comments.

School Committee Chair and Subcommittee Update

School Committee
Chair and
Subcommittee
Updates
Superintendent's
Comments

There were no School Committee comments.

Superintendent's Comments

Superintendent Gutekanst welcomed members of the Boys Soccer Team who are the recipients of the Massachusetts Interscholastic Athletic Association Sportsmanship Award. He stated that earlier in the year the Girls Volley Team received the Massachusetts Interscholastic Athletic Association Sportsmanship award. He noted that it is a rare occurrence for a school community to receive this award twice in one school year.

On behalf of the Needham School Committee Superintendent Gutekanst congratulated the Boys Soccer Team and their Coach, Coach Odierna. The team and Coach Odierna shared highlights from their season.

Consent Items

Consent Items

1. Approve Minutes of the Meeting of October 26, 2021, November 2, 2021, and November 16, 2021

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

DISCUSSION ITEMS

2022-2023 Middle School and High School Program of Studies2022-2023 Middle
School and High
School Program of
Studies

Dr. Gutekanst introduced this item. He stated that each year, the School Committee reviews, discusses, and approves the middle school and high school Program of Studies. He stated that Mr. Sicotte, and Ms. Coubrough-Argentieri, would present proposed changes for School Committee consideration. He stated that the high school 2022-2023 Program of Studies has new course offerings and has been reformatted to make it more accessible for families. He stated that there are no substantial changes to the middle school 2022-2023 Program of Studies this year. He stated that the School Committee would vote on the proposed 2022-2023 Programs of Studies at its next meeting.

Dr. Gutekanst invited Principal Sicotte and Assistant Principal Coubrough-Argentieri to present changes to the course of studies. Each presented a comprehensive review of the proposed changes and responded to School Committee questions.

Athletic Program UpdateAthletic Program
Update

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that this is an opportunity to highlight a rich athletic program that is inclusive, high performing, and one of the best in the state providing opportunities for all students in traditional and non-traditional chances for students to grow, play and achieve. Dr. Gutekanst welcomed Dan Lee, Athletic Director, and Ricardo Andrade, Interim Assistant Athletic Director, and Club Sports Coordinator.

Mr. Lee's presentation included a video on the 2020-2021 school year which involved, changes, modifications, masks, social distance starts, no throw-ins or head ball, 7V7 field hockey, boys vs girls swim meets, live-streaming, virtual meets, outdoor track, football in the spring and wrestling outside. Despite all of the challenges, the Athletic Program persevered, offering 48 of its 49 high school programs. Middle school sports are back. Middle school unified sports launched. A new program has been added, girls golf. The MIAA coaches of the year are Courtney Chaloff, Girls Volleyball, and Lauren Tarlow, Unified Track. MIAA Team Sportsmanship Awards: Girls Volleyball and Boys Soccer. Girls Volleyball back-to-back State Championships. Boys Volleyball State Champions, perfect season 22-0. Student charitable contributions. 2022 will be a great year. *Go Rockets!!* Mr. Lee and Mr. Andrade responded to School Committee's questions and comments.

May 2022 Annual Town Meeting Warrant Article RequestsMay 2022 Annual
Town Meeting
Warrant Article
Requests

Dr. Gutekanst introduced this item. He presented draft 2022 Annual Town Meeting Warrant Article Requests: Article X: Appropriate for Emery Grover Building Construction and Article X: Hillside School Heating Repairs and Upgrades for School Committee consideration.

Dr. Gutekanst stated that at this time, the School Committee is asked to vote to request that the Emery Grover construction and Hillside heating plan articles be placed on the May 2022 Annual Town Meeting warrant. Dr. Gutekanst provided preliminary language on the request. A comprehensive discussion followed.

Update on Health & SafetyUpdate on Health &
Safety

Dr. Gutekanst led the discussion on this item. He stated that the recent announcement by Governor Baker means that testing programs in the commonwealth will change. He outlined the implications to Needham. He stated that Needham will not change its priority on health and safety. Dr. Gutekanst stated that the data from the state's Test & Stay program demonstrate close contacts in schools are very unlikely to contract or

spread COVID: 98.6% of the state's 508,312 Test & Stay test were negative. He stated that recently Dr. Ashish Jha, Dean of the Brown University School of Public Health explained that at home rapid antigen tests are more appropriate for diagnostic purposes since PCR tests indicate positive results for someone who was infectious many weeks or months earlier. He stated that a rapid antigen test tells us whether you are infectious now. He stated that the state is now encouraging a shift in focus to identify symptomatic students and staff rather than exerting a tremendous amount of effort and energy on school close contacts.

He stated that contact tracing and the existing Test & Stay program will end if the district provides an at-home rapid test for students and staff and begin a symptomatic testing program for those students' experiencing symptoms in school or doing pooled testing. He stated that families and staff must "opt-in" to receive an at-home diagnostic test. He stated that the DESE contractor would redeploy the management of systematic testing. Dr. Gutekanst summarized the purpose of providing an at-home test. He described how families would opt in for each child. He stated that Health Attestation would continue. Dr. Gutekanst outlined who could participate in the new Symptomatic Testing Program, how an individual signs up, who does the testing, and what happens next. Dr. Gutekanst described the timeline. He stated that tests have arrived and the district is ready to deploy them. Discussion followed.

ACTION ITEM

Vote on FY23 School Operating Budget Recommendation

Upon recommendation of the Superintendent, that the Needham School Committee approves the FY23 School Operating budget recommendation of \$87,277,798 as submitted.

Michael Greis moved, and Elizabeth Lee seconded the motion.

Discussion:

Roll Call Vote:

Andrea Longo Carter, Aye; Michael Greis, Aye; Elizabeth Lee, Aye; Aaron Pressman, Aye; Michael O'Brien, Aye; Matthew Spengler, Aye; and Connie Barr, Aye.

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

School Committee Comments

There were no School Committee comments.

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

<http://www.needham.k12.ma.us/districtinfo/schoolcommittee/packets> 2021-2022.

A motion
was
made:

At approximately 8:37 p.m., Michael Greis moved, and Michael O'Brien seconded the motion to adjourn the School Committee meeting of January 25, 2022.

Roll Call Vote:

Andrea Longo Carter, Aye; Michael Greis, Aye; Elizabeth Lee, Aye; Aaron Pressman, Aye; Michael O'Brien, Aye; Matthew Spengler, Aye; and Connie Barr, Aye.

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

Minutes Prepared by
Cheryl Gosmon

Vote on FY23
School Operating
Budget
Recommendation

School Committee
Comments

A List of
Documents

Adjournment

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: May 10, 2022

Item Title:

Disposal of Surplus: Sunita Williams Elementary, Mitchell Elementary

Item Description:

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

From Sunita Williams Elementary

- 59 Old and Damaged Books

From Mitchell Elementary

- 1321 Old and Damaged Books

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 be informed of the disposal of the above items, to the Town Transfer Station of the aforementioned surplus equipment in accordance with MGH30B Section 15&16.

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

May 10, 2022

Agenda Item: **Discussion**

Needham High School Report on Student Performance & Achievement

Background Information:

- Mr. Sicotte will share an update about testing data and student achievement. Information about SAT, the ACT, and Advanced Placement exams is included as well as artistic, athletic, and co-curricular student accomplishments.

Person(s) Available for Presentation:

Aaron Sicotte, Principal of NeedhamHigh School



NEEDHAM HIGH SCHOOL

Aaron Sicotte
Principal

A CARING COMMUNITY
STRIVING FOR PERSONAL GROWTH AND
ACADEMIC EXCELLENCE

Mary Kay Alessi
Alison Coubrough-Argentieri
Pierre Jean
Assistant Principals

TO: Dan Gutekanst, Superintendent of Needham Public Schools
FROM: Aaron Sicotte, Principal of Needham High School
RE: Needham High School Achievement Report 2022
DATE: 1 May 2022

I am excited to present the 2022 Achievement Report for Needham High School. While the past year presented a tremendous range of challenges, it remains important to look at the data of our student achievement. In fact, doing so can provide some insight into the pandemic's impact on their performance, as well as, how our students have weathered the two year-long experience.

When reviewing the testing data, it will be clear that those who tested continued to perform quite well across testing formats when compared to data from the nation, from the state, and from our comparison schools.

I want to give a tremendous thanks to **Will Grannan**, School Counselor at NHS, for his outstanding work to compile and convey a lot of complex data in very easy to understand formats. Since a considerable portion of the report focuses on our students' academic achievements as measured on national standardized tests, including the SAT, the ACT, and Advanced Placement (AP) tests, significant credit goes to Will Grannan for their compilation.

In addition to the testing data, which is one small component of student achievement, this report includes student achievement through co-curricular activities, including clubs and artistic groups. As we returned to fully in-person learning this year, our student groups have thrived and taken full advantage of the chance to be together, create connections, and affect positive change on the world around them. The Report highlights achievements, community service, and events, all of which are impressive lists that only begin to touch on the wide range of outstanding student achievement from the students of Needham High School.

Needham High School Achievement Report 2022

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The following portion of the report summarizes the results for the SAT I (Evidenced Based Reading and Writing, Mathematics), ACT, and AP (Advanced Placement) examinations.

Due to some testing restrictions and limitations during this cycle, SAT and ACT data reflect the drop in testing availability and access. The drop in test takers was also influenced by almost universal test optional policies at colleges for the graduating class.. The CollegeBoard and ACT provide summary data for all test takers of a graduating year, regardless of the year the last SAT and/or ACT for a given student was taken. SAT I data reported by the Department of Elementary and Secondary Education (DESE), for test takers in the year 2021, will be used in this report for comparison with other towns.

This is the sixth year we have included ACT performance data.

AP results pertain only to the testing which took place in spring 2021, and include members of the class of 2021 as well as other classes.

Highlighted below are several summary items.

#### SAT I – Critical Reading/Evidenced Based Reading and Writing and Math Tests

The College Board changed it's reporting of SAT data and we have adjusted our reporting accordingly. For the Class of 2021 we can break down the scores by range for the 201 test takers who took the test at least once during high school (if taken more than once only the most recent test result included).

<b>201 Total Test Takers Range</b>	<b>Evidenced Based Reading &amp; Writing (EBRW) Results &amp; %</b>	<b>Math Results &amp; %</b>
<b>700-800</b>	61 - 30%	75 - 37%
<b>600-690</b>	68 - 34%	70 - 35%
<b>500-590</b>	64 - 32%	47 - 23%
<b>400-490</b>	8 - 4%	8 - 4%
<b>300-390</b>	0	1 - <1%
<b>200-290</b>	0	0
<b>SAT Mean</b>	639	655

The CollegeBoard did provide mean SAT I data for Massachusetts (EBRW – 591; Math – 593) and the Total Group (EBRW – 533; Math – 528). DESE reports the total test takers for a given year (not by graduating class); the 356 test takers for the 2021 year at Needham High reported SAT I averages as EBRW – 629 and Math – 645 (from DESE website).

#### SUBJECT TESTS (SAT II)

The College Board has discontinued the SAT Subject Tests, so scores and comparison data are no longer included in this report.

## **ACT TEST**

The number of ACT test takers from Needham High had been rising steadily until 2017. For the graduating class of 2021, twenty percent (20.0%) took at least one ACT test. This is a drop in total number of test takers for the fourth straight year. The major factors in the significant drop for the Class 2021 were both pandemic related test availability and test optional policies, however the numbers were already slowly declining. This drop in test takers is consistent with National and MA trends.

Included in the following chart is the ACT section and composite averages over the past five years for Needham High test takers.

<b>Year</b>	<b>Test Takers</b>	<b>English</b>	<b>Math</b>	<b>Reading</b>	<b>Science</b>	<b>Composite</b>
<b>2017</b>	231	27.3	26.8	27.1	25.8	26.9
<b>2018</b>	179	27.5	26.4	27.6	26.0	27.0
<b>2019</b>	158	28.0	26.8	27.9	26.6	27.4
<b>2020</b>	108	29.0	28.1	29.0	27.5	28.5
<b>2021</b>	85	29.4	28.1	29.6	27.3	28.7

## **ADVANCED PLACEMENT (AP) EXAMINATIONS**

Four hundred sixty-three (458) students took eight hundred seventy-eight (878) AP tests. Ninety percent (89.7%) of the scores were 3 or better. Seventy percent (69.8%) of the scores were 4's and 5's.

A more detailed presentation of these data is available in the pages that follows.

**Table 1:**  
**Needham Mean Critical Reading/EBRW SAT Scores Compared with the Global and MA Scores**

Class	Needham	Global	MA
2021	639 (+)	533	591
2020	620 (+)	528	560
2019	610*(+)	531	559
2018	618*(+)	536	562
2017	612 (+)	538	553

*SAT data gathered from all test takers during a graduating class, including only the most recent test score from a given test taker

(+) = Above Both Global and MA averages; (-) = Below Global and/or MA averages

**Table 2:**  
**Needham Mean Math SAT Scores Compared with the Global and MA Scores**

Class	Needham	Global	MA
2021	655 (+)	528	593
2020	623 (+)	523	559
2019	617*(+)	528	561
2018	624* (+)	531	563
2017	606 (+)	533	550

*SAT data gathered from all test takers during a graduating class, including only the most recent test score from a given test taker

(+) = Above Both Global and MA averages; (-) = Below Global and/or MA averages

**Table 3:**  
**Number and Percent of the Class Taking the SAT**

Year	Graduates in Class	# Taking the SAT	Percent
<b>2021</b>	426	201	47
<b>2020</b>	419	334	80
<b>2019</b>	437	432*	-
<b>2018</b>	398	444*	-
<b>2017</b>	407	326	80

*SAT data gathered during these years were based on total tests during a cycle, rather than the number of test takers for a given graduating class.

**Table 4:**  
**Needham Average ACT English Section Scores Compared to Nationwide and MA Averages**

<b>Class</b>	<b>Needham</b>	<b>Nationwide</b>	<b>MA</b>
<b>2021</b>	29.4	19.6	27.6
<b>2020</b>	29.0	19.9	26.0
<b>2019</b>	28.0	20.1	25.5
<b>2018</b>	27.5	20.2	25.5
<b>2017</b>	27.3	20.3	25.4

**Table 5:**  
**Needham Average ACT Math Section Scores Compared to Nationwide and MA Averages**

<b>Class</b>	<b>Needham</b>	<b>Nationwide</b>	<b>MA</b>
<b>2021</b>	28.1	19.9	26.9
<b>2020</b>	28.1	20.2	25.6
<b>2019</b>	26.8	20.4	25.2
<b>2018</b>	26.4	20.5	25.2
<b>2017</b>	26.8	20.7	25.3

**Table 6:**  
**Needham Average ACT Reading Section Scores Compared to Nationwide and MA Averages**

<b>Class</b>	<b>Needham</b>	<b>Nationwide</b>	<b>MA</b>
<b>2021</b>	29.6	20.9	28.4
<b>2020</b>	29.0	21.2	26.6
<b>2019</b>	27.9	21.2	26.1
<b>2018</b>	27.6	21.3	25.9
<b>2017</b>	27.1	21.4	25.9

**Table 7:**  
**Needham Average ACT Science Section Scores Compared to Nationwide and MA Averages**

<b>Class</b>	<b>Needham</b>	<b>Nationwide</b>	<b>MA</b>
<b>2021</b>	27.3	20.4	26.8
<b>2020</b>	27.5	20.6	25.4
<b>2019</b>	26.6	20.6	24.8
<b>2018</b>	26.0	20.7	24.7
<b>2017</b>	25.8	21.0	24.7

**Table 8:**  
**Needham Average ACT Composite Scores Compared to Nationwide and MA Averages**

<b>Class</b>	<b>Needham</b>	<b>Nationwide</b>	<b>MA</b>
<b>2021</b>	28.7	20.3	27.6
<b>2020</b>	28.5	20.6	26.0
<b>2019</b>	27.4	20.7	25.5
<b>2018</b>	27.0	20.8	25.5
<b>2017</b>	26.9	21.0	25.4



### Number of Advanced Placement Tests by Discipline

Test / Year	2021	2020	2019	2018	2017
Art History	1	-	-	-	-
Biology	36	32	37	31	34
Calculus AB	80	74	80	57	72
Calculus BC	52	80	54	39	50
Capstone	14(research)	15(seminar)	-	-	-
Chemistry	13	21	19	31	16
Chinese Lang	6	7	8	10	4
Comp Sci A	24	30	32	13	20
Comp Sci Prin	-	5	11	20	8
Econ: Macro	2	2	1	-	1
Econ: Micro	-	-	-	-	1
English Lang & C	129	148	149	184	130
Engl Lit & Comp	15	16	30	16	45
Environmental S	-	-	-	1	1
French Lang	12	14	22	12	8
German	-	1	-	2	1
Latin	-	-	1	-	-
Music Theory	2	-	2	2	5
Physics 1	1	-	1	1	1
Physics C: Mechanics	48	34	41	17	31
Physics C: Elec. & Mag.	35	32	39	17	31
Psychology	126	137	128	95	106
Spanish Lang	20	24	21	14	22
Statistics	72	60	48	43	38
Studio Art Drawing	7	13	11	8	9
Studio Art 2D Design	27	13	17	17	18
Studio Art 3D Design	-	1	-	-	-
U.S. Gov. & Politics	56	59	76	55	96
U.S. History	100	66	74	61	58
<b>Total Grades Reported</b>	<b>878</b>	<b>884</b>	<b>901</b>	<b>746</b>	<b>806</b>
<b>Total Candidates</b>	<b>458</b>	<b>463</b>	<b>461</b>	<b>439</b>	<b>417</b>

### 2021 AP Score Summary

<b>Test / Result</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Art History</b>	-	-	-	1	-
<b>Biology</b>	2	14	15	5	-
<b>Calc AB</b>	36	25	12	6	1
<b>Calc BC</b>	35	11	5	1	-
<b>Chemistry</b>	8	3	2	-	-
<b>Chinese Lang. &amp; Culture</b>	3	2	-	1	-
<b>Comp. Sci. A</b>	10	6	6	2	-
<b>English Lang. &amp; Comp</b>	36	72	16	5	-
<b>English Lit. &amp; Comp</b>	3	6	5	1	-
<b>French Lang. &amp; Culture</b>	-	5	5	2	-
<b>Macroecon.</b>	-	1	1	-	-
<b>Music Theory</b>	-	-	1	1	-
<b>Physics 1</b>	1	-	-	-	-
<b>Physics C: Elec &amp; Magnetism</b>	13	11	8	3	-
<b>Physics C: Mechanics</b>	16	18	6	7	1
<b>Psychology</b>	24	46	29	19	8
<b>Research</b>	2	4	7	1	-
<b>Spanish Lang. &amp; Culture</b>	15	3	2	-	-
<b>Statistics</b>	14	24	20	8	6
<b>Studio Art 2D Design</b>	5	17	5	-	-
<b>Studio Art: Drawing</b>	3	3	1	-	-
<b>US Gov. &amp; Politics</b>	25	14	11	4	2
<b>US History</b>	40	37	18	4	1
<b>Total (878)</b>	291	322	175	71	19
<b>Students (458)</b>					

**NUMBER OF EXAMS TAKEN ACCORDING TO SCORES**

<b>Score / Year</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
<b>5</b>	291	344	336	301	328
<b>4</b>	322	280	295	236	233
<b>3</b>	175	186	189	149	178
<b>2</b>	71	55	64	52	53
<b>1</b>	19	19	17	8	14
<b>Totals</b>	878	884	901	746	806

**SAT I Reasoning Comparisons***

Public High School	Participants	EBRW	Math	Composite
Lexington	639	667	689	1356
Wellesley	336	657	670	1327
Newton South	501	643	665	1308
Wayland	214	645	657	1302
Weston	156	638	657	1295
Brookline	533	639	652	1291
Concord Carlisle	375	639	647	1286
Newton North	425	634	648	1282
Needham	356	629	645	1274
Dover Sherborn	206	631	642	1273
Winchester	449	627	643	1270
Hopkinton	344	625	640	1265
Westwood	338	607	632	1239
Natick	377	607	603	1210
Framingham	197	592	612	1204
Holliston	204	601	601	1202
Medfield	299	588	599	1187
Dedham	92	578	586	1164
Walpole	291	587	569	1156
Norwood	199	556	562	1118

*SAT data for this chart taken from the DESE website. From 2020 to 2021, Needham students took 148 more SAT tests (356-208). Similar rises in the total number of exams were experienced by all comparison towns, with the exception of Dedham.

### AP Performance Comparisons*

Public High School	Tests Taken	% Non Qualifying (1-2)	% Qualifying (3-5)
Dover-Sherborn	550	5.6	94.4
Concord Carlisle	512	7.2	92.8
Wayland	434	7.6	92.4
Brookline	757	8.1	91.9
Needham	876	10.2	89.8
Hopkinton	1,087	10.2	89.8
Lexington	1,847	10.2	89.8
Walpole	405	12.6	87.4
Winchester	808	13.9	86.1
Newton North	741	15.7	84.3
Natick	824	16.0	84.0
Newton South	733	17.1	82.9
Westwood	753	17.4	82.6
Wellesley	837	17.7	82.3
Weston	548	25.2	74.8
Medfield	494	27.5	72.5
Framingham	820	27.6	72.4
Holliston	452	37.6	62.4
Norwood	262	38.5	61.5
Dedham	333	46.2	53.8

*AP data for this chart taken from the DESE website. Please note a slight difference in the total number of Needham AP test takers reported by the state (876) versus the total reported by the College Board (878). The following total number of test takers by subject were under-reported, resulting in the difference of two: US History (-2).

## **Extra-Curricular Achievements and Accomplishments:**

- **Five NHS students were Finalists** in the 2022 Competition for National Merit Scholarships, an extremely high number for one school.
- All three Needham **Robotics** teams successfully competed in the State Championships and have done extremely well in the earlier competitions. At one, team **T -10** was recognized at one competition with the Inspire Award Runner Up, given to the team that best embodies the ‘challenge’ of the program and is a gracious competitor, as well as, the Think Award, given to the team that removes engineering obstacles through creative thinking. Another team, **Liquid Oxygen**, was given the Innovate Award for bringing great ideas from concept to reality.
- The **Speech and Debate Club** continues to excel, with 29 students qualifying for the state competition, 12 students qualifying for one of the national tournaments, and 4 qualifying for Academic All-American. Additionally, 12 students advanced to the ‘playoff’ round of the written essay debate competition, the Bicker and Brewer Ups International Public Policy Forum.
- Six NHS students are training for the **DreamFar** marathon, running three times a week and competing in 5K and 10K races already. Two students earned their 500 mile shirts as well.
- NHS has been honored as an official **Special Olympics Massachusetts Unified Champion School** for our commitment to meaningful inclusion through unified sports, inclusive youth leadership, and whole school engagement! Congratulations to everyone for contributing to this honor and for creating an environment that embraces differences and students who lead social change.
- Three NHS seniors were honored for their **Stop Asian Hate Safety Alarm Initiative Team**. The group (which includes a couple non-NHS students) was nominated for their work to be a part of the 50th anniversary Disney Magic Makers, were part of a live interview shown globally, and were rewarded with a trip to Disney!
- NHS had **two students achieve perfect scores on Advanced Placement Exams** putting them among an elite group of students in the world to earn every point possible on an AP Exam. One student was 1 of 219 students in the world with a perfect score on Drawing, and the other was 1 of 356 students in the world with a perfect score on Computer Science A. As the CollegeBoard wrote, "these extraordinary accomplishments are likely a direct reflection of the top-quality education being offered at Needham High School. [The CollegeBoard] applauds both your school's hard-working students and the devoted

AP teachers who've so successfully engaged and challenged them with college-level material."

- Three students were accepted into the **National Association Federation of Music Educators All National Music Conference, All National Mixed Choir**.
- **NHS's Students Advocating for a Life free of Substance Abuse (SALSA)** won the Norfolk County Peer Leadership Challenge earning a \$1,500 grant for their substance use prevention work. This is the 6th year in a row NHS students have earned a perfect score in the competition against Wellesley and have received the peer leadership award.
- **SALSA** received the 2022 Outstanding Chapter Award; one member was a finalist for the 2022 Youth Leadership Award; and three members met with Rep. Denise Garlick to discuss their prevention work in Needham.
- NHS had four students named **finalists for the Poets.org National Poetry Month Poster Competition**.
- Two NHS students received **Scholastic Gold Key** recognition for their essays in the Massachusetts Regional Boston Globe Scholastic Art and Writing 2022 Awards.
- Five students were selected for the **2022 Massachusetts All State Chorus**; five students were selected for the **All State Concert Band**; one was selected for the **All State Jazz Band**; and six first-year students were selected for the **Massachusetts Music Educators Association Junior District 2022 Music Festival**.
- Four students received recognition in the **Scholastic Art 2022 Awards**, including two Gold Keys, one Silver Key, and three Honorable Mentions.
- Forty-three students took part in the **National History Day Regional Competition** in the categories of Individual Exhibit; Group Documentary; Individual Performance; Group Performance; and Group Website receiving Gold, Silver, Bronze, and Honorable Mention Awards.
- The NHS **String Orchestra, Chamber Orchestra, Symphonic Band** and **Chorale** all won Gold at the 2022 MICCA Competition. The NHS **Concert Band** and **Chorus** won Silver.

### **Extra-Curricular Fundraising and Community Service:**

- **Students Acting to Make a Difference (SAMD)** put on a production of The Little Mermaid and were able to donate **\$7,000** to Ocean Conservancy as a result.
- **Shelterbox Club** (a disaster relief club) has raised **\$2000** for disaster assistance through backyard scavenger hunts.

- The **Redlife Club** has volunteered at numerous blood drives, collecting over **60 pints** of blood and earning over **\$500** in scholarship money from the Red Cross.
- **Generic Ministry Club** has helped make sandwiches for the homeless and has partnered with local businesses to collect donations for the homeless community in Boston.
- **Brownies for Books** has donated over **200 books** this year, with most of them toddler to early elementary school. The books have been donated to Room to Grow and to Savers.
- The **Armenian Club** held a fundraiser to support children of fallen soldiers, raising **\$840** for the two children.
- The **Support Our Troops Club** has helped veterans of the VFW sell poppies on Veterans Day, raising \$850 for the VFW. The club was also instrumental in our graduation event for Louis Piccariello, conducting interviews with him and leading the PA announcements for the school community. Additionally, the club conducted a candy drive to send 6 full boxes of candy to troops serving overseas.
- The **Tech Aid Club** is refurbishing used laptops and computers to donate to people in need.
- The **Environmental Club** has partnered with Green Needham and Mothers Out Front to bring change to the community through a variety of projects: Plastic bag usage reduction; Solar panels in Needham parking lots; recycling and food waste recycling at NHS; and collecting trash around the NHS campus.
- **Key Club** has supported the Boston homeless community through packaging care packages, writing personal letters, and creating infographics to raise awareness. They also raised awareness of mental health concerns through a letter writing campaign and by creating origami trees to give away.
- The **Class of 2024** hosted a clothing drive in partnership with Cradles to Crayons and donated **127 bags of clothes and shoes** that will help **370 children** across the state.
- **SALSA** members have logged over **900 hours** of community service this year.

### **Extra-Curricular Events and Activities:**

- **Take Back the Night** hosted its annual event in February to raise community awareness of the prevalence of domestic violence and sexual assault. The club has also raised funds to support survivors of domestic violence and sexual assault and partnered with the Needham Domestic Violence Action Committee.
- The **Citizen Science Club** created a website for COVID and vaccine information (<https://covidcanvas.com>).



- **Bomb Squad** (NHS's step team) performed at both the fall Bonfire and the town's Martin Luther King Jr. breakfast.
- The **Science Team** had 16 students (including 8 9th graders) compete in 4 competitions this year, as well as the State Science Olympiad in March.
- The **Speech and Debate Club** members have participated in nearly 1000 interscholastic speeches and debates. Over 50 students have participated in at least one tournament, with most of those students participating in at least three tournaments.
- The **League of Women Voters Club** has increased political engagement among students and the broader community by: Distributing 'birthday bags' with voter information to students on their 18th birthday; Making a public service announcement on the Needham Channel prior to December's election for the Select Board; Holding a voter registration drive.
- The NHS student unions are all working on a collaborative art project that will highlight key aspects of their identity, while also connecting the groups together. The unions are: **The Asian Student Union, the Black Student Union, the Jewish Student Union, the Korean Student Union, the Muslim Student Union, and the Queer Student Union.**
- **NewspapHer** has published editions discussing gender equity in current events, history, pop culture, and our communities.
- **NewspapHer, Girl Up, and the Queer Student Union** are planning a summit on gender equity, inclusion, and diversity.
- The **NHS Ambassadors** ran two orientation days for grade 9 and New to Needham students, providing tours and support; led X-block sessions for new students throughout the first semester to help with the transition to NHS; hosted on-going meetings with new to Needham upperclass students; and continuing to share tips on navigating the school year through social media and posters.
- The **NHS Student Council** has hosted an in-person Homecoming Dance with over a quarter of the student body attending, the annual Bonfire before the Thanksgiving Day football game, a school-wide dodgeball tournament, a staff appreciation breakfast, and a Spring Semi-Formal for 9th and 10th graders. Additionally, they have built school spirit with a variety of themed days and through over \$600 in donations to clubs. Finally, they have also led a thoughtful look at the mental health of NHS students and are partnering on a variety of steps to help address the needs of the student body.
- The Fine and Performing Arts Department put on a performance of *Newsies*, with a broad cast and crew of students taking part in the experience.
- Both the **French Club** and the **Mandarin Club** hosted nights to celebrate the language and culture of each group, including performances, readings, songs, and food.

- NHS **Best Buddies** partnered with the Bentley University Best Buddies Program to host age-appropriate activities and fun for our students in Best Buddies and our post-graduate program along with Bentley students.



## Needham School Committee

May 10, 2022

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Agenda Item:     **Discussion**

### **Mitchell School Improvement Plan**

#### Background Information:

- The Mitchell School Council has worked collaboratively this past year to advise Principal Gregory Bayse and develop and maintain the School Improvement Plan.
- In accordance with M.G. L. Chapter 71, Section 59c, the Superintendent has approved the Mitchell School Improvement Plan.

#### Person(s) Available for Presentation:

Gregory Bayse, Mitchell School Principal  
Mitchell School Council Members

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# William Mitchell Elementary School

## School Improvement Plan

### 2020-2024

*Spring 2022 Update*



#### **Mitchell School Council Members:**

Gregory Bayse, Principal, Chair  
Megan Borque, Parent Representative, Co-chair  
Alexandra Abba, Teacher Representative  
Gabrielle Oliveira, Parent Representative  
Joelle Schatz, Parent Representative  
Prya Gore, Parent Representative  
Jessica Rice, Parent Representative  
Alessandra Fink, Parent Representative  
Josh Constant, Parent Representative  
Debbie Jacobs, Parent Representative

Elyssa Schneider, Parent Representative  
Joseph Chiu, Parent Representative  
Felix Zemel, Parent Representative  
Sara Rosin, Parent Representative  
Ashley Turegan, Teacher Representative  
Deborah Seri, Teacher Representative  
PJ Burdick, Alum / Community Representative  
Maddie Ledbur, Alum / Community Representative  
Danielle Freidline, Alum / Community Representative

**Collaboratively developed by the faculty, staff, parents, and alumni of Mitchell Elementary School**

## Mitchell School Improvement Plan 2020-2024

At approximately 450 students and close to 75 full and part time staff members, the **Mitchell Elementary School** is the third largest of five elementary schools in the Town of Needham, Massachusetts. Originally opened in 1950, and named for Dr. William Mitchell, the school has a well-established legacy of strong community and academic excellence. Many Mitchell parents and several Mitchell teachers attended Mitchell when they were students and our school has countless volunteer hours donated each year by community members with fond memories of their families' time at Mitchell. In the past 67 years our school has had a positive influence that reverberates far outside our immediate four walls. Our school also receives significant support from the members of our School Council, our Parent Teacher Committee (PTC), and the Needham Education Foundation (NEF).

While we continue to build upon the past, as a community we are representative of the future. Mitchell is a METCO partnership school and enrolls students from Boston with the goal of providing Needham and Boston resident students the opportunity to learn together in an integrated public school setting and with increased diversity and reduced racial isolation. We also enroll the children of Town of Needham employees, resulting in a school where many students come from different backgrounds and can learn from each other in meaningful ways. Students who attend Mitchell have backgrounds that are representative of a wide variety of academic abilities and disabilities, countries, religions, and family structures. **At the Mitchell School all are welcomed.** To this end, one of the core values that we teach students at Mitchell is to recognize their own worth and the worth of others. This belief inspires all that we do to create excited learners, inspire excellence, and foster integrity.

The Mitchell School has a strong academic program that stresses differentiated instruction to grow students from their current academic level and move them towards greater excellence. Our faculty of general and special educators work collaboratively to ensure consistent and rigorous comprehensive curriculum and instruction. This goal is supported by our commitment to the Responsive Classroom model for teaching and addressing social development through the lens of Social Thinking and Growth Mindset.

Each day as a community we strive to live out our core values:

**Take Care of Yourself** - Personal Responsibility

**Take Care of Others** - Responsibility to and for Others

**Take Care of Our Space** - Responsibility as a Group

The School Improvement Plan (SIP) that follows sets the goals and action steps for the next four years (2020-2024). It was largely developed in the spring of 2020 during an unprecedented public health crisis that resulted in the entire district shifting to "remote learning." The entire community, students, families, and staff made dramatic shifts in pedagogy and curriculum to meet the needs of students. Many lessons were learned that also influenced the goals of this plan. The plan itself represents many hours of intentional conversation and work by the faculty and staff, the Mitchell Leadership Team, and the Mitchell School Council to evaluate our current program and to develop a roadmap for the future. It is directly tied to the core values of the Portrait of a Needham Graduate and furthers our legacy of academic excellence.





## Mitchell Elementary School Vision

**All members of the Mitchell School** are valued for their diverse range of backgrounds, experiences, and abilities. We are socially and culturally responsive contributors to the community. We respect diversity and act with empathy and courage to promote equity and an anti-racist culture.

**Students** at Mitchell are expert learners who are curious and engaged in their learning. They are able to adapt to change, persist to overcome challenges, and actively contribute to the community.

**Staff** at Mitchell demonstrate a commitment to ongoing learning and an understanding of current research and best practices in education. Staff employ a universally designed, inclusive, tiered instructional model that includes a rigorous, comprehensive curriculum.

**Families** at Mitchell feel welcome and engaged in their children's education. A diverse representation of parent voices work collaboratively with the school to support student academic and social-emotional growth.

*Everyone at Mitchell feels a sense of belonging, and the school is a physically and emotionally safe space for all students, staff, and members of the community.*



## Needham Public Schools

### MISSION

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

### VISION

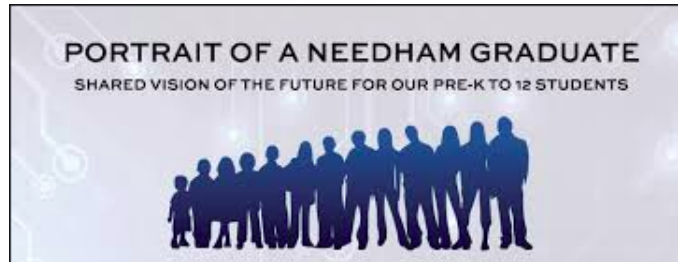
Preparing ALL Needham Public Schools students to be:

- Creative Thinkers and Problem Solvers;
- Communicators and Collaborators;
- Socially and Culturally Responsive Contributors;
- Responsible and Resilient Individuals;
- Empowered Learners

### CORE VALUES

- Scholarship
- Community
- Citizenship
- Personal Growth





## NEEDHAM STRATEGIC PRIORITIES

### 1. All Students Are Drivers of Their Own Learning

- a. *Incorporate opportunities for student choice, independent learning, & personalized pathways*
- b. *Provide structures & experiences that enable student efficacy, leadership, and voice*
- c. *Teach students the content & skills necessary for them to grow personally and academically.*

### 2. All Students Experience Integrative Teaching & Learning

- a. *Extend interdisciplinary teaching and learning practices Pre-K to 12*
- b. *Embed Portrait Competencies, Technology, Inclusive Practices, SEL, and Equity into all curricula and instructional practices*
- c. *Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.*

### 3. All Students Learn & Grow Within Adaptable Environments

- a. *Support and design classroom models and environments that foster collaboration & innovation*
- b. *Provide time, schedules, and spaces that promote learning objectives*
- c. *Complement instruction with accessible learning beyond the classroom, within the community, and in partnership with families.*

### 4. Infrastructure Supports Needs of All Students

- a. *Provide staffing, facilities, and budget resources aligned to district priorities*
- b. *Implement a recruitment, retention, and development process for staff growth and diversity*
- c. *Establish a professional learning structure supporting equity and the Portrait vision.*



An Interactive Version of the Mitchell SIP Goal Tracker can be found [HERE](#).

Mitchell SIP Goals, Action and Outcomes - 2022-2023					
School Goal	Action Step	Person(s) Responsible	Status	Next step(s)	Measure(s) of Success
<b>Goal #1</b>					
Through data meetings and analyzing student work, teachers & administrators will monitor the achievement gap for specific subgroups of students and develop intervention plans to eliminate this gap for:  Economically disadvantaged students  English learners (ELs)  Students of color  Students with disabilities	Engage in teacher professional development on achievement gap trends and culturally responsive teaching	Principal, Curriculum Directors, Academic Coaches	On Track	- School-wide implementation of new math curriculum with accompanying PD  - Continue equity PD	- Increased math scores, including for historically marginalized groups
	Increase access for all students to receive additional instructional support (within and outside the school day)	Principal, Academic Coaches	Stalled	- Re-engage homework club and in-school tiered systems of support	- Academic growth for targeted students
	Participate in weekly grade level collaboration meetings including special education and instructional coaches	Administration, Academic Coaches	On Track	- Design schedule that allows special education staff to consistently attend	- All grade level staff and related services staff will have regular time to collaborate.
	Participate in quarterly data meetings to analyze Benchmark Assessment (literacy) progress and aMath/STAR Math progress	Administration, Academic Coaches	On Track	- Determine if quarterly or more frequent data meetings are desired.  - Create a schedule that supports this work/	- Teachers will have real-time data to use to plan interventions.  - All students will receive consistent, targeted intervention that results in increased student achievement Responsible and Resilient Individuals
	Develop and implement K-5 student learning goals to address achievement gap issues	Administration, Academic Coaches	Not Started	- Evaluate if this action step should continue	
<b>Goal #2</b>					
Students will receive targeted instruction to support math and literacy growth & achievement	Engage in professional development to strengthen tier 1 instruction	Administration, Curriculum Directors, Academic Coaches	On Track	- Implement IM Math curriculum to support Tier 1 math instruction.	- All teachers will feel equipped to deliver the new math curriculum  - Student math scores will improve
	Engage in student-centered coaching cycles to develop strategic learning goals for students	Teachers, Academic Coaches	Complete	- Maintain	- Targeted student groups will show growth
	Establish an MTSS tiered system of support for students to receive interventions in literacy, math, and SEL	Curriculum Directors, Academic Coaches	On Track	- Continue to grow Child Study Team  - Incorporate established Tiers of intervention into the teaching day	- Student of concern will not encounter barriers to getting their needs met
<b>Goal #3</b>					

Mitchell SIP Goals, Action and Outcomes - 2022-2023					
School Goal	Action Step	Person(s) Responsible	Status	Next step(s)	Measure(s) of Success
Teachers will foster the emotional development and social and emotional skills, attitudes, and behaviors of students (as outlined by CASEL) so they can be successful across a variety of settings.	Implement additional organizational strategies that continue to promote SEL as a schoolwide priority, creating a climate and culture conducive to learning.	Administration, SEL Committee, Faculty Cabinet	On Track	<ul style="list-style-type: none"> <li>- Continue school-wide SEL curriculum framework</li> <li>- Implement Child Assault Prevention unit</li> <li>- Implement mental health screener</li> </ul>	<ul style="list-style-type: none"> <li>- Lower incidence of disciplinary referrals</li> <li>- Students will report greater comfort and happiness in the school environment on an annual mental health screener</li> </ul>
	Expand current meeting/collaboration/PD structures to include opportunities for all teachers (specialists, special educators, etc.) to support students in their SEL development	Administration	Not Started	- Evaluate if this is being met in other areas	
	Establish an MTSS tiered system of support for student behavior.	Administration	On Track	- Grow current Child Study Team to also address student behavior.	- Student of concern will not encounter barriers to getting their needs met
	Evaluate effectiveness of current practices to support students with emotional and sensory regulation (use of sensory motor breaks, energizers, quiet/snack time, etc.).	Administration, SEL Committee	Not Started	<ul style="list-style-type: none"> <li>- Evaluate success and use of a "Wellness Room" to support student regulation</li> <li>- Expand strategies to the classroom</li> </ul>	- Established protocol will allow all students to access sensory and emotional support in a non-disruptive manner
	Promote student self-reflection on which strategies support their behavioral, emotional, and sensory needs to increase self-awareness, organization, and independence	SEL Committee, Faculty Cabinet	Not Started	<ul style="list-style-type: none"> <li>- Incorporate mindfulness into pilot Wellness curriculum</li> <li>- Incorporate into the SEL scope and sequence</li> </ul>	- Students will be able to independently advocate for and act upon their behavioral, emotional, and sensory needs
	Support wellness of all school staff by promoting a culture of self-care, mindfulness, and gratitude	Administration, SEL Committee, Faculty Cabinet	On Track	- Evaluate current strategies and continue to support faculty	- Reduced rate of stress and distress among school staff members
	Expand our Community Service Learning (CSL) model to support SEL development.	Administration, Service Learning Coordinator	On Track	- Each grade level will establish a CSL focus for the year	- All Mitchell students will engage in service learning as a means to learn CASEL competencies
	Further develop interventions for skill development in the remote learning environment, as needed.	N/A	Complete	N/A	
<b>Goal #4</b>					
Students will acknowledge and appreciate the diversity of their world, town, school, and classroom and will learn how to foster positive relationships with others from different races, religions, and cultures	Engage in job-embedded professional development on Culturally Responsive Teaching	Administration, MEquity Group, Curriculum Directors, Academic Coaches	On Track	- School-wide implementation of culturally responsive math curriculum with accompanying PD	<ul style="list-style-type: none"> <li>- Students will understand race, bias, racism, and social justice.</li> <li>- Students will learn how to identify racism/bias and proactively work to combat its impact on society</li> </ul>

# Mitchell SIP Goals, Action and Outcomes - 2022-2023

School Goal	Action Step	Person(s) Responsible	Status	Next step(s)	Measure(s) of Success
	Implement anti-bias/anti-racist curriculum and provide opportunities for parent partnership on this topic.	Administration, Racial Literacy Task Force	On Track	- Grade levels will continue to pilot the racial literacy curriculum and incorporate it into the social studies curriculum	- Redevelopment of one social studies unit at 3rd, 4th, and 5th grade
	Expand repertoire of curriculum enrichment programs and field trip opportunities to intentionally include authors, performers, & artists from diverse cultures.	Administration, Faculty	On Track	- Develop criteria by which curriculum enrichment and field trips are chosen that ensures diversity in experiences	- Mitchell students will have a diverse set of experiences as part of their education
	Develop and implement an annual anti-bias/anti-hate program for students	Administration, Guidance	Stalled	- Evaluate the necessity of this given other actions	
	Ensure that in-class and in-school cultural celebrations are representative of our diverse community.	Administration, MEquity Group, BReal Group	On Track	- Implement school-wide parent survey - Partner with BReal committee to ensure representation of diverse cultures in out school and in PTC activities	- Mitchell students will understand the diversity of our community and cultures other than that with which they identify
<b>Goal #5</b>					
Provide necessary support (guidance, special education, ELL, intervention, and wrap around support) to all students	Develop a Mentor Program focused on matching adults to students in the Mitchell Community (over 25 partnerships)	Administration, Faculty Cabinet, Guidance	Not Started	- Evaluate the necessity of this goal given other interventions	- Students will be able to identify at least one Mitchell adult who is a support to them
	Examine and revise current school practices to ensure access to all students regardless of race, income, language proficiency, or town of residence. (Ex. reading intervention, summer academic support, and enrichment opportunities)	Administration, Faculty Cabinet	On Track	- Work to reduce price of field trips and other enrichment activities	- Students and families will have access to all school/district programs despite economic, special education or English language status
<b>Goal #6</b>					
Foster increased collaboration with families	Examine and expand current family engagement practices.	Administration, School Council, BReal Group	On Track	- Partner with PTC groups to administer a survey on family engagement practices	- School and families will work together to support the needs of students in a collaborative manner
	Develop and implement a comprehensive school communication vision.	School Council	Not Started	- Partner with PTC groups and School Council to evaluate school to home communication	- Mitchell families will feel connected to and informed regarding their child's education
	Explore options for supporting enrichment within and outside of the school day that is accessible to all students & families.	School Council, BReal	On Track	- Continue to evaluate school programming for accessibility	- All Mitchell students will have the opportunity to participate in school activities

## Glossary of Terms



### **ALICE (Alert, Lockdown, Inform, Counter, Evacuate)**

Training to prepare individuals to handle the threat of an armed intruder. ALICE teaches individuals to participate in their own survival, while leading others to safety.

### **Benchmark Assessments**

Benchmark assessments are short tests administered throughout the school year that give teachers immediate feedback on how students are meeting academic standards.

### **CASEL**

[Collaborative for Academic and Social/ Emotional Learning](#). SEL learning standards and benchmarks articulate what students should know and be able to do in SEL from PreK to grade 12 and allow districts to outline intersections of SEL with standards in academic content areas, including the Common Core State Standards.

### **Collaboration Time**

Weekly time devoted to grade level and department teams to consult, collaborate, and discuss problems of practice and possible instructional implications.

### **Common Core State Standards**

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn in each grade level and in every content area.

### **Community Meetings**

Monthly school assemblies that follow a Responsive Classroom meeting format, which invite the school community to greet one another, share their accomplishments, participate in an activity and hear about class/school news and announcements.

### **Cultural Proficiency (CP)**

A paradigm shift from viewing cultural difference as problematic to learning how to interact effectively with other cultures.

### **Enrichment/Extension**

Learning that is extended beyond mastery of grade level standards. Enrichment opportunities can be provided in all content areas as needed based on student achievement.

### **Flexible Grouping**

A method of splitting students into groups for instruction based on specific goals, interests, and learning needs, rather than grouping the students by ability alone. Assessment data is used to determine which group students should participate in, and these groups are fluid, as student needs change.

### **Formative Assessment**



Formative assessment including diagnostic testing is a range of formal and informal assessment procedures conducted by teachers during the learning process in order to modify teaching and learning activities to improve student learning.

### **Elementary Leadership Team**

Stipend positions at the elementary level that allow classroom grade level representatives to meet with school administration and one another monthly to collaborate on school related issues.

### **Growth Mindset**

In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment (Courtesy of C.Dweck).

### **Guided Reading**

Small group reading instruction with a targeted purpose; used as a best practice approach in a Reader's Workshop instructional model.

### **High Needs**

For purposes of state assessment and accountability this category refers to all students in a school or district belonging to at least one of the following individual subgroups: students with disabilities, English language learners (ELL) and former ELL students, or low income students.

### **IDEAS**

[Initiatives for Developing Equity and Achievement for Students](#). IDEAS will extend the professional learning opportunities available to school districts as they work to enhance the culturally proficient practices identified in Standards II and III of the MA Department of Elementary and Secondary Education Model Teacher Rubric.

### **MLT**

The Mitchell Leadership Team brings together our building administration and representatives from each grade level and special-area teachers to problem-solve and address critical issues in our school. MLT members coordinate collaboration at their grade level.

### **MTSS**

A Multi-Tiered Systems of Support (MTSS) is a framework for how school districts can build the necessary systems to ensure that each and every student receives a high quality educational experience.



### **Professional Development (PD)**

Education for teachers and other school staff regarding school and district based initiatives. Currently, PD time is provided during staff meetings, early release and delayed opening days, as well as during the school day as needed.

### **Professional Learning Community (PLC)**

Grade level teams that collaborate to develop strategic goals aimed towards increasing student achievement.

### **Responsive Classroom (RC)**

Responsive Classroom is a research- and evidence-based approach to elementary education that leads to greater teacher effectiveness, higher student achievement, and improved school climate.

### **Response to Intervention (RTI)**

A framework to provide early interventions to students based on data in order to reduce referrals to special education.

### **Social-Emotional Learning (SEL)**

Social-Emotional Learning is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

### **Social and Emotional Learning (SEL) SEL Representative**

The Social and Emotional Learning Representative is a stipend position in each school in the Needham Public Schools. The role of the SEL Representative is to support and promote social and emotional learning within the school community.

### **STEAM (Science, Technology, Engineering, Arts, Math)**

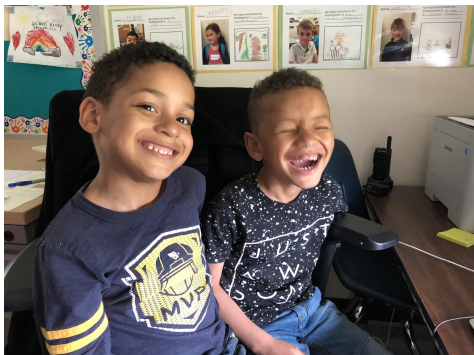
Area of new programming implemented in FY15 school year for grades 1-3.

### **TAT—Teacher Assisting Teachers Team**

A group of Mitchell classroom teachers, special educators, guidance counselors, literacy specialists, and administrators that meets weekly to discuss individual and small groups of students and provide strategies and/or targeted interventions that can be implemented to support student growth. Data is collected based on student progress to determine if interventions have been successful.


### **Tiered Interventions (Tier 1, Tier 2, Tier 3)**

Tiered intervention refers to levels of support offered to individual students who struggle academically. Tier 1 refers to in-class support provided by the teacher. Tier 2 refers to support offered by a specialist teacher (i.e., a literacy coach). Tier 3 refers to a very high level of support such as the modified curriculum of special education.



### **Units of Study (UOS)**

Lucy Calkins is the author of the popular classroom materials Units of Study for Teaching Reading series and the Units of Study for Teaching Writing series. The Units of Study for reading and writing offer grade-specific support for teachers to develop instruction that helps students meet and exceed the Common Core State Standards.

A large, expressive blue brushstroke with a gradient from dark blue to light blue, serving as a background for the text.

# **Mitchell Elementary School**

**School Committee Update  
May 10, 2022**

## As A Community, Each Day We Strive to Live Out Our Core Values:

**Take Care of Yourself** - Personal Responsibility

**Take Care of Others** - Responsibility to and for Others

**Take Care of Our Space** - Responsibility as a Group

*Everyone at Mitchell feels a sense of belonging, and the school is a physically and emotionally safe space for all students, staff, and members of the community.*





# Areas of High Leverage

2021-2022

1

## Academic Growth

- Implementation of Early Bird Dyslexia screener
- Re-launch of individual teacher data meetings
- Redeveloped MTSS Child Study Team (TAT)

2

## Cultural Responsiveness

- Equity work has become part of the social fabric of Mitchell
- Mitchell staff diversity continues to increase
- Expansion of formal racial literacy curriculum

3

## Social Emotional Learning

- Developed SEL curriculum scope and sequence
- Extensive programming targeted towards our Boston-resident families and students

4

## Family Engagement

- Launch of BReal Parent Group to work on issues of representation and belonging
- Restructuring of the PTC board to increase representation and engagement.

# Focused Areas of Growth for 2022-2023

1

## Academic Growth

- School-wide launch of new math curriculum
- Continued reinforcement of Tiered interventions for all academic areas

2

## Cultural Responsiveness

- MEquity will be focusing on equity "problems of practice"
- Increase mentoring programs for new BIPOC students
- Increase support for BIPOC staff
- Increase forums for talking about diversity and equity
- Review of extracurricular programming to ensure diverse representation

3

## Social Emotional Learning

- Evaluation of SEL and guidance programming to ensure models meet student needs
- Roll-out of enhanced 2nd Step Curriculum

4

## Family Engagement

- Evaluate communication protocols for efficacy
- Review parent programming to ensure access points for a diverse group

# Thank you!





## Needham School Committee

May 10, 2022

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### Agenda Item:     **Discussion**

#### **School Committee Policies:**

BG School Committee Policy Development  
EEA Student Transportation Services Revision 3  
EEAE/EBBD School Bus Safety Program  
EEAEA School Bus Driver Examination and Training – Revision 2  
EEAEA-1 Drug & Alcohol Testing for School Transportation Drivers  
EEAEC Student Conduct on School Buses  
EEAFB Multi-Function School Activity Bus Use  
EEAG Student Transportation in Private Vehicles – Revision 2

#### Background Information:

- The Policy Subcommittee and Anne Gulati have reviewed current transportation policies.
- These revisions and new policies reflect changes to align current laws and best practices with the needs of the Needham Public Schools.

#### Person(s) Available for Presentation:

Daniel Gutekanst, Superintendent of Schools  
Anne Gulati, Assistant Superintendent for Finance and Operations  
Connie Barr, Policy Subcommittee  
Elizabeth Lee, Policy Subcommittee  
Matthew Spengler, Policy Subcommittee

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Policy for:  SCHOOL COMMITTEE POLICY DEVELOPMENT		Revision 0
Date Approved by School Committee:	Signature of Chair:	Page 1 of 1

The School Committee will develop policies to guide the operations of the Needham Public Schools. These policies will be consistent with state and federal laws and, as appropriate, reflect local mandates and circumstances. The policies will be in writing to serve as guidance for the action of the responsible authority.

The formulation and adoption of these written policies will constitute a method by which the School Committee will exercise its leadership in providing for the successful and efficient functioning of the District. Through the study and evaluation of reports concerning the execution of its policies, the Committee will exercise its control over school operation.

As set forth by the National School Boards Association, policies are defined:

*Policies are principles adopted by a school committee to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting day-to-day problems, yet be specific enough to give clear guidance.*

The policies of the Committee are framed, and are meant to be interpreted in terms of the General Laws, regulations of the Board of Elementary and Secondary Education, and other regulatory agencies of the various levels of government.

Source: Massachusetts Association of School Committees



Policy for: <b>STUDENT TRANSPORTATION SERVICES</b>	Revision 3
Date Approved by School Committee:	Signature of Chair:  Page 1 of 5

The goal of the Needham School Committee is to provide a safe, efficient, economical and punctual transportation program that extends the educational opportunities of all students.

The scope of services offered includes: pupil transportation between school and home (or nearest bus stop) for Needham Public Schools' students and Needham resident students attending a private school in Needham; transportation as a related service for students on an Individualized Education Program (IEP); transportation to extracurricular student programs; and other transportation as required by law. This policy applies to school transportation services provided by school employees using school vehicles, or by transportation contract providers.

Except as provided for in Policy #EEAFB, the term 'school bus' shall mean all vehicles used to provide pupil transportation services, including school buses and vans.

## 1. Eligibility

All children in grades Kindergarten through six who reside more than two miles from the school they are entitled to attend are eligible for free transportation services. Also eligible are students whose IEP or 504 Plan includes transportation services, students admitted to a day school in another town under Chapter 74 Section 7 and who require transportation, and any other students eligible for free transportation under state and federal laws.

It is the objective of the Needham School Committee to provide a seat for ineligible riders on a space-available and funds-available basis. Ineligible riders are: students in grades Kindergarten through six who reside less than two miles from the school they attend and all student in grades seven through twelve who are not otherwise eligible for free transportation services.

Pupils who attend approved private schools will be entitled to the same rights and privileges as to transportation to and from school as are provided by law for pupils of Needham Public Schools and will not be denied transportation because their attendance is in a school which is conducted under religious auspices or includes religious instruction in its curriculum.

In the event of a shared physical custody arrangement, in which a student has two legal residences within the same school attendance zone, eligibility under this section shall be determined based on the further of the two legal residences from the school the child attends. If the child is determined to be eligible for free transportation, transportation shall be provided between school and both legal residences free of charge. If ineligible,

Policy for: <b>STUDENT TRANSPORTATION SERVICES</b>	Revision 3
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transportation will be offered for a fee, on a space available basis, except that the family shall pay only one fee for both residences.

## 2. Fees

The Needham School Committee reserves the right to charge a transportation fee to ineligible riders. Fees will be approved annually by the School Committee.

The Superintendent shall administer a program that provides financial assistance to students in need, who wish to ride a school bus. Students who are eligible for free or reduced price lunch under the National School Lunch Program shall not be required to pay a fee.

The Superintendent or designee is authorized to reimburse parents who voluntarily choose to transport their disabled child to an approved school located outside of the Town of Needham. The reimbursement program may utilize rates in excess of the standard state mileage reimbursement amount (on a mileage, daily or weekly rate basis), provided that parental reimbursement represents a cost savings to the Needham Public Schools, compared to other modes of available transportation.

## 3. Riding Limits, Routes, Stops and Specialized Transportation Equipment

Bus routes and stops will be established under the direction of the Superintendent in cooperation with pupil transportation contractors.. Routes shall be designed to maintain a reasonable route length (of not more than one hour in duration), ensure student safety, maximize ridership and conserve fuel. The Superintendent shall cause bus routes to be made publicly available to parents prior to school opening.

Authorized bus stops will be located at convenient intervals along public ways in places where students may be loaded and unloaded, cross highways, and await the arrival of buses with the utmost safety allowed by road conditions. Children will be assigned to stops that are within a reasonable walking distance (not to exceed one-half mile) of their homes.

Students with disabilities may be entitled to transportation that includes specific drop off/pick up locations, supports and specialized equipment, such as monitors, adapted buses, lifts and ramps.

The Registry of Motor Vehicles (RMV) determines the capacity of pupil transportation vehicles and the District will adhere to RMV guidelines.

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SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

EEA

Policy for: <b>STUDENT TRANSPORTATION SERVICES</b>		Revision 3
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#### 4. Riders

Bus passes will be issued to all registered riders. Bus passes certify a student's eligibility to ride the bus, guarantee a place on the bus and identify registered riders. Students will ride only the bus to which they are assigned.

Unauthorized students are not permitted to ride buses. Requests for one child to accompany another on a bus to which they are not assigned are not permitted.

For safety reasons, students must ride their assigned bus and be picked up/dropped off at their assigned stop. Students are not permitted to board a different bus, or to be dropped off/picked up at a different stop.

Only authorized Needham Public School employees and contract providers, are permitted to operate school buses in Needham.

#### 5. Measured Distances

It is the policy of the Needham School Committee to measure distances from school to individual homes in the community when there is a question of eligibility that has not previously been resolved. The purpose of this measurement will be to determine whether the student meets the distance-related eligibility requirements outlined in this policy. The Needham School Committee reserves the right to measure the distances from school to home in those cases where qualifying distances are in doubt. Requests to measure for qualifying distances may be made by parents or by the school administration.

The measurements shall be made from "portal to portal" over a commonly traveled route. Portal to portal shall mean the distance between the intersection of the public way and the private way to the individual home, and the entrance way of the school building that the child is entitled to attend. Where there is more than one entrance way to the school building, either entrance may be used for measuring distances, provided both of the entrances are ordinarily accessible. A commonly traveled route shall mean a sidewalk or public way which, in the ordinary course, is open and accessible to school transportation vehicles and pedestrian traffic. School transportation vehicles are not required to travel over non-public ways.

#### 6. Student Conduct



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SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

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Policy for: <b>STUDENT TRANSPORTATION SERVICES</b>		Revision 3
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Drivers are responsible for the safety of children on school transportation vehicles. Drivers have full authority over the school bus or van and its passengers in route to and from school, and during loading and unloading.

Student conduct on school buses is governed by School Committee Policy #EEAEC.

### **7. Use of Buses for Extra-Curricular Activities**

Needham Public School will provide transportation only for Needham Public School - related extracurricular activities and/or programs. Field trips will conform to guidelines established under Policy #IICA.

### **8. Program Administration**

The Superintendent of Schools or designee is responsible for developing procedures to implement this policy. These procedures shall establish standards for the safe operation and maintenance of school buses, the proper conduct of students/ parents/ drivers, and the efficient and effective administration of the school transportation program.

Contract providers of pupil transportation services in Needham shall be held to the same vehicle, equipment, personnel and performance standards as established for Needham-owned buses and employee drivers.

### **9. Complaints and Appeals**

Complaints and appeals concerning school transportation will be reported to the Superintendent's Designee. The Superintendent's Designee will work with parents to resolve and/or refer the concern/complaint to the appropriate authority or to the Superintendent.

### **LEGAL REFERENCES:**

M.G.L. c. 71 sec. 68  
M.G.L. c. 71 sec. 37H  
M.G.L. c. 71 sec. 47  
M.G.L. c. 71B sec. 8  
M.G.L. c. 74 sec. 7  
M.G.L. c. 74 sec. 8A

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SCHOOL COMMITTEE POLICY  
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M.G.L. c. 76 sec. 1  
M.G.L. c. 71 sec. 68  
M.G.L. c. 90 sec. 16B  
M.G.L. c. 90 sec. 7B  
M.G.L. c. 90 sec. 7D  
M.G.L. c. 90 sec. 7AA  
M.G.L. c. 90 sec. 8A ½  
M.G.L. c. 90 sec. 13A  
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Policy for: <b>SCHOOL BUS SAFETY PROGRAM</b>	Revision 0
Date Approved by School Committee:	Signature of Chair:  Page 1 of 2

The safety and welfare of student riders is the first consideration in all matters pertaining to school transportation in Needham.

Safety precautions will include, but not be limited to, the following:

1. Parents and children will receive guidance on the proper procedure for boarding and exiting a school bus, and for safe conduct while on board.
2. Bus routes stops will be designed to ensure that students can wait for an approaching bus, can board and exit a bus, and can cross a highway with the utmost safety allowed by road conditions. Additionally, bus stops should be located only where there is adequate clear vision in each direction for the driver.
3. Students will be required to ride their assigned bus and be picked up/ dropped off at their assigned stop.
4. Parents or guardians of Kindergarten students will be expected to meet the bus at the bus stop, prior to a student being let off the bus. If a parent or guardian is not present, the student must be brought back to the elementary school for parent/guardian pickup.
5. Emergency evacuation drills will be conducted regularly, to acquaint student riders with procedures in emergency situations.
6. Vehicles will meet the minimum standards for school buses, will be properly maintained, and will be periodically inspected to ensure conformance with state and federal safety requirements. Vehicles also shall be equipped with first aid and safety devices, for use in an emergency.
7. Drivers shall be properly trained and licensed for their role, and shall exercise sound judgment that prioritizes the safety of passengers at all times. Drivers are expected to observe and enforce seat belt and child restraint laws; conduct pre-and post-vehicle safety checks; refrain from using a cell phone or electronic device while operating a vehicle; abstain from smoking, or consuming alcoholic beverages/ controlled substances while on board; and know what to do in an emergency, including in an accident or collision involving a school vehicle.

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**SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS**

FILE

EEAE/  
EBBD

Policy for: <b>SCHOOL BUS SAFETY PROGRAM</b>		Revision 0
Date Approved by School Committee:	Signature of Chair:	Page 2 of 2

Except as provided for in Policy #EEAFB, the term ‘school bus’ shall mean all vehicles used to provide pupil transportation services, including buses and vans.

**LEGAL REFERENCES:**

M.G.L. c. 71 sec. 37H  
M.G.L. c. 90 sec. 7B  
M.G.L. c. 90 sec. 7D  
M.G.L. c. 90 sec. 7AA  
M.G.L. c. 90 sec. 8A ½  
M.G.L. c. 90 sec. 13A  
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**SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS**

FILE

**EEAEA**

Policy for: <b>SCHOOL BUS DRIVER EXAMINATION AND TRAINING</b>		Revision 2
Date Approved by School Committee:	Signature of Chair:	Page 1 of 3

School bus drivers are responsible for the well-being of students while transporting them to and from school, and to extracurricular events. As such, school bus drivers are a critical component of a student's educational experience.

**Applicability:**

This policy applies equally to all individuals licensed as school bus or van drivers, including drivers employed by the Needham Public Schools and drivers working under any contract to provide pupil transportation within the Town of Needham.

**Driver Requirements:**

All persons assigned to transport students under the jurisdiction of the Needham School Committee are subject to stringent licensing, training and performance expectations.

- Drivers will be appropriately licensed for the vehicle they operate, in accordance with Registry of Motor Vehicles (RMV) standards. School bus drivers must possess a Commercial Driver's License (CDL) with a Passenger (P) Endorsement and a School Bus (S) Endorsement, as well as a School Bus Driver Certificate issued by the Massachusetts Department of Public Utilities (DPU). Van drivers require a Class D license with a valid 7D Certificate.
- Drivers are expected to maintain their license in good standing. Drivers who allow their license to lapse, to become suspended or be revoked, shall be prohibited from operating a school transportation vehicle in Needham. Drivers shall furnish a copy of their driving credentials to the Superintendent or designee upon initial hire, annual license renewal, and upon demand.
- Drivers are expected to maintain a good driving record. Any current or prospective driver who has been convicted of a criminal driving offense, shall be not be permitted drive students in the Town of Needham.
- Drivers shall participate in drug and alcohol testing, in accordance with School Committee Policy #EEAEA-1.
- Drivers will complete a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check annually, and a fingerprint background check upon initial hire.

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SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

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EEAEA

Policy for: <b>SCHOOL BUS DRIVER EXAMINATION AND TRAINING</b>		Revision 2
Date Approved by School Committee:	Signature of Chair:	Page 2 of 3

- Drivers will participate in in-service training programs as required by law, regulation, or the Needham Public Schools.
- Drivers will obey all applicable laws related to motor vehicle operation and the transportation of students, including the use of seat belts and child restraints.
- Drivers will conform to the School Committee's policy governing motor vehicle idling on school grounds (#EEAJ.)
- Drivers will conduct an inspection of their vehicles each day as required by law.
- Drivers will exhibit professional, courteous and respectful behavior at all times.
- Drivers will strive to exhibit good judgment and will prioritize student safety and the protection of school property.
- Drivers will observe the confidentiality of student information and will not discuss students with anyone other than a parent/guardian, the child's teacher and/or appropriate school official.
- Drivers shall not engage in any activity that might interfere with the safe operation of a vehicle, including but not limited to: smoking; operating a vehicle under the influence of alcoholic beverages or controlled substances; refueling an occupied vehicle; and using a cellphone or electronic device while driving.
- Drivers will use school vehicles for official school business only. The use of such vehicle for personal purposes, such as attending to personal affairs, social engagements, or commuting, is prohibited.
- Drivers who incur parking or other fines/citations while operating or using a school vehicle shall be held personally responsible for payment of such fines/citations, unless payment of such fine/citation is approved by the Superintendent or contract provider.
- Drivers who are issued citations for any offense while operating or using a school vehicle, or who are arrested for or charged with a motor vehicle offense while operating or using a school vehicle, must notify the Superintendent or designee(s) as soon after the incident as practicable, but not later than 24 hours following the offense, arrest or charge.

The Needham School Committee delegates to the Superintendent of Schools responsibility for the development of guidelines for school bus drivers. These guidelines will become part of the contract between the Needham School Committee and its transportation contractors, who will be responsible for their enforcement.

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**SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS**

FILE

EEAEA

Policy for: <b>SCHOOL BUS DRIVER EXAMINATION AND TRAINING</b>		Revision 2
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Drivers found to be in violation of this policy shall be subject to appropriate disciplinary measures, including but not limited to: immediate suspension from duty and dismissal. The Needham School Committee reserves unto itself the absolute right to disqualify from its service as a school bus driver any person it so designates, whether that person is employed by the Needham Public Schools or any of its transportation contractors.

Contractors will furnish the School Committee with a list drivers assigned to the Needham Public Schools, prior to the start of each school year. The contractor also will notify school officials of any change in bus drivers, immediately, or as soon as is practicable.

**LEGAL REFERENCES:**

M.G.L. c. 90 sec. 16B

M.G.L. c. 90 sec. 7B

M.G.L. c. 90 sec. 7D

M.G.L. c. 90 sec. 7AA

M.G.L. c. 90 sec. 8A ½

M.G.L. c. 90 sec. 13A

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SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

EEAEA-1

Policy for: <b>DRUG &amp; ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS</b>		Revision 0
Date Approved by School Committee:	Signature of Chair:	Page 1 of 6

The Needham Public Schools (the “District”) is committed to providing a safe and effective school transportation program. The use or possession of alcoholic beverages or controlled substances while transporting students, or on school property, represents a risk to the safety of Needham Public School students and staff.

Purpose and Scope

The purpose of this policy is to outline the responsibilities of employees, supervisors and managers with regard to drug and alcohol testing of employees in safety-sensitive positions.

Applicability

This policy applies to all ‘safety-sensitive’ employees who are required to possess a Commercial Driver’s License (CDL) or a Massachusetts 7D license in the performance of their job. It also applies to contracted service providers hired to work on behalf of the Needham Public Schools, and whose contracted function requires that individual to possess a Commercial Driver’s License (CDL) or a Massachusetts 7D license.

For purposes of this policy, a driver is performing a safety-sensitive function at the following times while driving, while waiting to be dispatched or to drive, while loading/unloading a vehicle, or while performing any other job-related requirement.

The term ‘vehicle’ shall refer to school buses, other school vehicles for which a CDL is required, as well as vehicles used to transport students under M.G.L. Ch. 90 s. 7D.

General Policy Regarding Drugs & Alcohol in the Workplace

Consistent with School Committee Policy #JFCK, the unlawful manufacture, distribution, dispensation, or possession of controlled substances or alcohol is prohibited while on duty or on school department property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and/or dismissal. Contracted transportation providers who are suspected of violating this policy, or who are found to have violated it in fact, may be dismissed. Any illegal substances will be turned over to the appropriate law enforcement agency.

Recognizing that the consumption of alcohol, marijuana and/or controlled substances could impair a driver’s judgment and their ability to safely operate a school transportation vehicle,

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Policy for: <b>DRUG &amp; ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS</b>	Revision 0
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employees or contract providers who are suspected of being under the influence of drugs or alcohol, either on the job or when reporting to work, or who consume drugs or alcohol during work hours (including all breaks and meal periods), will immediately be removed from duty and required to undergo drug and/or alcohol testing. If use is substantiated, the driver will be dismissed from their employment with the Needham Public Schools. Contracted drivers will be removed from the Needham service contract, at the sole discretion of the Needham Public Schools.

Employees are expected to follow the direction of their health care provider concerning prescription medications, and must immediately notify the Superintendent or designee of any prescription drug that is likely to have an impact on job performance. In addition, notification must be given at the time of drug and alcohol testing or screening as to any drugs or medicine being taken.

#### I. Drug and Alcohol Testing

The Needham Public Schools will fully comply with U.S. Department of Transportation (DOT) regulations governing drug and alcohol testing for 'safety sensitive' transportation positions. Such policy will apply equally to all 'safety sensitive' drivers as defined by this policy.

Consistent with DOT regulation, testing will occur in the following situations: pre-employment, post-accident, randomly, upon reasonable suspicion, following an authorization to return to duty, or as a follow-up. These situations are defined below:

1. Pre-employment - All applicants for safety-sensitive transportation positions shall undergo testing for alcohol and controlled substances. A driver must receive a negative test before being permitted to operate a vehicle for the first time in Needham.
2. Post-accident - A drug/alcohol test is required in the event of an accident involving a fatality, bodily injury with immediate medical treatment away from the scene, or disabling damage to any motor vehicle requiring tow away. Alcohol tests should be conducted within two (2) hours, but in no case more than eight (8) hours after the accident. Employees must refrain from all alcohol use until the test is complete. Post-accident drug tests must be conducted within 32 hours.
3. Random - A driver must be tested for drug/alcohol use on a random and unannounced basis through the year. Each year, the number of random tests administered must equal at least 25% of drivers for alcohol use and 50% of drivers for drug use.

Policy for: <b>DRUG &amp; ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS</b>	Revision 0
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4. Reasonable Suspicion - A drug/alcohol test is required when a driver's behavior or appearance suggests alcohol or drug use. Testing for alcohol use shall be based upon specific observations made by a trained supervisor just before, during or just after the time when the employee is performing safety-sensitive duties. Testing for drug use may occur at any time upon suspicion. Reasonable suspicion testing may only be conducted after consultation with the Superintendent or his/her designee. If a test cannot be administered immediately, the driver must be removed from performing safety sensitive duties for at least 24 hours.
5. Return-to-Duty and Follow-Up - A drug/alcohol test is required for drivers who have completed a return-to-duty process with a DOT-qualified substance abuse professional, following a positive test, a refusal to test, or a violation of the drug and alcohol testing regulations. A negative test is required before a driver may resume driving duties. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first 12 months after a driver returns to duty.

The District will comply with all Department of Transportation regulations governing testing procedures and methods for Needham's 'safety sensitive' employees. Any refusal to participate in the drug/alcohol testing required by this policy will be treated as indicative of a positive result.

## II. Consequences of Drug/Alcohol Misuse

1. Safety-sensitive drivers who tested just before, during or just after performing safety-sensitive functions and who have an alcohol concentration of between 0.02 and 0.04, must be removed from performing such duties and placed on administrative leave without pay for 24 hours. Depending upon the circumstances, disciplinary actions may be imposed, up to and including dismissal.
2. Drivers who test positive for alcohol use greater than 0.04, or for drug use, will be immediately removed from safety sensitive functions. Employees of the Needham Public Schools will be terminated immediately. Contract drivers will be dismissed from their driving assignment in Needham.

## III. Information/ Training

1. All current and new employees will receive written information about the testing requirements. All employees must receive a copy of this policy and sign a confirmation of receipt.

Policy for: <b>DRUG &amp; ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS</b>	Revision 0
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2. Supervisory and management persons who oversee safety-sensitive drivers must attend training on alcohol misuse and controlled substances use, as well as on the symptoms and indicators used in making determinations for reasonable suspicion testing. Supervisors and managers will be instructed on the detection of abuse problems and the enforcement of the testing policy.
3. This policy will be publicly posted and made available to all employees.
4. Periodically, educational information will be made available to employees that focuses on the potentially dangerous effects of drug and alcohol use and abuse, the procedures associated with pre-employment drug screening and “reasonable suspicion” testing, and the potential safety hazards presented to the individual employee, other employees and the public.
5. All recruitment advertising will include the statement “Drug/alcohol screening is a condition of employment” at the bottom of the advertisement/posting with the EEO statement.
6. All final candidates for employment will be given a copy of this policy, and be given the opportunity to read the policy in its entirety.

#### IV. Record Keeping

1. The District is required to keep detailed records of its drug and alcohol testing program.
2. Driver alcohol and drug testing records are confidential and will not be released except as authorized by 40 CFR 382.405.

#### V. FMCSA Clearinghouse Inquiries and Reporting

The Needham Public Schools is required to collect, maintain, and report certain information to the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver’s License Drug and Alcohol Clearinghouse:

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to any test required;
4. An employer's report of actual knowledge of:
  - a. On duty alcohol use;
  - b. Pre-duty alcohol use;
  - c. Alcohol use following an accident; and
  - d. Controlled substance use;
5. A substance abuse professional report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and

Policy for: <b>DRUG &amp; ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS</b>	Revision 0
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7. An employer's report of completion of follow-up testing.

#### VI. Pre-Employment References

1. The District must use the Drug and Alcohol Clearinghouse to conduct pre-employment reference checks for prospective employees in 'safety sensitive' positions. Prior employers also may be contacted.
2. Since Clearinghouse access requires consent, the prospective employee must provide the District with a written release, or the candidate will not be hired.
3. The pre-employment reference check must include the following information from every employer that had employed the candidate in a 'safety sensitive' position within the prior three (3) years: any test in which the employee's blood alcohol concentration was 0.04 or higher; any positive drug test; any refusal to participate in the alcohol and drug testing program; and any other testing violations.
4. If the District obtains information that a prospective employee has had a positive test result as identified in paragraph VI.3 above, or violated a DOT agency drug and alcohol regulation within the past three years, that candidate shall not be hired.
5. The District of Needham must provide the same information to subsequent employers of current District employees when provided with a written release.

#### VII. Post-Employment References

1. The District must query the Drug and Alcohol Clearinghouse annually for all employees in 'safety-sensitive' positions.
2. Since Clearinghouse access requires consent, the prospective employee must provide the District with a written release allowing the release of this information or the candidate will not be hired.
3. If the results of the query indicate any one of the following violations, the employee shall be immediately dismissed: a verified positive, adulterated, or substituted controlled substances test result; an alcohol confirmation test with a concentration of 0.04 or higher; refusal to submit to a test; alcohol use on duty, before duty, or following an accident; or use of a controlled substance.

#### LEGAL REFERENCES:

M.G.L. C. 90 Sec. 7B

M.G.L. C. 90 Sec. 7D

# SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS

EEAEA-1

M.G.L. C. 90 Sec. 8A ½  
School Committee Policy #JFCK  
Federal Law PO 100-690, Anti-Drug Abuse Act Of 1988  
49 C.F.R. Part 382 Controlled Substance And Alcohol Use And Testing  
49 C.F.R. Part 391 Qualification Of Drivers  
49 C.F.R. Part 40, Procedures For Transportation Workplace Drug And Alcohol Testing  
Programs  
49 U.S.C. Sec. 31306 Et Seq, Alcohol And Controlled Substances Testing:

**SC 5-10-22**

**SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS**

FILE

EEAEC

Policy for: <b>STUDENT CONDUCT ON SCHOOL BUSES</b>		Revision 0
Date Approved by School Committee:	Signature of Chair:	Page 1 of 1

The Needham School Committee provides a safe, efficient, economical and punctual transportation program that extends the educational opportunities of all students.

Except as provided for in Policy #EEAFB, the term ‘school bus’ shall mean all vehicles used to provide pupil transportation services, including school buses and vans.

The school bus is an extension of the classroom. Students riding the school buses are subject to the Code of Conduct which appears in the Student Handbooks for that student’s school. Bus drivers are required to report misbehavior to the Superintendent or designee for subsequent reporting to the Building Principal. The Building Principal or their designee, will take appropriate disciplinary action in accordance with the Handbook.

A student’s right to school bus transportation is a qualified right, dependent on good behavior. In cases where a student seriously or continuously misbehaves, parents will be notified by the Principal or designee of the school. Transportation privileges may be suspended or revoked, if in the opinion of the Principal, such action is necessary for the general safety and well-being of other students. If a student is suspended or excluded from the bus, the student’s parents will become responsible for transporting their children to and from school.

Under no circumstance shall a driver remove any student from a school vehicle as a disciplinary measure.

The Superintendent of Schools or designee is responsible for establishing standards of behavior for students/ parents on or around school buses.

**LEGAL REFERENCES:**

M.G.L. c. 71 sec. 37H

SC 5-10-22

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

EEAFB

Policy for: <b>MULTI-FUNCTION SCHOOL ACTIVITY BUS USE</b>	Revision 0
Date Approved by School Committee:	Signature of Chair:  Page 1 of 3

**PURPOSE**

This policy defines the conditions of appropriate use of Multi-Function School Activity Buses (MFSABs) owned by the Needham Public Schools.

**SCOPE**

This policy governs the use of District-owned MFSABs and applies to all agents of the District who operate or use such vehicles.

**APPLICABILITY**

Multi-function school activity buses are vehicles of up to 15 passengers (including a driver) that are required to meet all federal motor vehicle safety standards applicable to school buses, except those requiring the installation of traffic control devices (flashing lights and stop arms.)

The purpose of these vehicles is student transportation other than ‘fixed route’ transportation. Fixed route transportation is defined as the transportation of pupils on a predetermined daily basis to and from a set location for the length of the pupil’s school year.

A MFSAB shall not be used to transport students who require child passenger restraints. These students are under eight (8) years of age and are 57 inches in height, or less.

**AUTHORIZED USES**

- MFSABs shall be used only for extracurricular travel that occurs during, before or after the school day. Extracurricular travel includes, but is not limited to: field trips, sports trips, and travel between a before-school activity and school. Under no circumstances shall MFSABs be used as school buses to transport students on fixed routes between home and school, or between school and school bus stops.
- MFSABs shall be used exclusively for the conduct of official school business. The use of such vehicle for personal purposes, such as attending to personal affairs, social engagements, or commuting is prohibited. Misuse of an assigned MFSAB, or the

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SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

EEAFB

Policy for: <b>MULTI-FUNCTION SCHOOL ACTIVITY BUS USE</b>	Revision 0
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appearance of misuse, shall be considered a violation of the Massachusetts Conflict of Interest law (MGL Ch. 268A).

- MFSABs must be garaged on Town of Needham property while not in use, and may not be taken to a student or employee's home.
- Only Needham Public School employees are permitted to operate a MFSAB. These employees will be subject to a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check at least every three years and a fingerprint background check upon hire.
- Passengers of a MFSAB will be limited to District employees, students at least eight years of age (or who do not require use of a child passenger restraint) and other authorized persons. Family members and unauthorized individuals, who are not directly connected to the Needham Public Schools, shall not be transported.
- An employee's use of a MFSAB shall be strictly voluntary. Under no circumstance shall an employee receive compensation to drive students in connection with use of a MFSAB.
- A passenger's use of a MFSAB shall be strictly voluntary. Parents/ legal guardians who choose to allow their child to be transported in a District MFSAB must consent to such use. Parents/ legal guardians may choose not to allow their child to ride in a District MFSAB.
- As a pre-condition of operating or being transported in a MFSAB, employees and parents/legal guardians shall sign a liability release discharging the Town of Needham/ Needham Public Schools from any personal injury or property damage liability associated with the vehicle's use.
- The District shall not be liable for the loss or damage of any personal property transported in a MFSAB.

5/6/22



**SC 5-10-22**

**SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS**

**FILE**

**EEAFB**

Policy for: <b>MULTI-FUNCTION SCHOOL ACTIVITY BUS USE</b>		Revision 0
Date Approved by School Committee:	Signature of Chair:	Page 3 of 3

- MFSABs shall be registered and insured as a Town of Needham/ Needham Public Schools-owned vehicle.

**RESPONSIBILITY FOR OVERSIGHT**

The Superintendent or designee(s) is/are responsible for developing procedures governing the use of MFSABs and for ensuring that such use conforms to applicable federal and state laws and regulations, and to this policy.

**STUDENT AND ADULT PASSENGER DISCIPLINE**

A District MFSAB is considered an extension of the classroom. Students riding in MFSABs are subject to the Code of Conduct which appears in student/parent handbooks for that student's school. MFSAB operators are required to report misbehavior to a designated administrator, who will in turn, report to the Principal or designee. The Principal or their designee will take appropriate disciplinary action in accordance with the handbook. Students who become a serious disciplinary problem on a District MFSAB may have their school vehicle riding privileges suspended by the Principal or their designee. In such cases, the parents of the children involved become responsible for transporting their children to and from an extra-curricular event.

If an adult passenger presents a behavior or disciplinary problem, the Operator shall report the adult's conduct to the Superintendent, or designee(s).

**CITATIONS:**

Needham School Committee Policy JFCH/JFCI

Needham School Committee Policy JG

MGL Ch 90 s 7D

MGL Ch 90, s 7AA

MGL Ch 90 s 13A

540 CMR 7.00

49 CFR 571, 68 FR 44892

Policy for: <b>STUDENT TRANSPORTATION IN PRIVATE VEHICLES</b>	Revision 2
Date Approved by School Committee:	Signature of Chair:  Page 1 of 2

School buses will be used for the transportation of students participating in co-curricular or extra-curricular activities. However, when buses are not available, private vehicles may be used to transport students to or from school activities that fall within the academic day or extend the school day, provided that all of the following conditions are met:

1. The activity has the prior approval of the Superintendent of Schools or School Principal;
2. The parent/guardian of each student who is being transported signs a consent and release form, which identifies the event and the driver's name;
3. The driver certifies in writing that:
  - a. The driver will operate the vehicle in fact, and will not permit another person to drive the vehicle;
  - b. The driver has a valid driver's license in good standing, which is appropriate to the vehicle being driven. Drivers whose license is lapsed, suspended or revoked are not permitted to drive students. If the driver is a student, the student must have been properly licensed for at least six months;
  - c. The vehicle is properly registered, annually inspected and insured to the following limits:
    - i. \$100,000 per person/ \$300,000 per accident bodily injury coverage; and
    - ii. \$100,000 property damage coverage;
  - d. The driver will require the use of seat belts by all vehicle occupants, and the use of child passenger restraints by children under the age of 8 who measure less than 57 inches in height;
  - e. The transportation of students shall not be diverted to include other non-school purposes;
  - f. The vehicle's capacity does not exceed fourteen passengers, plus a driver; and
  - g. The driver will not engage in any activity that may interfere with the safe operation of the vehicle, including: smoking; consuming alcoholic beverages or controlled substances; refueling while passengers are in the vehicle; or using a cellphone or other non-voice activated electronic device while driving.

This policy applies equally to pupil transportation in privately-owned vehicles that is provided by school personnel, parents/guardians, volunteers and properly licensed students. Such transportation will be considered by the School Committee to be part of a school employee's duties, when authorized by the Superintendent or School Principal.

SC 5-10-22

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

EEAG

Policy for: <b>STUDENT TRANSPORTATION IN PRIVATE VEHICLES</b>		Revision 2
Date Approved by School Committee:	Signature of Chair:	Page 2 of 2

Under no circumstances shall privately-owned vehicles be used to transport students between home and school, or for any form of ‘fixed route transportation.’ Fixed route transportation is defined as the transportation of pupils on a predetermined daily basis to and from a set location for the length of the pupils’ school year.

The use of Needham Public Schools-owned multi-function school activity buses is governed by School Committee Policy #EEAFB.

LEGAL REFERENCE

M.G.L. Ch. 90 s. 7D

M.G.L. Ch. 90 s. 13A

M.G.L. Ch. 90 s. 7AA



## Needham School Committee

May 10, 2022

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Agenda Item:     **Discussion**

### **Superintendent Evaluation Process**

#### Background Information:

- Both School Committee policy AFB/CBG and the Superintendent's contract require a process for the annual evaluation of the Superintendent's performance.
- The evaluation process will begin with this meeting and conclude with an evaluation conducted in open session at a future School Committee meeting.
- A copy of the Superintendent's approved 2021-2022 goals is enclosed.

#### Persons Available for Presentation:

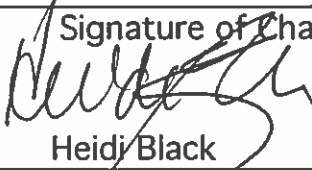
Matthew Spengler, School Committee Chair  
Connie Barr, School Committee Member

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SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

AFB/CBG

Policy for: EVALUATION OF THE SUPERINTENDENT	Revision 1
Date Approved by School Committee:  May 15, 2012	Signature of Chair:  Heidi Black
Page 1 of 1	

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as envisioned and expected by the School Committee.
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committee and the Superintendent.
3. Develop harmonious working relationships between the School Committee and Superintendent.
4. Provide constructive feedback to improve future performance.
5. Provide data in assessing performance.
6. Ensure that the Superintendent provides excellent administrative leadership for the school system.
7. Ensure that the evaluation process supports student learning and achievement.

The School Committee will annually develop with the Superintendent a set of district objectives and goals based on the needs of the school system. The Superintendent's performance will be reviewed in public session in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent. The Chair and immediate past Chair will lead the evaluation process. If the immediate past Chair is no longer a member of the School Committee, then the Vice-chair will participate in leading the evaluation.

# Superintendent's Performance Goals Needham Public Schools 2021-2022



**Superintendent:**

Daniel E. Gutekanst

10/19/21

**School  
Committee Chair:**

Constance S. Barr

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

Student Learning	
3.	<p>I will ensure principals align their School Improvement Plans to a) emphasize and strengthen positive, inclusive, and equitable school communities and b) address disproportionate academic, attendance, and discipline outcomes among all students, especially students most impacted by the pandemic and historical learning gaps.</p> <p><b><i>Evidence of Progress:</i></b></p> <ul style="list-style-type: none"> <li><i>• School Improvement Plans, local assessment and attendance data, and Strategic Plan updates to the School Committee will highlight progress in this area; Final report on equity work and efforts will be presented to School Committee.</i></li> </ul>

District Improvement	
4.	<p>I will promote active communication, coordination, and planning with the Town Manager's Office, Public Health, DESE, Building Maintenance, METCO Board, families and community members to ensure equitable, safe, healthy, secure school and learning environments.</p>
5.	<p>I will facilitate and coordinate successful planning for the District's Facilities Master Plan and School Administration building and renovation projects.</p>
6.	<p>I will support successful collective bargaining and negotiations with the Needham Education Association's Units A (Teachers) and B (Administrators).</p> <p><b><i>Evidence of Progress:</i></b></p> <ul style="list-style-type: none"> <li><i>• District survey results, written communications and presentations, and successful adoption of key components of the capital plan (e.g., School Administration renovation) will be shared; A fair, sustainable, and signed successor collective bargaining agreement for Units A and B will be presented to the School Committee for acceptance.</i></li> </ul>



## Needham School Committee

May 10, 2022

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### 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:

Matthew Spengler, Chair

Andrea Longo Carter, Vice Chair

Connie Barr

Michael Greis

Elizabeth Lee

Michael O'Brien

Alisa Skatrud

Dilin Meloni, Student Representative member of School Committee

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## Needham School Committee

May 10, 2022

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Agenda Item:     **Information Item**

- School Committee Policy IJNDC Student Data Privacy Policy

Background Information:

- This is the first draft of a new policy to articulate how the district complies with our obligations under federal and state laws with regard to student information that is collected, shared, and protected.
-

## SC 5-10-22 DRAFT

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS		FILE	IJNDC
Policy for: STUDENT DATA PRIVACY POLICY		Revision	
Date Approved by School Committee:		Signature of Chair: Page 1 of 5	

### I. OBJECTIVE:

The Needham Public Schools makes all efforts to be transparent with the community about the information the district collects, and how information is used, shared and protected. The intent of this Data Privacy Policy (DPP) is to articulate how the district complies with our obligations under all federal and state laws.

### II. PURPOSE:

The purpose of the DPP is to understand: (a) what is “personally identifiable information” (“PII”), and the laws and requirements that govern its protection; (b) how information is used; (c) how student data is shared; and (d) the process for asking questions about or reporting any violations of this policy.

### III. DEFINITIONS

For purposes of this DPP, “personally identifiable information” (“PII”) for students is defined as any information, exclusive of directory information, that is stored in any environment, that alone or in combination, can be linked or organized in a way that would allow someone who does not have personal knowledge of the relevant circumstances to identify a student with reasonable certainty.

Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; grade level; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; and the most recent educational institution attended.

Protecting students’ PII complies with our obligations under the Federal Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. 1232g and 34 CFR Part 99, Children’s Online Privacy Protection Act (“COPPA”), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment (“PPRA”) 20 U.S.C. 1232h; the Individuals with Disabilities Education Act (“IDEA”), 20 U.S.C. §§ 1400 et. seq. and several Massachusetts student privacy laws, including Massachusetts student record regulations, 603 C.M.R. 23.00, Massachusetts General Law, Chapter 71, Sections 34D to 34H and 603 CMR 28.00.

**SC 5-10-22 DRAFT**

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS		FILE	IJNDC
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**IV. INFORMATION AND DATA COLLECTED:**

The Needham Public Schools collects various personal information for each student that enrolls. This information includes but is not limited to:

*Information and data **collected** as part of the enrollment process*

- Biographical Information
- Parent/Legal Guardian Information
- Custodial Agreements
- Previous School Information (if any)
- Demographic Information
- Health & Medical Information
- Emergency Contact
- Home Language Information
- Family Financial Information - if applying for financial assistance

*Information and data **created** once a student is enrolled in school which includes but is not limited to:*

- Student ID Number
- Student Email Address
- Assessments, Grades / Transcripts
- Attendance Records
- Discipline Records
- Student Schedules
- Exams, Papers, Assignments, etc.
- Advising Records
- Individual Education Plans ("IEP") & 504s
- Transportation Information

Other information that is collected include:

**Student Web Access:**

In accordance with the Children's Internet Protection Act (CIPA), Needham Public Schools network filters and tracks student access to categories of online material, including content considered inappropriate for student viewing.

## SC 5-10-22 DRAFT

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS		FILE	IJNDC
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### Student Email:

Students are provided with a Needham Public Schools email address. All student email, sent or received through a school-issued email address, is archived. Archived email is accessed as needed when issues regarding students arise.

### Video Surveillance:

Video surveillance is in place in various public areas throughout the schools. It is used to ensure a safe environment for our students, faculty & staff. Recordings are accessed as needed to aid in the resolution of reported issues or incidents.

## V. HOW THE INFORMATION IS USED:

The Needham Public Schools uses the information provided by families and the data generated by students solely for educational and safety purposes. This may include:

- Providing personalized educational services to help students achieve greater learning outcomes.
- Communicating with students and parents
- Responding to inquiries or events which may be happening at school
- Improving, delivering, maintaining and protecting the learning environment we have created for our students, faculty & staff.
- Ensuring the safety, security, and integrity of all of our schools and the educational services we provide.

## VI. HOW WE SHARE INFORMATION:

Student data is shared with administrators, teachers, counselors and other appropriate staff who are employed by the district and who have a “legitimate educational interest” in the information contained in the student’s record or who are providing services to the student under an agreement or contract with the school district. Individuals who are not employees of the district will have access only to the student record information that is required for them to perform their duties.

Limited student data may also be shared with third-party vendors who deliver online educational programs and services that support student learning or school district operations. The district makes every reasonable effort to vet the data privacy

## SC 5-10-22 DRAFT

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS		FILE	IJNDC
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agreements/policies of vendors that store, manage or have access to our student information to ensure that:

- All state and federal laws and regulations protecting students' rights for data privacy included but not limited to -FERPA, CIPA, COPPA are followed.
- The school district retains ownership of all student data regardless of where the data resides.
- The school district is notified of a data breach, if one should occur, within a specific time frame.
- Student information is not sold or used for any other purpose than the service that was contracted.
- The school district has the right to audit the vendor for compliance.
- The vendor follows industry best practices with respect to data privacy and data security.

Bank or credit card information may be collected but not stored by third-party vendors we partner with to collect fees for other school services (e.g. school lunches, transportation or payment for various fees).

## VII. HOW WE PROTECT INFORMATION:

The district provides appropriate training for staff on data security and data privacy in order to ensure that practices that require staff to access student information reflect our responsibility to protect students' privacy. The [Responsible Use Policies \(Policy IJNDB-1, Policy IJNDB-2\)](#) and [Policy JO Student Records](#) are companions to this policy and delineate other specific practices regarding data security, data privacy, and digital citizenship.

## VIII. HOW WE PROVIDE NOTICE TO PARENTS

Schools annually publish notification of student data privacy rights and student access to digital tools in the student handbooks.

**SC 5-10-22 DRAFT**

SCHOOL COMMITTEE POLICY  
NEEDHAM PUBLIC SCHOOLS

FILE

IJNDC

Policy for:  STUDENT DATA PRIVACY POLICY	Revision
Date Approved by School Committee:  Signature of Chair:	Page 5 of 5

**IX. DATA PRIVACY TEAM**

The Superintendent will identify a Data Privacy Team who will assume responsibility for reviewing and implementing this policy, developing guidelines, and responding to matters regarding data privacy or security. Inquiries regarding matters of student data privacy should be directed to the Superintendent's Office for review by the data privacy team.