



Needham School Committee

Broadmeadow Performance Center

May 17, 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/83751858876?pwd=a3gwWml3NjlVdklCdVRYQzVJNC9oUT09>

Webinar ID: 837 5185 8876 Passcode: 119581. Or One tap mobile: US: +13017158592



Needham School Committee

May 17, 2022, 6:30 p.m.

Broadmeadow School Performance Center

Next School Committee Meeting: June 7, 2022

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

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6:30 p.m. Public Comments

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

6:50 p.m. Superintendent's Comments

6:55p.m. Consent Item

1. Accept Donations

Discussion Items

7:00 p.m. Needham Education Foundation Spring Grant Awards

7:15 p.m. Needham High School Advisory to School Committee Report

7:45 p.m. Sunita Williams School Improvement Plan

8:25 p.m. Special Education Parent Advisory Council (SEPAC) Update

8:55 p.m. Action Items

Approve School Committee Policies:

BG School Committee Policy Development

EEA Student Transportation Services Revision

EEAE/EBBD School Bus Safety Program

EEAEA School Bus Driver Examination and Training Revision 2

EEAEA-1 Drug & Alcohol Testing

EEAEC Student Conduct

EEAFB Multi-Function School Activity Bus

EEAG Student Transportation in Private Vehicles

Vote on School Choice Program

9:00 p.m. School Committee Comments



Needham School Committee

May 17, 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 17, 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 17, 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 17, 2022

Agenda Item: **Consent Agenda**

1. Accept Donations

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

Agenda Item#: _____ **Date:** May 17, 2022

Item Title: **Approve School Department Donations**

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

	Est. <u>Value:</u>
• Ms. Stacey Nathanson, Needham, MA Library Book donation	\$17.00
• Chipotle, Newton, MA fundraising support to benefit the NHS Shelter Box Club	\$202.27
• Panera Bread, Needham, MA fundraising support to benefit the Class of 2024	\$175.89
• Box Tops for Education, Minneapolis, MN to donation to support the Newman Elementary School	\$9.10
• Proceeds from a Car Wash to support the Class of 2024	\$971.60
• Proceeds from French Night to support the NHS French Club	\$136.00
• Proceeds from a Bake Sale held at Pollard Middle School to support Transhealth Inc.	\$1,183.0
• Proceeds from a Bake Sale to support the NHS Take Back the Night Club	\$95.00
• Proceeds from a bake sale to support the NHS Black Student Union	\$73.00
• Proceeds from a bake sale to support the NHS Neuroscience Club	\$125.50
• Proceeds from online donations to support Ukrainian Refugees	\$70.00
• Proceeds from a Bake Sale to support the Class of 2023	\$77.50
• Online sales of Spirt-wear and Water Bottles to support Student Council at Large	\$11.00

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

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

School Committee: Consent Calendar

Respectfully Submitted,

Anne Gulati

Assistant Superintendent for Finance and Operations



Needham School Committee

May 17, 2022

Agenda Item: **Discussion**

Needham Education Foundation 2022 Spring Grant Awards:

Background Information:

- The 2022 Spring Grant Awards will be announced.

Action Item

Upon recommendation of the Superintendent that the Needham School Committee accepts with gratitude the Needham Education Foundation 2022 spring grant awards in the amount of \$18,434.

Persons Available for Presentation:

Robert Murphy, Needham Education Foundation Spring Grants Committee Co-Chair
Sally Theran, Needham Education Foundation Spring Grants Committee Co-Chair



Needham School Committee

May 17, 2022

Agenda Item: **Discussion**

Needham High School Student Advisory to the School Committee (SASC) Report

Background Information:

- This is the last of several reports the (SASC) has provided the School Committee this school year.
- The SASC meets regularly with the principal to discuss school issues, concerns, and ideas with the high school administration.
- The students are excited and prepared to discuss these issues with the School Committee and welcome your questions and comments.

Person(s) Available for Presentation:

Lea Gruen
Hannah Keselman
Dilin Meloni
Max Scott
Danielle Sockol
Evan Tsingos

MEMORANDUM

To: Needham School Committee

From: Student Advisory to the School Committee

Date: May 17, 2022

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

Class Updates:

9th Grade: The Class of 2025 is finishing the year out with fresh ideas and plans for the coming year. We have finalized our T-Shirt Design and are working with some local vendors to get the shirts for the end of this year and the beginning of next year. We're planning to hold another event such as a bake sale before the year ends. We're excited to spend our last couple of weeks as first-year students and to begin our sophomore year.

10th Grade: The Class of 2024 just held an extremely successful car wash to raise money for future events, and would like to thank you all for your support. For May and June, we are looking to partner with a few local businesses, such as Abbotts and Hearthstone Home to continue to raise money and create a sense of community. Lastly, we are planning some end of the year popsicle and bake sales. As the year winds down and we are preparing to become juniors, we have begun to plan for the Junior Harbor Cruise.

11th Grade: The Class of 2023 is preparing for our final event of the year, Junior Harbor Cruise. After selling three hundred tickets, we are preparing for May 19th and hope that this event will be a perfect conclusion to the year, as well as wrap up the abnormality of our underclassmen years. Our class is happy to have concluded our AP test taking period, and feel confident in our hard work throughout the year. Otherwise, many final projects are coming to their conclusion, and we are ready to transition into our final year at the high school.

12th Grade: The Class of 2022 is looking forward to our final week of school and are preparing for our final exams. After that, we will be celebrating with a fun senior week with our Harbor Cruise, Class Day, Senior Picnic, and of course prom and graduation. We hope to have some meaningful time to say goodbye to each other as a class and to thank all of our teachers for their support over the past four years.

At-Large Updates

Student Masking Opinion/changes from COVID: Students continue to be satisfied with the mask policy. As more time passes since the days of COVID measures at the high school, we have realized silver linings that COVID has provided us in terms of school policy: practices such as classroom breaks, group activities outside, and other mental check-ins will continue to be prevalent in the classroom.

School events: Our Underclassmen Semi-formal tradition returned on Friday, May 13 at Mosley's on the Charles. It was a fun night for ninth and tenth graders, and hopefully got them excited for more class-exclusive events in their future, like JHarb and prom. Student Council will also be holding a car wash on June 18, which will be the first event run by the 2022-2023 members.

Student Outreach: Students are ready for Summer. A slight feeling of senioritis has spread throughout a large percentage of the student body. Nonetheless, we continue to push through. With the nicer weather coming in people are happy to be getting outside more frequently, and teachers as well are happy to facilitate different learning environments. In all, for the first time in two years, the conclusion to the school year will be fairly typical, so students are experiencing finals for the first time in a while. Overall, despite some lethargic feelings circulating, the general mood is upbeat and excited for next year.



Needham School Committee

May 17, 2022

Agenda Item: **Discussion**

Sunita Williams School Improvement Plan

Background Information:

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

Person(s) Available for Presentation:

Michael Kascak, Sunita Williams School Principal
Sunita Williams School Council Members



Sunita Williams Elementary School Improvement Plan 2021 - 2024

Presented to School Committee on June 1, 2021

Update presented on May 17, 2022

SWES School Council Members:

John Cho & Joanie Daly, Parents

Dayna DiCicco, Lori Donovan,

Elizabeth Hitron & Elizabeth DeAngelis, Staff

Michael Kascak, Principal



Equity, diversity and inclusion are three concepts that are driving many of the objectives of our school improvement plan (SIP). We are also connecting our objectives to *The Portrait of a Needham Graduate (PONG)* wherever applicable. There are also specific logistic issues, primarily the recent pandemic, which impacted this plan. Fortunately, we were able to successfully move fully into our physical campus in the Fall of 2019. The challenges inherent in the pandemic prevented us from completing a full first year in our new building. District wide **Full-Day Kindergarten Programming**, as well as our collaboration with Curry College in launching our new **teacher training residency program** were also greatly impacted while still moving forward. This update includes references to PBIS (Positive Behavioral Interventions & Supports) which were formally implemented this school year. The complete list of our goals and objectives is listed below. That list is followed by a list of strategic priorities that drive the Portrait. The chart details action steps, evidence and outcomes. The goals and strategic priorities are color coded to help readers interpret the chart and understand the connection between our school improvement goals and Needham Public School's Strategic Priorities.

SWES rules: **Work Hard.** Be Kind. Be Safe.

Our first two school rules, **Work Hard** and **Be Kind**, have remained the same for the past 16 years with one homonymic change (for consistency, “Kind” replaced the word “Nice” to better tie with the more recent Kindness initiatives we instituted). Although we have always adhered to the third rule, **Be Safe**, we formally added it to our school’s guidelines this past year after rebounding from the pandemic and being mindful of safety on many new levels (social distancing, school foot traffic, cafeteria guidelines, sanitizing). We implemented this change to our [safety drills](#) and in what we highlight on our halfway monitors as we began formal implementation of [Positive Behavioral Interventions & Supports \(PBIS\)](#) which supports schools through an MTSS Framework. One of the new objectives added to our SIP in this update details how PBIS was implemented this year and what next steps are in this area. It has always been our belief that students will do better academically if they feel safe and invested in others’ safety. This was certainly a challenge during the past few years. The following charts illustrate our students’ overall MCAS growth ratings over the past few years as detailed on our School Report Cards from DESE (Department of Elementary and Secondary Education) and our growth has increased despite significant decreases across the state. The latest complete report card can be found [here](#).

SWES MCAS Math Growth Ratings

2018 - 2021

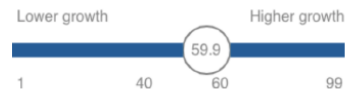
Student Progress

Student growth measures the amount of academic progress a student made over the year, based on MCAS. It compares a student's MCAS performance to other students with similar past MCAS scores. Growth is reported on a scale from 1 to 99, with lower numbers representing lower progress and higher numbers representing higher progress. An average growth score between 40 and 60 means that the district or school is making typical progress.

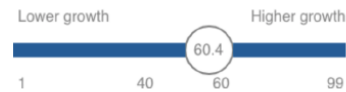
All Students

ENGLISH LANGUAGE ARTS (GRADES 03-08)

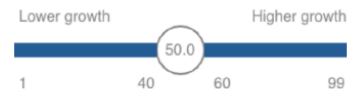
MATHEMATICS (GRADES 03-08)



Our School



Our District

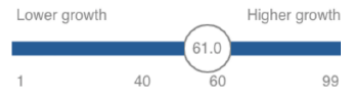


Massachusetts

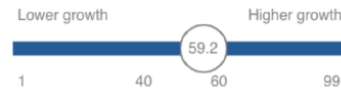
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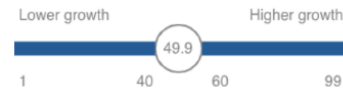
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Our School



Our District



Massachusetts

2018 DESE
School Report Card

2019 and 2020
DESE School
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(growth was
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2020)

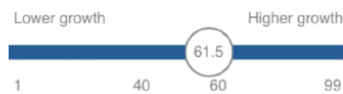
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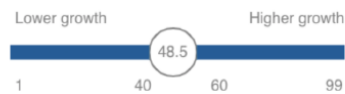
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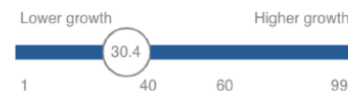
MATHEMATICS (GRADES 03-08)



Our School



Our District



Massachusetts

2021 DESE
School Report
Card

SWES MCAS ELA Growth Ratings

2018 - 2021

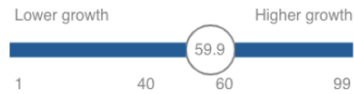
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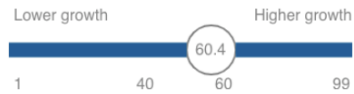
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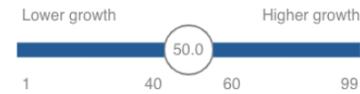
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Our School



Our District

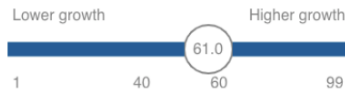


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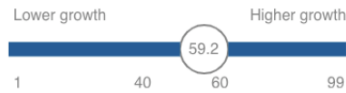
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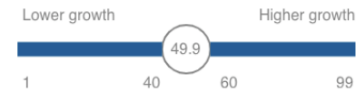
MATHEMATICS (GRADES 03-08)



Our School



Our District



Massachusetts

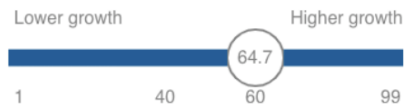
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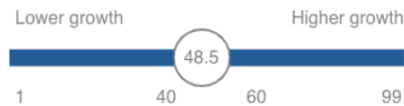
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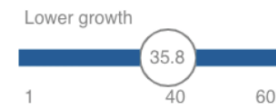
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2018 DESE
School Report
Card

2019 and 2020
DESE School
Report Card
(growth was
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MCAS were
administered in
2020)

2021 DESE
School
Report Card

Sunita Williams Elementary School Goal #1: Create and improve, through regular review of data and reflective practice, a Continuum of Learning that matches the needs of all learners.

Objective 1.1: Continue to review, evaluate, and when necessary, revise the support given to teaching staff in order to maximize academic instruction and increase student achievement.

Objective 1.2: Staff and students increase their Cultural Proficiency through professional development opportunities and school-wide and grade level projects that effectively address matters of equity, diversity and inclusion in the context of the pluralistic communities in which we live.

Objective 1.3: Explore, and where and when possible, implement creative uses of our new campus, physical plant, and technology that will positively impact student learning and teacher instruction.

Sunita Williams Elementary School Goal #2: Collaborate with our school constituencies, other Needham Schools and other outside institutions to develop and promote student leadership and expanded learning opportunities.

Objective 2.1: Continue to expand the Collaborative Teacher Training Program with Curry College and possibly other universities.

Objective 2.2: Expand leadership roles and community service options for our students and the successful collaboration between SWES and Needham High School students which focuses on social and emotional skills.

Objective 2.3: Continue to support the growing number of students in the district's Specialized Elementary Programs for Students with Autism and Related Developmental Disabilities (ELC or Early Learning Center).

Sunita Williams Elementary School Goal #3: Capitalize on the new technologies built into our new campus while creating and documenting new systems which best utilize the capability for 21st century learning and instruction.

Objective 3.1: Implement and/or adapt safety initiatives on our campus which best address its size, geographical location and modernized building systems.

Portrait of a Needham Graduate strategic priorities:

1. All Students Are Drivers of Their Own Learning

- 1A) Incorporate opportunities for student choice, independent learning, & personalized pathways*
- 1B) Provide structures & experiences that enable student efficacy, leadership, and voice*
- 1C) Teach students the content & skills necessary for them to grow personally and academically.*

2. All Students Experience Integrative Teaching & Learning

- 2A) Extend interdisciplinary teaching and learning practices Pre-K to 12*
- 2B) Embed Portrait Competencies, Technology, Inclusive Practices, SEL, and Equity into all curricula and instructional practices*
- 2C) Provide opportunities for students to demonstrate knowledge and skills through multiple means of expression.*

3. All Students Learn & Grow Within Adaptable Environments

- 3A) Support and design classroom models and environments that foster collaboration & innovation*
- 3B) Provide time, schedules, and spaces that promote learning objectives*
- 3C) Complement instruction with accessible learning beyond the classroom, within the community, and in partnership with families.*

4. Infrastructure Supports Needs of All Students

- 4A) Provide staffing, facilities, and budget resources aligned to district priorities*
- 4B) Implement a recruitment, retention, and development process for staff growth and diversity*
- 4C) Establish a professional learning structure supporting equity and the Portrait vision.*

Please note that the descriptions from the original SIP in the impact and success measures column are in italics and this year's updates are in the bold, non-italic font.

Sunita Williams Elementary School Goal #1: Create and improve through regular review of data and reflective practice, a Continuum of Learning that matches the academic and emotional needs of all learners.

Objective	Strategic Priority	Strategies Employed/ Action Steps	Impact on Students/ Ways to Measure Success	Timeline
<p>Objective 1.1: Continue to review, evaluate, and when necessary, revise the support given to teaching staff in order to maximize academic instruction and increase student achievement.</p> <p>MATH</p>	<p>1A, 1C 2A, 2C 3A, 3C</p>	<p>a) Incorporate <u>ST Math</u>, a program for conceptual understanding, in all K-5 classrooms as part of regular math instruction, including putting various incentive programs into place to increase participation</p>	<p><i>a) ST Math starts by teaching the foundational concepts visually, then connects the ideas to the symbols and language. With visual learning, students are better equipped to tackle unfamiliar math problems, recognize patterns, and build conceptual understanding. Without language barriers, the problem is accessible to all students, regardless of skill level or language background./ST Math progress reports and student detailed information show clear, actionable data that provides insights into productivity, usage, and areas of struggle, effectively informing instruction. At SWES for the 2020-21 school year, students are engaged in the program for an average of 40 minutes per week, solving 45 puzzles. As of May 2021, our school has solved over 740,000 puzzles (an average of 1,550 per student) and completed 5,300 objectives.</i></p>	2020 - 2021
			<p>ST Math starts by teaching the foundational concepts visually, then connects the ideas to the symbols and language. With visual learning, students are better equipped to tackle unfamiliar math problems, recognize patterns, and build conceptual understanding. Without language barriers, the problem is accessible to all students, regardless of skill level or language background. ST Math progress reports and student</p>	2021 - 2022

			<p>detailed information show clear, actionable data that provides insights into productivity, usage, and areas of struggle, effectively informing instruction. At SWES for the 2021-22 school year, students are engaged in the program for an average of 62 minutes per week, solving 70 puzzles. As of May 2022, our school has solved over 1,080,000 puzzles (an average of 2,215 per student) and completed 6,6010 objectives.</p>	
		<p>b)Utilize Renaissance (STARMath), a computer-based adaptive test that measures student achievement on math skills, in all first-fifth grade classrooms.</p>	<p><i>b) STARMath consists of 34 items and takes approximately 20-30 minutes for the student to complete. By continually adjusting the difficulty of an item to what the student has shown he/she can or cannot do, the assessment is tailored to accurately measure each student's level of achievement. To interpret screening results, SWES uses benchmarks and cut scores. These scores help educators identify which students require some form of intervention to accelerate growth and move toward benchmark, and which students are already at or above benchmark. Overall, scores showed continued growth between the two assessment windows.</i></p>	2020 - 2021
			<p>STARMath consists of 35 items and takes approximately 20-30 minutes for the student to complete. By continually adjusting the difficulty of an item to what the student has shown he/she can or cannot do, the assessment is tailored to accurately measure each student's level of achievement. There are district-wide assessment windows for STARMath in the Fall (September), Winter (January), and Spring (May). Each window is typically 2-4 weeks. To interpret screening results, SWES uses benchmarks and cut scores. These scores help educators identify which students require some form of intervention to accelerate growth and move toward benchmark, and which students are already at or above benchmark. Overall, for the 2021-22 school year, scores showed continued growth between assessment windows.</p>	2021 - 2022

		<p>b) EarlyBird Early Literacy Screener - Kindergarten classroom teachers, Literacy coaches, EL, ELC, and SPED teachers began piloting and learning about this screener.</p>	<p>This group has had ongoing meetings to discuss our learning, and the impact on classroom instruction. -Aly Schenker, Literacy Coach</p> <p><i>b) Results will be analyzed after each assessment period with the goal of monitoring student growth and determining instructional implications to increase student achievement. This team will continue to meet and learn more about this screener, especially as the developers complete their final design. Classroom teachers will administer this screener three times next year, with support from Literacy coaches, EL, ELC, and SPED teachers.</i></p> <p>The Kindergarten team has administered the EarlyBird Early Literacy Screener twice this school year. The team met with a representative from EarlyBird this spring, to learn about interpreting the data, and implications for classroom instruction. We will continue to grow our understanding of the assessment, and ways to both support and look deeper at those students showing areas of weakness. In addition, the Kindergarten team has administered the EarlyBird Early Literacy Screener twice this school year. The team met with a representative from EarlyBird this spring, to learn about interpreting the data, and implications for classroom instruction. We will continue to grow our understanding of the assessment, and ways to both support and look deeper at those students showing areas of weakness. - Carol-Ann Hurley, Literacy Coach</p>	<p>2020 - 2021</p> <p>2021 - 2022</p>
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<p>Objective 1.1: Continue to review, evaluate, and when necessary, revise the support given to teaching staff in order to maximize academic instruction and increase student achievement.</p>	<p>1A, 1C 2A, 2C 3A, 3C</p>	<p>a) Begin to explore ways to adjust and standardize the elementary schedule to better meet student needs while being mindful of the <u>Multi-tiered Systems of Support (MTSS) Schedule Guidance</u>.</p>	<p><i>a) Elementary leadership team began discussions about possible changes to the elementary schedule to prioritize student needs. SWES admin group started conversations about changes and prioritized the three following goals in mind:</i></p> <p><i>1) Integrating SEL/Equity into any changes.</i></p> <p><i>2) Maintaining and increasing opportunities for vertical groupings (Clusters, buddies, assemblies, etc)</i></p> <p><i>3) and need for PD for <u>all</u> building staff.</i></p> <p><i>- Michael Kasck, Principal</i></p>	<p>2021 - 2023</p>
		<p>b) Begin to formalize the expected school behaviors throughout the school day in accordance with the <u>PBIS Tier I system</u>.</p>	<p>b) Working with a group of teachers, the Principal and Assistant Principal established a PBIS staff group to discuss the main areas of focus to promote expected behavior throughout the school day. We gathered input from teachers and students to determine rules for different areas of the school and developed a <u>school behavior matrix</u>. After these areas were established, we determined the language used and reward method for students to promote expected behaviors throughout the school day. Additionally, the AP collected data from each incident report, indicating time missed from learning for each incident. These tasks were accomplished by the end of this academic year and these goals will be continued and expanded into the following school year. Evidence of this goal will include:</p> <p>-Established expected school behaviors</p> <p>-Established areas of focus for these behaviors (ie, recess)</p> <p>-PBIS Staff team agenda and notes</p> <p>-Incident report data from school year 21-22</p>	<p>2021 - 2022</p>
			<p>Next year we will continue to develop a consistent set of school rules and expectations for all aspects of the school day to promote expected behavior. This includes areas such as the hallway, playground and field space, and bathrooms.</p>	<p>2022 -2024</p>

			<p>-Incorporating student input through development of videos and posters with explicit illustration of expected behaviors.</p> <p>-Continue to develop appropriate consequences with a focus on restorative measures for student behavior issues.</p> <p>-Continue collecting student behavioral data - Patrick Marra, Assistant Principal</p>	
<p>Objective 1.2: Staff and students increase their Cultural Proficiency through professional development opportunities and school-wide and grade level projects that effectively address matters of equity, diversity and inclusion in the context of the pluralistic communities in which we live.</p>	<p>2B 3A,3B 3C,4B 4C</p>	<p>a) Move student support philosophy toward Transformative Social Emotional Learning.</p>	<p><i>a) Plan ways to integrate MTSS into existing and new Social Emotional Learning (SEL) lessons and Equity work while fully implementing the Racial Literacy Curriculum adopted by NPS last year. -Margaret Petrovich, Counselor and interim AP</i></p> <p>Continue to integrate MTSS into existing and new Social Emotional Learning (SEL) lessons (taught by guidance counselors and/or teachers) and Equity work. The NPS Racial Literacy Curriculum has been fully implemented into all the classrooms. Dedicated faculty meeting time continues to highlight successful lessons and ways teachers promote equity/racial literacy lessons into their classrooms. Tier 1 implementations include school wide PBIS incentives and examples of positive school wide behavior, all adding to Transformative SEL school based practices. -Margaret Petrovich, Counselor</p>	<p>2021 - 2022</p>
				<p>2021 - 2022</p>
		<p>b) Compile and update SEL curriculum and resources to create a dynamic list of equity resources for staff.</p>	<p><i>b) Resources and classroom lessons, involving both SEL and Equity, which often intersect, have been collected and/or generated this past year due to the increased SEL and Equity needs (which have risen significantly during the past year related to the pandemic and issues of racism coming to a forefront) can be found here and are accessible to all staff.</i> -Meg Flatley, Counselor</p>	<p>2020 - 2024</p>

		<p>c) Incorporate equity updates into all PD opportunities.</p>	<p><i>c) Weekly Equity Drop-in Zoom meetings were established this year as a place to support teachers and staff in their equity work and create a safe space for difficult conversations. We hope to continue the weekly Equity Drop-In meetings, hopefully in person, next year. We also committed to dedicating a portion of each faculty meeting to highlight some aspect of our equity work. We plan to continue to include equity as a part of building based professional development to further understand implicit bias, practice courageous conversations among faculty and staff, and address race based incidents at school.</i></p> <p><i>- Margaret Petrovich, Counselor and Interim AP</i></p> <p>Weekly equity meetings, available to all staff, continue to be implemented, alternating between “drop-in” meetings for faculty to give and receive support regarding teaching/promoting equity and having courageous conversations. The alternating weeks, equity planning meetings occur to address school wide equity needs. Equity Meetings have continued to be available to faculty via Zoom, as they occur after school and this gives faculty the flexibility to attend the meeting if they are not in the building. The school wide equity planning accomplishments include collaboration with the Mitchell School’s Equity Team, the development of a Race Based Incident Protocol, adaptation of the Mitchell School’s Family Survey to gather family input regarding culture, and collaboration with the SWES PTC to form a parent equity committee. For the coming 2022-23 school year, there are plans for a Race Based Incident Form to be developed and introduced in order to track race based incidents and their interventions, introduction of the Family Survey (late summer</p>	<p>2021- 2023</p>
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			<p>2022), and further collaboration with the PTC parent equity group and Mitchell School Equity Team.</p> <p>- Margaret Petrovich, Counselor</p>	
<p>Objective 1.3: Explore, and where and when possible, implement creative uses of our new campus, physical plant, and technology that will positively impact student learning and teacher instruction.</p>	<p>1C 2A 2C 3A 3C 4A</p>	<p>a) Introduce Navigation Games and Orienteering as part of an NEF grant to our Sunita Williams students in Physical Education and Wellness classes so that students understand the basic protocols, rules, and procedures on how these types of games and activities work.</p>	<p>a) This grant supports the Portrait of a Needham Graduate by empowering learners to discover and integrate content from multiple disciplines, engage in self-directed learning, and to use technology to support learning while navigating the digital world. The connection between the outdoor environment and orienteering go hand in hand and according to an article in the Child Mind Institute, this is beneficial for all students, especially to balance the increased screen time we all have experienced recently. This program also supports standards one and five of SHAPE America's Grade Level Outcomes.</p>	2021 - 2024
		<p>b) Introduce SWES Staff to Navigation games and Orienteering as part of an NEF grant.</p>	<p>b) Grant was designed to be self-sufficient after this year's initial year of staff training. Staff will learn how they can use these games and activities as part of movement break opportunities but moreover as an opportunity to introduce interdisciplinary learning outside of the building in the various parts of our beautiful campus.</p>	2021- 2024
		<p>c) Introduce the Sunita Williams community to Navigation games and Orienteering through a family fun night.</p>	<p>c) This will foster a home/school connection while also giving families another way for them to be able to seek outdoor, socially distant, physically active, movement opportunities out in the community. - Rob Tatro, Physical Education and Wellness Teacher</p>	2021 - 2024
		<p>d) Revisit plans for utilizing the front gardens and back area nature trail, pond and outdoor classroom and incorporating these areas into</p>	<p>d) Volante Farms donated plants and time to setting up the garden area for our students as they finally had the chance to do the Kindergarten's final unit of study, Our Earth, in person! This unit is designed to give students the opportunity to explore "the natural world through investigations and research of the earth's properties</p>	2020 - 2021

		<p>the school's curriculum through collaboration with the Science Center and neighboring Volante Farms.</p>	<p>and systems, including the earth's surface, gardening, recycling, and reuse. Concepts of sustainability, urban renewal, economics, healthy lifestyles, authority, honesty, respect, courage, responsibility, and stewardship frame discussions and projects. The unit and year culminate in a capstone project where children choose a sustainable practice and work towards convincing a local audience to adopt this practice.” - <i>Michael Kasck, Principal</i></p> <p>The school grounds and gardens were a welcome resource and highly utilized during the pandemic and this continued as restrictions were lifted throughout the year. The Andrea Wright Thornton Sensory Garden dedication, also put on hold for two years, is scheduled for this June. In-person field trip for first graders to Volante farms was reinstated this Spring! We are also looking forward to another special field trip to the Hillside School field in June for our Fifth Grade Day.</p> <p>-Michael Kascak, Principal</p>	<p>2021 - 2022</p>
		<p>e) Utilize the Energy Dashboard and Electronic Display screens in our building to maximize teaching and learning for students (and staff!)</p>	<p><i>e) The energy dashboard is intended to provide students and teachers access to information about the energy use and water use within the new building. It provides comparative information to teach how this building conserves energy and water. It provides information about the Photovoltaics on the roof, shows how an energy recovery wheel works in the rooftop units, and demonstrates how daylighting helps reduce electrical energy use within the classrooms and other spaces. The system can also display the outside weather conditions and temperatures in the classrooms. This data will soon be accessible by all teachers in their classrooms via classroom computers. - Hank Haff, OPM</i></p>	<p>2021 - 2024</p>

			<p><i>We have begun using the school's display screens in common areas to display images of diverse people to affirm cultural racial identities, promote understanding of differing abilities, and update students' progress on STMath puzzles.</i></p> <p><i>- Kara Shea, Tech Specialist and Hardeep Jassal, BCBA</i></p>	
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Sunita Williams Elementary School Goal #2: Collaborate with our school constituencies, other Needham Schools and other outside institutions to develop and promote student leadership and expanded learning opportunities.

Goals	Strategic Priority	Strategies Employed/Action Steps	Impact on Students/ Ways to Measure Success	Timeline
Objective 2.1: Continue to expand the Collaborative Teacher Training Program with Curry College and possibly other universities.	2C 3C 4B 4C	a) After a few obstacles and logistical challenges (the pandemic being the major hurdle) the Curry Collaborative Graduate Internship Program is up and finally and running.	<p><i>a) This year we had four interns completing their Masters Degree in Special Education through the Curry Program here at SWES. All four were employed as TAs while doing so. The school received vouchers for other staff in return for providing these candidates the training and instruction needed for their required practicums.</i></p> <p><i>- Erin Vacaro, Special education Coordinator</i></p>	2021 - 2022
			<p>The cohort starting this Spring will be NPS's first stand alone cohort with Curry as we reached our goal for the number of students needed for an independent cohort. This means that Needham Staff will have more professional development opportunities, the chance to teach courses as well as receive vouchers for supervision. There will be interns in at least three of the five NPS Elementary Schools. Districtwide TA training will still be funded through this collaboration through next academic</p>	2022 - 2023

		<p>b) Establish relationships with other colleges or universities.</p>	<p>year. Here is a sample agenda from those very successful meetings. - Erin Vacaro, Special Education Coordinator</p> <p><i>b) The challenges of sustaining the hybrid model during the pandemic created the necessity of looking beyond Curry College for teaching assistants. The two Elementary Education interns recruited from Lasell University's program were quickly hired as TAs and have been a great addition to our community. We will likely continue this collaboration next year as well. - Michael Kascak, Principal</i></p> <p>This year we also had student teachers from Framingham State and this coming year we have student teachers from Bridgewater State. In addition, with pandemic restrictions eased, we were able to re-establish the relationship fourth graders had with Olin College. - Michael Kascak, Principal</p>	<p>2021 - 2022</p> <p>2022 - 2023</p>
<p>Objective 2.2: Expand leadership roles and community service options for our students and the successful collaboration between SWES and Needham High School students which focuses on social and emotional skills.</p>	<p>1B 1C 2C 3C 4C</p>	<p>a) Fifth and fourth graders are engaged in multiple leadership roles.</p> <p>b) Reinstate practices that were put on hold due to safety concerns during the pandemic.</p>	<p><i>a) Our upperclassmen have supported younger students with literacy practice, participated in the hiring of the new Assistant Principal, and helped care for our front gardens. Our Student Sidewalk Detail (SSD) was retrained to better assist in safe drop-off practices due to our new, larger campus which, given our new location on Central Avenue and added challenges due to pandemic (i.e. lack of carpooling, dedicated grade-level entrances).</i></p> <p><i>b) A number of student leadership opportunities were put on hold for safety reasons due to the pandemic, and will need to be restarted or reinstated into an in-person model. These include our composting program, Clusters, and buddy classes.</i></p>	<p>2021 - 2022</p> <p>2021 - 2022</p>

			<p>- Michael Kascak, Principal</p> <p>Our school composting program was reinstated this year as was the buddy program, Kindergarten helpers and student thank you committee. We're hoping to fit in at least one schoolwide meeting of Connection Clusters before this school year ends. The OYP program continued in a remote mode and we plan on doing it in person in September.</p> <p>- Michael Kascak</p>	2021 - 2023
		c) Implementation of an NEF Grant to expand on the successful collaboration between Needham high school students in the Own Your Peace/Piece and SWES students at SWES to include equity.	<p><i>c) This collaboration was really taking off pre-pandemic but was limited to an exchange of a few videos this past year. Our hope is to resume the in-person meetings and add age-appropriate components of the CCOR (Courageous Conversations on Race) that occur at NHS students affirming racial and cultural identities, and modeling their experiences regarding race as elementary students. - Margaret Petrovich, Counselor and Interim AP</i></p> <p>Two video workshops, developed by the Needham High School Own Your Peace and Courageous Conversations on Race student groups, were presented this year to the faculty along with discussion for implementation of the workshops. These video workshops promote affirmation of racial and cultural identities to SWES students, and use their own stories to model handling experiences of when they were in Elementary School. Grades 3-5 piloted the first workshop which enhanced class discussions affirming students' race and culture. A future goal is to continue OYP and/or CCOR collaboration with Needham High School students in person, as we have done in the past.</p> <p>- Margaret Petrovich, Counselor</p>	2021 - 2022

Objective 2.3: Continue to support the growing number of students in the district's Specialized Elementary Programs for Students with Autism and Related Developmental Disabilities (ELC or Early Learning Center)	1C 2B 2C 3A 3B 4C	a) Provide professional development to train staff on best practices for SEL, discipline and de-escalation of dangerous and destructive behaviors,	a) Training in Antecedent Teaching Systems and Practices by our BCBAs (Board Certified Behas resulted in a decrease in office referrals for student behavior.	2021 - 2022
		b) NEF Grant for the Creative Dance and Movement Group, <i>Dance4All</i> , for students.	b) Increase in student self-expression and decrease in negative student behaviors.	2021 - 2023
		c) CARE team collaboration and implementing strategies for teachers struggling with student behavior.	c) Increase in teachers' classroom management skills, less referrals for special education	2021 - 2024
		d) Create a weekly motor group for students in the ELC.	d) Program has resulted in an increase in physical skills and a decrease in negative student behaviors.	2021 - 2022
		e) Work on adapting space to meet needs that resulted from increased ELC population and pandemic restrictions.	e) ESY (Extended School Year) summer programming and a new classroom space dedicated to ELC enabled students to work in a distraction-free environment. <i>- Erin Vacaro, Special education Coordinator</i>	2021 -2022

Sunita Williams Elementary School Goal #3: Capitalize on the new technologies built into our new campus while creating and documenting new systems which best utilize the capability for 21st century learning and instruction.

Goals	Strategic Priority	Strategies Employed/ Action Steps	Impact on Students/ Ways to Measure Success	Timeline
Objective 3.1: Implement and/or adapt safety initiatives on our campus which best address its size, geographical location and modernized building systems.	2B 3A 3B 3C 4A	a) Continue and adapt existing safety protocols to match the logistics of our new campus.	<p>a) Fire, ALICE and Shelter-in-place drills were adapted to the new site and successfully practiced. We enhanced instant communication between staff through purchase of new and more appropriate walkie-talkies. More work is needed (and planned for this fall) to get all parties up to mastery level of the new lock down system. Students and staff have been educated in the nuances of the outdoor areas (Hillside Knoll Trail, Sensory Garden, Amphitheatre) particularly around safety issues involving flora and fauna.</p> <p>This slide show about safety illustrates two import pieces of the shift in safety initiatives implemented this year. PBIS and school rules (see introduction above). - <i>Michael Kascak, Principal</i></p>	2021 - 2023
		b) Make arrival and dismissal more efficient for families and students.	b) Maps, videos and written protocols created and shared with families will be continually updated as needed. School safety officers and Needham Police Department worked with us to ensure safety during drop-off and pick up given the heavy volume of traffic at our new location. - <i>Michael Kascak, Principal</i>	2021 - 2022
				2021 - 2023



Needham School Committee

May 17, 2022

Agenda Item: **Discussion**

Special Education Parent Advisory Council (SEPAC) Update

Background Information:

- The Special Education Parent Advisory Council Co-Chairs will provide the Committee with an update on initiatives and events during the 2021-22 school year.

Person Available for Presentation:

Jenn Scheck-Kahn, SEPAC Programming Co-Chair
Jill Yanofsky, SEPAC Co-Chair



Needham School Committee

May 17, 2022

Agenda Item: **Action**

Approve School Committee Policies

Action Recommended:

Upon recommendation of the Superintendent, that the Needham School Committee approves the following policies as submitted.

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

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: STUDENT TRANSPORTATION SERVICES	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' will 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 will be determined based on the further of the two legal residences from the school the child attends.

Policy for: STUDENT TRANSPORTATION SERVICES	Revision 3
Date Approved by School Committee:	Signature of Chair: Page 2 of 5

If the child is determined to be eligible for free transportation, transportation will be provided between school and both legal residences free of charge. If ineligible, transportation will be offered for a fee, on a space available basis, except that the family will 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 will 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 will not be required to pay a fee.

The Superintendent or designee is authorized to reimburse parents/guardians 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 will 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 will 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.

Policy for: STUDENT TRANSPORTATION SERVICES	Revision 3
Date Approved by School Committee:	Signature of Chair: Page 3 of 5

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.

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 a 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/guardians or by the school administration.

The measurements will be made from "portal to portal" over a commonly traveled route. Portal to portal will 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

Policy for: STUDENT TRANSPORTATION SERVICES	Revision 3
Date Approved by School Committee:	Signature of Chair: Page 4 of 5

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 will 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

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 or guardians/ drivers, and the efficient and effective administration of the school transportation program.

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

SC 5-17-22**SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS**

FILE

EEA

Policy for: STUDENT TRANSPORTATION SERVICES	Revision 3
Date Approved by School Committee:	Signature of Chair: Page 5 of 5

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/guardians 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
 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
 540 CMR 7.00
 540 CMR 21.00

SC 5-17-22

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS

FILE

EEAE/
EBBD

Policy for: SCHOOL BUS SAFETY PROGRAM	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/guardians 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 will be equipped with first aid and safety devices, for use in an emergency.
7. Drivers will be properly trained and licensed for their role, and will 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.

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

EEAE/
EBBD

Policy for: SCHOOL BUS SAFETY PROGRAM	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’ will 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
540 CMR 7.00
540 CMR 21.00

SC 5-17-22

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS

FILE

EEAEA

Policy for: SCHOOL BUS DRIVER EXAMINATION AND TRAINING		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, will be prohibited from operating a school transportation vehicle in Needham. Drivers will 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, will be not be permitted drive students in the Town of Needham.
- Drivers will 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.

5/13/22

SC 5-17-22

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

EEAEA

Policy for:

SCHOOL BUS DRIVER EXAMINATION AND TRAINING

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 will 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 will 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.

5/13/22

SC 5-17-22

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

EEAEA

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

Drivers found to be in violation of this policy will 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

540 CMR 7.00

540 CMR 21.00

SC 5-17-22

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

EEAEA-1

Policy for: DRUG & ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS		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.

5/13/22

Policy for: DRUG & ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS	Revision 0
Date Approved by School Committee:	Signature of Chair: Page 2 of 6

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, 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

Policy for: DRUG & ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS	Revision 0
Date Approved by School Committee:	Signature of Chair: Page 3 of 6

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.
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

SC 5-17-22

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

EEAEA-1

Policy for: DRUG & ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS		Revision 0
Date Approved by School Committee:	Signature of Chair:	Page 4 of 6

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.
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:

5/13/22

Policy for: DRUG & ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS	Revision 0
Date Approved by School Committee:	Signature of Chair: Page 5 of 6

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
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.

SC 5-17-22

**SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS**

FILE

EEAEA-1

Policy for: DRUG & ALCOHOL TESTING FOR SCHOOL TRANSPORTATION DRIVERS		Revision 0
Date Approved by School Committee:	Signature of Chair:	Page 6 of 6

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

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:

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

EEAEC

Policy for: STUDENT CONDUCT ON SCHOOL BUSES	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’ will 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/guardians 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/guardians will become responsible for transporting their children to and from school.

Under no circumstance will 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/guardians on or around school buses.

LEGAL REFERENCES:

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

SC 5-17-22

**SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS**

FILE

EEAFB

Policy for: MULTI-FUNCTION SCHOOL ACTIVITY BUS USE		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 will 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 will 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 will MFSABs be used as school buses to transport students on fixed routes between home and school, or between school and school bus stops.
- MFSABs will 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

SC 5-17-22

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

FILE

EEAFB

Policy for: MULTI-FUNCTION SCHOOL ACTIVITY BUS USE	Revision 0
Date Approved by School Committee:	Signature of Chair: Page 2 of 3

appearance of misuse, will 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, will not be transported.
- An employee's use of a MFSAB will be strictly voluntary. Under no circumstance will an employee receive compensation to drive students in connection with use of a MFSAB.
- A passenger's use of a MFSAB will be strictly voluntary. Parents/guardians who choose to allow their child to be transported in a District MFSAB must consent to such use. Parents/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/guardians will 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 will not be liable for the loss or damage of any personal property transported in a MFSAB.

SC 5-17-22

SCHOOL COMMITTEE POLICY NEEDHAM PUBLIC SCHOOLS

FILE

EEAFB

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

- MFSABs will 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/guardians 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 will 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

SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS

EEAG

Policy for: STUDENT TRANSPORTATION IN PRIVATE VEHICLES	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 parents/guardians 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.

SC 5-17-22**SCHOOL COMMITTEE POLICY
NEEDHAM PUBLIC SCHOOLS**

FILE

EEAG

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

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.

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 17, 2022

Agenda Item: **Action**

Vote on School Choice Program

- Background Information:
 - 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.

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 17, 2022

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
