



Needham School Committee

January 19, 2016

7:00 p.m.

**Broadmeadow School
School Committee Room**

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

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

Agenda Item: **Public Comments**

Background Information:

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

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

Agenda Item: **Discussion**

Public Hearing on the FY17 School Budget

Background Information:

- The public will be offered the opportunity to voice opinions, ask questions, and raise concerns regarding the proposed FY17 school budget for the School Committee's consideration.

Persons Available for Presentation:

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

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

Agenda Item: **Discussion**

Minuteman Regional High School Update

Background Information:

- Selectman Dan Matthews will provide an update on Minuteman Regional High School proposed agreement.

Persons Available for Presentation:

Mr. Daniel P. Matthews, Board of Selectmen

REGIONAL AGREEMENT

This Agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, among the towns of Acton, Arlington, Belmont, Boxborough, Carlisle, Concord, Lexington, Lincoln, Stow, Sudbury, Wayland, Weston, Bolton, Dover, Lancaster, and Needham, hereinafter sometimes referred to as member towns. In consideration of the mutual promises herein contained, it is hereby agreed as follows:

SECTION I: THE REGIONAL DISTRICT SCHOOL COMMITTEE

(A) Composition

The Regional School Committee, hereinafter sometimes referred to as "the Committee," shall consist of one member from each member city or town (the term "city" and the term "town" will hereinafter be referred to jointly as "community"). The members of the Committee shall be appointed as hereinafter provided. All members will serve until their respective successors are appointed and qualified.

(B) Staggering of Terms

The terms of office shall begin on July 1 and shall be for three years. In order to have approximately one third of the terms of office expire at the end of each year, the initial term of office of a Committee member representing a newly admitted community may be for shorter than three years, said determination to be made by vote of the Committee (or by lot, if there is more than one community being newly admitted at the same time).

(C) Appointing Authority

Members who have been appointed to the School Committee by their respective Town Moderators prior to the July 1 date on which this amended language becomes effective shall serve out the remaining one, two or three years of their term. Beginning on the July 1 when this amended language becomes effective, each member shall thereafter be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw or charter provide for appointment of that community's member by the Moderator. The language of the preceding sentence will also apply to any community newly admitted to the District whose membership in the District commences on or after the July 1 effective date of this amended language.

(D) Subsequent Terms of Office

Just prior to the conclusion of the initial terms spoken of in the subsection (B) above, the Appointing Authority of the member community will appoint a member of the Regional School Committee to serve a three year term beginning on July 1.

(E) Vacancies

Should a vacancy occur on the Regional School Committee for any reason, the unexpired term will be filled within sixty (60) days by the Appointing Authority of the community having the vacancy.

(F) Organization

At the first meeting of the Regional School Committee held after July 1, the Committee shall organize and choose a Chairman and a Vice-Chairman from among its membership and will choose a Secretary, who may or may not be from among its membership.

(G) Power and Duties

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this Agreement, and such other additional powers and duties as are specified in Section 16 to 16I, inclusive, of Chapter 71 of the General Laws and any amendments or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.

(H) Weighted Voting

Each member of the Regional School Committee will exercise a weighted vote, rounded to the nearest hundredth of a percent, which will be calculated and established as of July 1 of each year as follows. The first half of the weighted vote for all of the member communities will be the same. (For example, if hypothetically there were 16 member communities, then the first half of each member's weighted vote will be 1/16 of 50%, which would be 3.125%). The second half of each member community's weighted vote will be computed as follows. Based on the official October 1 student enrollment figures as determined by the Department of Elementary and Secondary Education ("DESE"), or its successor agency, a four year "rolling average" of the school's enrollment from member communities, using the most recent year's October 1 enrollment figures and those from the three preceding years, will be established. Using the same methodology, each member community's average percentage of student enrollment from all of the member communities for that period, rounded to the nearest hundredth of a percent, will be established and will be used as the second half of that member community's weighted vote to become effective on the following July 1. (For example, if over the four year period a member community supplied an average of 8.67% of the school's enrollment from all of the member communities, then, beginning on the following July 1 and extending for the next year, the second half of that member community's weighted vote would be 8.67% of 50%, which would be 4.335%). The two halves will then be added together, and rounded to the nearest hundredth of a percent, to establish that community's total weighted vote. (For example, using the hypotheticals expressed above in this paragraph, the hypothetical community's total weighted vote as of the July 1 in question would be 3.125% plus 4.335%, which would add to 7.46%). Assuming that a quorum as defined in subsection (I) below is present, and except for a vote to approve the annual budget, to incur debt, or to approve an amendment to this Agreement, a combined total of weighted votes amounting to over 50% of the weighted votes present shall constitute majority approval.

In order to approve the District's annual budget, a combined total of weighted votes equal to or exceeding 66.67% of the weighted vote of the entire Committee (i.e., not merely two thirds of the weighted vote of those present) shall be required.

In order to incur debt, a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the vote, shall be required. In order to approve an amendment to this Agreement, a three-fourths (3/4) vote of all of the members of the Regional School Committee, without regard for the weight of the votes, shall be required.

(I) Quorum

A majority of the total number of members of the Regional School Committee (regardless of the weighted votes) shall constitute a quorum. A quorum is necessary for the transaction of business, but an assemblage less than a quorum may adjourn a meeting.

SECTION II TYPE OF REGIONAL SCHOOL DISTRICT

The regional district school shall be a technical and vocational high school consisting of grades nine through twelve, inclusive. The Committee is also hereby authorized to establish and maintain such kinds of education, acting as trustees therefore, as may be provided by communities under the provisions of Chapter 74 of the General Laws and acts amendatory thereof, in addition thereto or dependent thereon, including courses beyond the secondary school level in accordance with the provisions of Section 37A of said Chapter 74.

SECTION III LOCATION OF THE REGIONAL DISTRICT SCHOOL

The regional district school shall be located within the geographical limits of the District, or within a radius of 5 miles from the intersection of Route 2 and Bedford Road, which intersection is in the town of Lincoln, provided that if a community where the school is located ceases to be a district member, the school may continue to be located in that community.

SECTION IV APPORTIONMENT AND PAYMENT OF COSTS

(A) Classification of Costs

For the purpose of apportioning assessments levied by the District against the member communities, costs shall be divided into two categories: capital costs and operating costs.

(B) Capital Costs

Capital costs shall include all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, reconstructing, or adding to a school building or buildings, the cost of remodeling or making extraordinary repairs to a school building or buildings, the cost of constructing sewerage systems and sewerage treatment and disposal facilities or the cost of the purchase or use of such systems with a municipality, and any other item of capital outlay for which a regional school district may be authorized to borrow, or which could be categorized as a capital expense in conformance with applicable law and regulation, including without limitation the cost of original equipment and furnishings for such school buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions, sewerage systems and sewerage treatment and disposal facilities, and any premises related to the foregoing in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes and other obligations issued by the District to finance capital costs.

(C) Operating Costs

Operating costs shall include all costs not included in capital costs as defined in subsection IV (B), but including interest on temporary notes issued by the District in anticipation of revenue.

(D) Apportionment of Capital Costs

1. The following method will be used for apportioning capital costs incurred prior to July 1, ~~2016~~2014:

After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs shall be annually apportioned to the towns which were members of the District as of June 30, ~~2016~~2014 for the ensuing fiscal year in the following manner. Each member town's share of capital costs for each fiscal year shall be determined by computing the ratio which the town's pupil enrollment in the regional district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment from all the member towns on the said date, except that if there is an enrollment of fewer than five pupils from any member town in the regional district school on said date, such member town shall be deemed to have an enrollment of five pupils in the regional district school. For the purpose of this subsection, in computing this apportionment the persons enrolled in courses or programs referred to in subsection IV (F) shall not be included.

2. The following method will be used for apportioning capital costs incurred on or after July 1, ~~2016~~2014:

After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs which are incurred on or after July 1, ~~2016~~2014 shall be apportioned to the member communities annually for the ensuing fiscal year in the following manner (for illustration purposes only, examples of these calculations appear in Appendix A.)

- a. Fifty percent (50%) of the capital costs will be apportioned to each of the member communities by computing the ratio which that community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, except that if there were an enrollment of fewer than ~~five (5) pupils~~one (1) pupil from any member community in the regional district school on any of the four (4) most recent October 1 dates, such member community will be deemed to have had an enrollment of ~~five (5) pupils~~one (1) pupil in the regional district school on said date.

- b. An additional one percent (1%) of these costs will be apportioned to each of the member communities regardless of student enrollment.

- c. The balance of these costs will be apportioned by applying DESE's combined effort yield (a measure of a community's ability to pay for education using property values and household incomes) to the percentage of each community's students (as defined by foundation enrollment) that are enrolled at Minuteman. The specific calculation is as follows:

- Each member community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, including the ~~five (5) pupils~~one (1) pupil minimum spoken of in 2,a above, will be identified.
- This average regional enrollment figure for each member community will be compared to that community's most recent October 1 "foundation enrollment" figure (determined by DESE), and the percentage of that community's most recent foundation enrollment figure which is comprised of that town's average regional enrollment figure will be computed.
- This percentage amount will be multiplied by the lesser of the "combined effort yield" or 100% of the "foundation budget" (using the most recent "final" numbers determined by DESE) for that community, resulting in a number to be called "combined effort yield at

Minuteman”.

- The numbers representing each community’s “combined effort yield at Minuteman” will be totaled, and each community’s percentage of that total (this percentage to be called “combined effort capital assessment share”) will be computed.
- Each community’s “combined effort capital assessment share” will be used to calculate the apportionment of the capital costs under this paragraph. (An example of the calculations described in this paragraph is found in the chart headed “Calculation Factor – Ch. 70 Combined Effort Capital Allocation” appearing on page 2 of Appendix A.)

In the event that changes occur at the state level in either the terminology or the calculation formulas that lie behind the terms used in this paragraph, the Committee will use a calculation approach which replicates the apportionment outcomes that would result from this paragraph if the terms of this paragraph were applied as of the effective date of this Regional Agreement.

(E) Apportionment of Operating Costs

The District will utilize the statutory method in the apportionment of operating costs. Pursuant to this method, the District will deduct from operating costs the total of any revenue from Chapter 70 state aid, Chapter 71 Regional Transportation Reimbursement, and any other revenue as determined by the Regional School Committee. The balance of all operating costs, except those described in subsection IV,F below, shall be apportioned to each member community as follows. Each member community’s share of operating costs will be the sum of the following: (a) the member’s required local contribution to the District as determined by the Commissioner of Elementary and Secondary Education (hereinafter “the Commissioner”); (b) the member’s share of that portion of the District’s net school spending, as defined by G.L. chapter 70, section 2, that exceeds the total of the required local contributions for all of the members; and (c) the member’s share of costs for transportation and all other expenditures (exclusive of capital costs as defined in subsection IV,(B) above) that are not included in the District’s net school spending. A member’s share of (b) and (c) above will be calculated by computing the ratio which that member’s pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to the total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures.

(F) Special Operating Costs

The Committee shall determine the operating costs for each fiscal year for any courses or programs which are offered by the District to persons other than secondary students attending the regular day regional vocational school. Each member community’s share of such special operating costs shall be apportioned by identifying each member community’s enrollment and/or participation rate in said courses or programs as compared to the overall enrollment and/or participation rate in said courses or programs. Normally said share shall be paid by the members as a special assessment in the fiscal year following the year of the course or program offering, although exceptions may be made whereby the payment will be made during the fiscal year of the course or program offering.

(G) Times of Payment of Apportioned Costs

Each member shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V(B), of the capital and operating costs. The annual share of each member community shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on

or before the dates indicated, respectively:

| | |
|-------------|------|
| September 1 | 25% |
| December 1 | 60% |
| March 1 | 75% |
| May 1 | 100% |

(H) Apportionment of Costs to New Members

1. The share of operating costs which will be paid by a new member community will be determined consistent with subsection IV(E) except that, for purposes of calculating that community's four (4) year rolling average of pupil enrollment, the number of "out of district" students from that community which were enrolled in the regional district school during each of the applicable four (4) years will be regarded as that community's "pupil enrollment" during those years for purposes of this calculation.

2. The Regional School Committee, prior to the admittance of a new member community, will have the option of negotiating a phase in of the amount of capital costs which will be assessed to that new member community during the first three years of membership in the District. Beginning no later than the fourth year of membership and thereafter, however, the new member community will be assessed the full capital cost apportionment that will result from an application of subsection IV(D).

(I) Incurring of Debt

Other than short-term borrowing for cash-flow purposes, the incurring of debt for purposes expressed in G.L. Chapter 71, section 16(d), will require at least a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the votes. If such a margin exists, the Committee must seek authorization for incurring debt by following the approach set out in G.L. Chapter 71, section 16, subsection (d). If one or more member communities vote disapproval of the debt, the Committee, by a majority of the weighted vote, may then seek authorization for the debt via Chapter 71, section 16, subsection (n). If and when subsection (n) is utilized, and if the incurring of debt is approved via subsection (n), the following option will be open to a member community if a majority of the registered voters voting on the question from that community voted to disapprove the incurring of debt in the subsection (n) election. Said community may seek to withdraw from the District consistent with the procedure in Section IX, and, if the notice of withdrawal is sent consistent with Section IX within sixty (60) days of the subsection (n) election, that community will not be responsible for a share of the debt service attributable to this new debt even if that community's withdrawal from the District is not approved by a majority of the member communities as required by Section IX, or even if the withdrawal of said community is disapproved by the Commissioner. Communities whose resident voters disapprove the incurring of the debt in the subsection (n) election but which do not give a notice of withdrawal consistent with Section IX will remain members of the District and will share in the debt service for the new debt consistent with the apportionment process in this Section IV.

SECTION V BUDGET

(A) Tentative Operating and Maintenance Budget

The Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to become due in such fiscal year on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the member communities. The said Committee shall mail a copy to the chairman of the Board of Selectmen and the Finance or Advisory Committee, if any, of each member town at least fifteen days prior to the date on which the final operating and maintenance budget is adopted by the Committee, said copy to be itemized in a fashion consistent with DESE's chart of accounts.

(B) Final Operating and Maintenance Budget

After conducting a public hearing consistent with G.L. Chapter 71, section 38M, the Committee shall adopt an annual operating and maintenance budget for the ensuing fiscal year not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31, provided that said budget need not be adopted earlier than February 1. Said adoption of the budget will require a combined total of weighted votes equal to or exceeding 66.7% of the weighted vote of the entire Regional School Committee (i.e., not merely two-thirds of the weighted vote of those present at the meeting). Said annual operating and maintenance budget shall include debt and interest charges and any other current capital costs as separate items, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section IV. The amounts so apportioned to each member community shall be certified by the district treasurer to the treasurer of such member community within thirty days from the dates on which the annual operating and maintenance budget is adopted by the Committee, and each such community shall, at the next annual town meeting or meeting of the city council, appropriate the amounts so certified. The annual Regional School District budget shall require approval by the local appropriating authorities of at least two-thirds (2/3) of the member communities consistent with G.L. Chapter 71, section 16B.

SECTION VI TRANSPORTATION

School transportation shall be provided by the regional school district and the cost thereof shall be apportioned to the member communities as an operating cost.

SECTION VII AMENDMENTS

(A) Limitation

This Agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes or other evidences of indebtedness of the District then outstanding, or the right of the District to procure the means for payment thereof, provided that nothing in the section shall prevent the admission of new communities to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon.

(B) Procedure

Any proposal for amendment, except a proposal for amendment providing for the withdrawal of a member community (which shall be acted upon as provided in Section IX), may be initiated by a vote of at least three-fourths (3/4) of all of the members of the Regional School Committee, without regard for the weight of the votes, so long as the proposed amendment was discussed as an agenda item at no less than one prior Committee meeting. Alternatively, a proposal for amendment may be initiated by a petition signed by at least 10 per cent of the registered voters of any one of the member communities. In the latter case, said petition shall contain at the end thereof a certification by the Municipal Clerk of such member community as to the number of registered voters in said community according to the most recent voting list and the number of signatures on the petition which appear to be the names of registered voters of said community and said petition shall be presented to the secretary of the Committee. In either case, the Secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen, or City Council, of each of the member communities that a proposal to amend this Agreement has been made and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The Selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the proposal or the substance thereof, and the City Council in each member city shall vote on said proposed amendment within two months of its submittal to the Committee. Such amendment shall take effect upon its acceptance by all of the member communities, acceptance by each community to be by a majority vote at a town meeting in the case of a town, or by majority vote of the City Council in the case of a city, and after approval by the Commissioner.

(C) Approval by Commissioner

All amendments to this Agreement are subject to the approval of the Commissioner.

SECTION VIII ADMISSION OF NEW COMMUNITIES

By an amendment of this Agreement adopted under and in accordance with Section VII above, any other community or communities may be admitted to the regional school district. The effective date for the admission of each such new member shall be the July 1 following the adoption by the District of such an amendment, the acceptance by all of the existing members, and the approval by the Commissioner. All of the above approvals must be completed by December 31 for the new member to be admitted on the following July 1. Such admission also shall be subject to compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment.

SECTION IX WITHDRAWAL

(A) Procedure

Consistent with 603 CMR 41.03(2) the withdrawal of a member community can occur only as of July 1 of a given fiscal year. A notice of desire to withdraw must be initiated by a two-thirds (2/3) vote of the legislative body of the member community, which must occur no less than three (3) years prior to the desired July 1 withdrawal date. The Municipal Clerk of the community seeking to withdraw must notify the Regional School Committee in writing within seven (7) days of the vote of the legislative body that the two-thirds (2/3) vote has occurred, and the receipt of the notice of withdrawal will be acknowledged in the minutes at a Regional School Committee meeting. Within seven (7) days of its receipt, the District's Clerk will notify in writing the Municipal Clerks of all of the member communities that a notice of withdrawal has been received.

Once this notice of withdrawal is given, it may not be rescinded without the unanimous consent of the members of the Regional School Committee. The withdrawal of a community will be allowed only if it is approved by a majority of the other member communities. A failure of the legislative body of a member community to vote disapproval of a requested withdrawal within sixty (60) days of the notice of withdrawal being submitted to the Regional School Committee will constitute approval. During this three (3) year notice period, the departing member will continue to be responsible for the following:

1. Payment of its share of operating costs apportioned by way of subsection IV(E).
2. Payment of its share of capital costs apportioned by way of subsection IV(D), except that no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after said disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I). Similarly, no apportionment for a withdrawing member will be made for a share of any debt incurred after the member has given a notice of withdrawal.
3. The withdrawing community shall continue to have a right to appoint and be represented by its member on the School Committee with full voting authority until the date of final withdrawal, on which date the withdrawing community member's term shall end.

(B) Continuing Obligations After Withdrawal

A departing member shall have no right or claim to the assets of the District, and a departing member shall continue to be responsible, after withdrawal, for the following:

1. Payment of its share of capital costs incurred prior to withdrawal apportioned by way of subsection IV(D), provided that for purposes of this apportionment the withdrawn community's enrollment shall be deemed to be its enrollment determined pursuant to subsection IV(D) immediately prior to the date of its notice of intent to withdraw, except that:
 - a. no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after which disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I); and,
 - b. no apportionment for a withdrawing member will be made for a share of debt that was incurred by the District following receipt of the withdrawing member's notice of intent to withdraw, such notice having not been rescinded.

(C) Commissioner's Approval

Consistent with 603 CMR 41.03(2) the withdrawal of any member requires the approval of the Commissioner of Education, and all requisite approvals must be obtained no later than the December 31 preceding the July 1 effective date of withdrawal.

(D) Amendment to Agreement

The withdrawal of a member which occurs consistent with this Section~~the above~~ will, upon its completion, constitute an amendment to the Regional Agreement, regardless of the fact that said amendment was not processed via the procedure contained in Article VII.

(E) Initial Procedure for Withdrawal

Consistent with 603 CMR 41.03(2), the communities of Boxborough, Carlisle, Dover, Lincoln,

Sudbury, Wayland, and Weston may withdraw from the District effective on the first July 1 after the first December 1 following the Commissioner of Education's approval of the 2016 Amended Regional Agreement, all of the following requirements having been met by each departing member:

(a) On or before March 1, 2016, voted by simple majority of its legislative body to confirm its commitment to withdraw from the District;

(b) On or before March 1, 2016, voted to approve the 2016 Amended Regional Agreement;

(c) Approval of the 2016 Amended Regional Agreement by the Commissioner of Education.

A vote by any member to adopt the 2016 Amended Regional Agreement shall also constitute approval of the withdrawal of any or all of the communities of Boxborough, Carlisle, Dover, Lincoln, Sudbury, Wayland, and Weston from the District pursuant to the Initial Procedure for Withdrawal.

The terms of School Committee members representing communities which withdraw under this Initial Procedure for Withdrawal shall end on the withdrawal date of the community which the member represents. No such community shall have any right or claim onto the assets of the District. Such communities shall continue to be responsible for their respective shares of the District's indebtedness as of the withdrawal date, except that no community withdrawing under this Initial Procedure for Withdrawal shall be responsible for District debt incurred after December 10, 2015.

SECTION X TUITION STUDENTS

(A)

The Committee may accept for enrollment in the regional district school pupils from communities other than member communities on a tuition basis. Income received by the District from tuition pupils and not previously deducted from operating costs shall be deducted from the total operating costs in the next annual budget to be prepared after the receipt thereof, prior to apportionment under Section IV to the member communities, provided that income identified as a contribution to capital costs shall be applied to the capital budget.

(B)

Subject to state law, and applicable regulations, effective June 30, 2018, it shall be the policy of the District to admit out-of-district students only based on tuitions and charges equal or greater than the District's similarly-calculated average per pupil cost for in-district communities as determined by the Committee. Exceptions to this policy may only be made by two-thirds weighted vote of the Committee. The provisions of this paragraph (B) shall not apply to incoming school choice students under M.G.L. c. 76, § 12B.

SECTION XI FISCAL YEAR

The fiscal year for the district shall run from July 1 to June 30.

SECTION XII SUBMISSION FOR APPROVAL

This Agreement shall be submitted for approval pursuant to the applicable provisions of Chapter 71 of the General Laws.

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

Agenda Item: **Discussion**

2015 MCAS Results

Background Information:

- This is an annual report on the district's performance on the Massachusetts Comprehensive Assessment System (MCAS) tests administered to all students in grades 3 through 10.
- Overall, Needham students performed exceptionally well, and we have noted areas for improvement and growth.

Persons Available for Presentation:

Dr. Terry Duggan, Director of Student Learning



Needham Public Schools

A school and community partnership that:
creates excited learners • demands excellence • fosters integrity

January 12, 2016

To: Dan Gutekanst, Superintendent
From: Terry Duggan, Director Student Learning

RE: 2015 MCAS Results

During the 2014-2015 school year, districts across the state were given the option to participate in either the MCAS or the PARCC assessment system. Statewide, 46% took the MCAS and 54% of the districts took the PARCC test. Needham Public Schools' was among those districts choosing to stay with the MCAS test for this year. As has been the case since the inception of MCAS, students in grades 3-8 and 10 participated in the MCAS test in ELA and Math. Additionally, students in grades 5, 7, and 10 participated in the MCAS Science assessment.

The choice to stay with MCAS was influenced by the fact that there was a great deal of uncertainty as to the Department of Elementary and Secondary Education (DESE) decision on the future of the PARCC test. Needham had participated in a pilot of both the online and paper versions of the PARCC assessment in 2013-2014 and our experience with the pilot along with feedback from teachers and students led us to decide that remaining with the MCAS test for 2015 was in the best interests of our students and would provide us with continued longitudinal information to inform both curriculum and instructional practices.

In early September 2015, the DESE released official school and district MCAS Scores to the public. Individual student MCAS reports were mailed home to families in October.

Because it was the first full administration of the PARCC test, additional time was needed to establish scoring standards and scaled score ranges. Additionally, with the scores from PARCC being different from those of the MCAS test, in order to determine accountability ratings the DESE developed a process called "equipercentile linking" that mathematically linked PARCC and MCAS results. This process was used to calculate the metrics (e.g. % Advanced & % Warning/Failing CPI, SGP) that are needed to calculate the accountability ratings for all districts. Consequently, PARCC scores were not released until early November 2015 and accountability ratings for districts and schools were delayed until mid December 2015.

On November 17th, the Massachusetts Board of Elementary and Secondary Education decided to transition to a new updated version of the MCAS test (MCAS 2.0) rather than to adopt the PARCC assessment. The development of a next generation state assessment program is slated to begin immediately with plans for implementation in the 2016-2017 school year. The new test will include both PARCC and MCAS items, along with items developed specifically for the Massachusetts tests.

The enclosed document highlights the 2014-2015 MCAS results for Needham. Our students continue to outperform the state at every grade level in both ELA and Math. Trends in minority and ELL students' achievement continue to be positive. How student achievement will be measured in future years has been the focus of our thinking and planning over several years and we have made adjustments in curriculum and instruction accordingly. While the DESE's decision for a new MCAS test will likely result in a more rigorous assessment that will push our students to apply higher order thinking skills, we are confident that our students will be well-prepared to achieve at these higher levels.

2015 MCAS Report

Terry Duggan, Ed.D
January 2016

[1]

Highlights

Accountability System

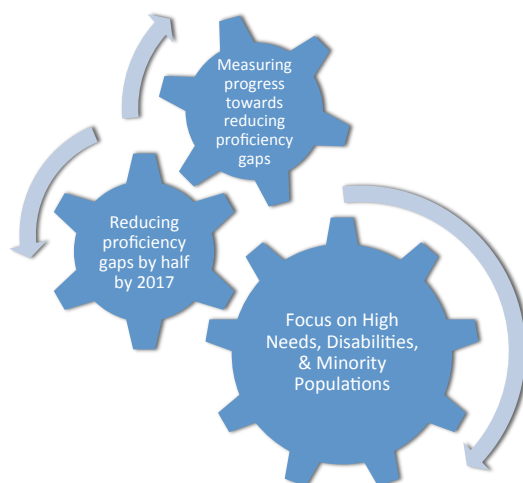
Performance trends on key MCAS Indexes

MCAS 2.0

ESSA replaces NCLB

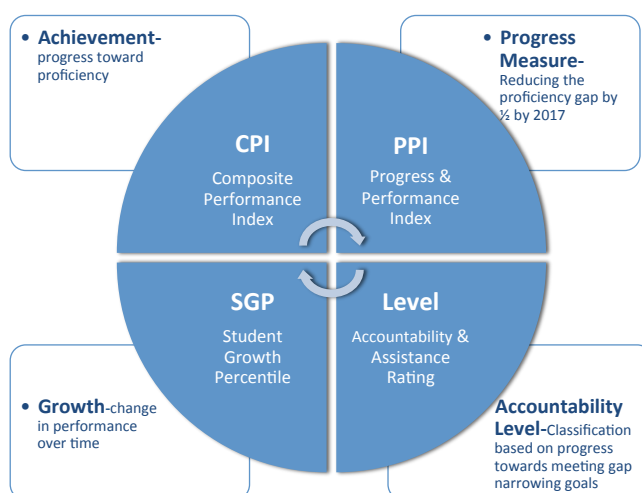
[2]

Accountability: Key Concepts



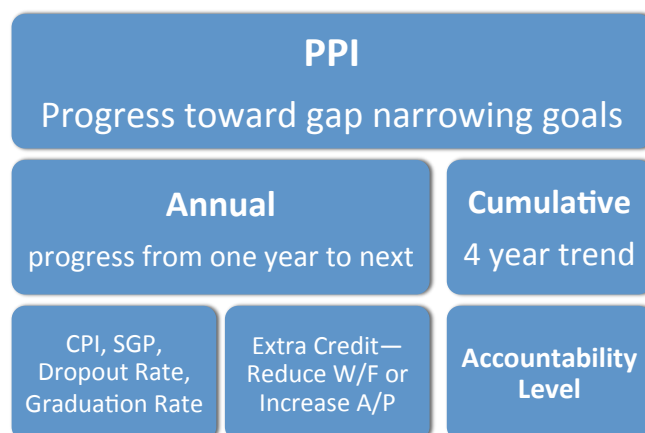
{ 3 }

Accountability: Key Indices



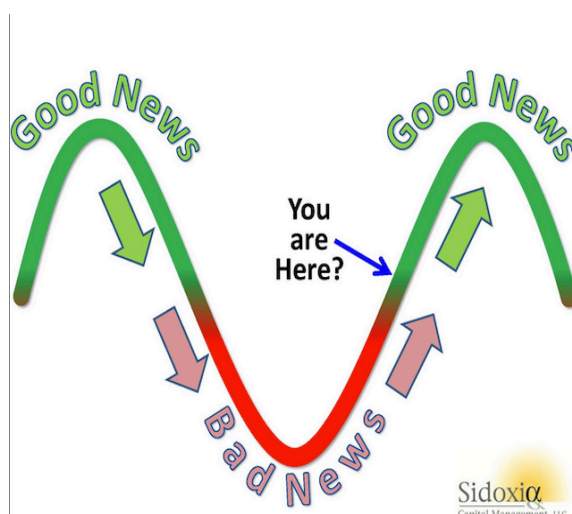
{ 4 }

Accountability Level



[5]

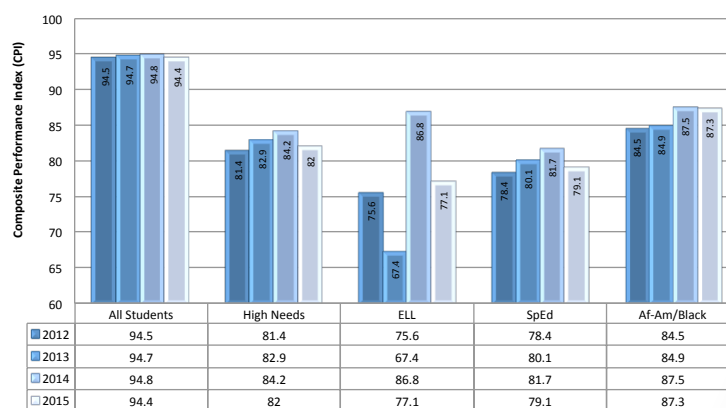
What do the indices tell us?



[6]

CPI: ELA Achievement

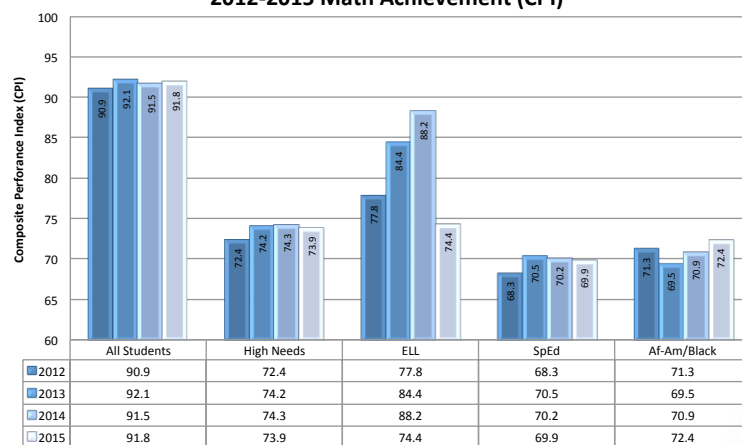
2012-2015 ELA Achievement (CPI)



(7)

CPI: Math Achievement

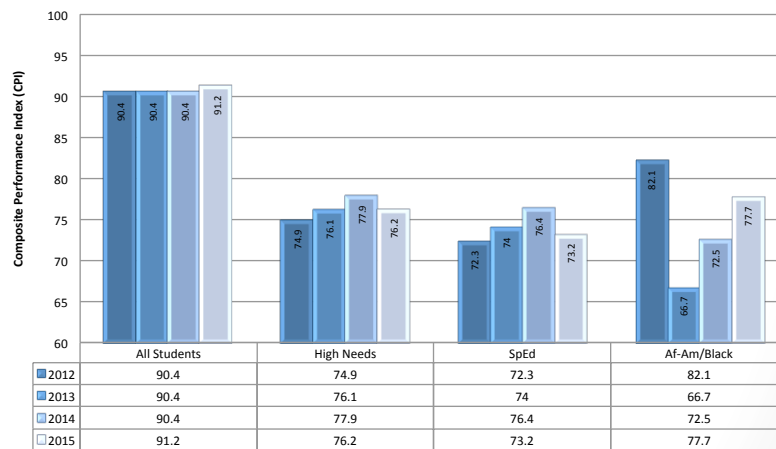
2012-2015 Math Achievement (CPI)



(8)

CPI: Science Achievement

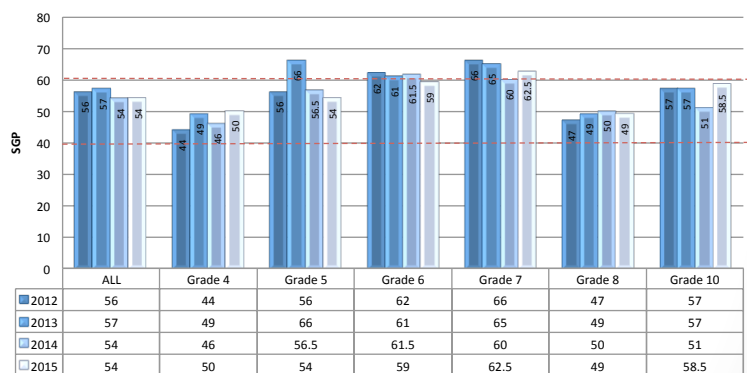
2012-2015 Science Achievement (CPI)



(9)

SGP: ELA Growth

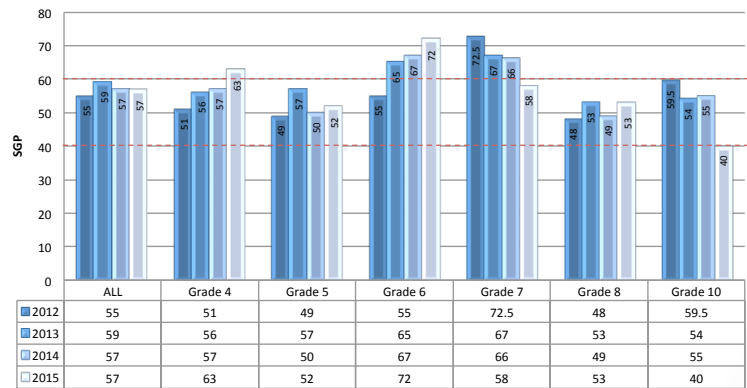
MCAS ELA—Growth (SGP)
All Students 2012-2015



(10)

SGP: Math Growth

MCAS Math--Growth (SGP)
All Students 2012-2015



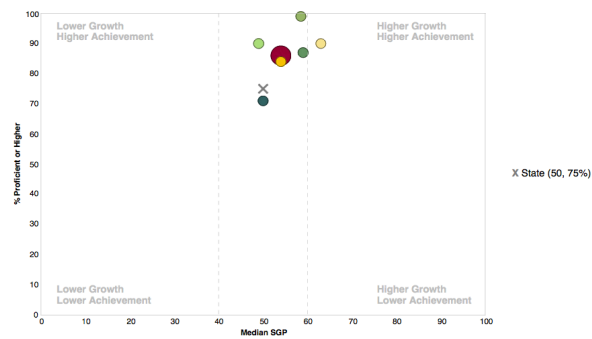
(11)

Achievement & Growth: ELA



Spring 2015 MCAS District Achievement and Growth
English Language Arts
by Grade

District: Needham
Grade: All Grades



| | Median SGP | N Students (SGP) | % Proficient or Higher | N Students (Ach. Level) |
|------------|------------|------------------|------------------------|-------------------------|
| All Grades | 54 | 2,318 | 86 | 2,976 |
| Grade 04 | 50 | 392 | 71 | 408 |
| Grade 05 | 54 | 396 | 84 | 440 |
| Grade 06 | 59 | 348 | 87 | 449 |
| Grade 07 | 63 | 391 | 90 | 401 |
| Grade 08 | 49 | 445 | 90 | 458 |
| Grade 10 | 58.5 | 356 | 99 | 406 |

Median student growth percentile (SGP) is not calculated if the number of students with SGP is less than 20.

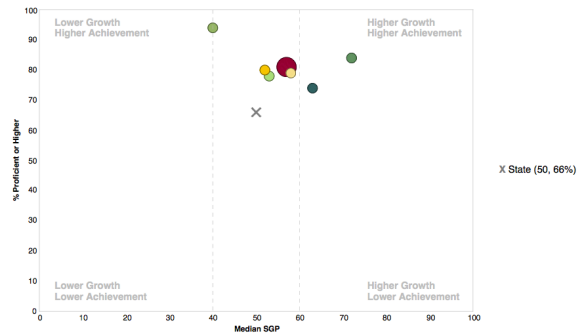
(12)

Achievement & Growth: Math



Spring 2015 MCAS District Achievement and Growth
Mathematics
by Grade

District: Needham
Grade: All Grades



| | Median SGP | N Students (SGP) | % Proficient or Higher | N Students (Ach. Level) |
|------------|------------|------------------|------------------------|-------------------------|
| All Grades | 57 | 2,414 | 81 | 2,992 |
| Grade 04 | 63 | 358 | 74 | 411 |
| Grade 05 | 52 | 427 | 80 | 440 |
| Grade 06 | 72 | 423 | 84 | 449 |
| Grade 07 | 58 | 393 | 79 | 403 |
| Grade 08 | 53 | 443 | 78 | 459 |
| Grade 10 | 40 | 370 | 84 | 416 |

Median student growth percentile (SGP) is not calculated if the number of students with SGP is less than 20.

13

Accountability Level: District

2015 Preliminary Accountability Data - Needham

| District Information | |
|----------------------|--------------------|
| District: | Needham (01990000) |
| Region: | Greater Boston |
| Title I Status: | Yes |

| Accountability Information | | About the Data |
|-------------------------------------|--|----------------|
| Accountability and Assistance Level | | |

Level 2 One or more schools in the district classified into Level 2

This district's determination of need for special education technical assistance or intervention

Meets Requirements-At Risk (MRAR)

| This district's progress toward narrowing proficiency gaps (Cumulative Progress and Performance Index: 1-100) | | | | | View Detailed 2015 Data |
|---|--------------------------|---------------|---------------|---------------------|-------------------------|
| Student Group (Click group to view subgroup data) | On Target = 75 or higher | | More progress | | |
| | Less progress | More progress | | | |
| All students | | | 88 | Met Target | |
| High needs | | | 72 | Did Not Meet Target | |
| Econ. Disadvantaged | | | - | | |
| ELL and Former ELL | | | 64 | Did Not Meet Target | |
| Students w/disabilities | | | 64 | Did Not Meet Target | |
| Amer. Ind. or Alaska Nat. | | | - | | |
| Asian | | | 100 | Met Target | |
| Afr. Amer./Black | | | 67 | Did Not Meet Target | |
| Hispanic/Latino | | | 78 | Met Target | |
| Multi-race, Non-Hisp./Lat. | | | 89 | Met Target | |
| Nat. Haw. or Pacif. Isl. | | | - | | |
| White | | | 90 | Met Target | |

14

Accountability Level: Schools

| School Accountability Information | | | About the Data |
|-------------------------------------|-------------------|-------------------------|-------------------------------------|
| School | School Type | Title I Status | Accountability and Assistance Level |
| Broadmeadow | Elementary School | Non-Title I School (NT) | Level 1 |
| John Eliot | Elementary School | Title I School (TA) | Level 2 |
| Hillside Elementary | Elementary School | Title I School (TA) | Level 2 |
| William Mitchell | Elementary School | Non-Title I School (NT) | Level 1 |
| Newman Elementary | Elementary School | Non-Title I School (NT) | Level 2 |
| Pollard Middle | Middle School | Non-Title I School (NT) | Level 2 |
| High Rock School | Middle School | Non-Title I School (NT) | Level 1 |
| Needham High | High School | Non-Title I School (NT) | Level 2 |

Initially: Three of our eight schools achieved a Level 1 accountability rating

Now: Four of our eight schools have achieved a Level 1 accountability rating
NHS reclassified as Level 1

15

Accountability Levels 2015: Comparable Districts

| Community | Accountability Level | | | | | Community | Accountability Level | | | | |
|------------------|----------------------|------|------|------|-------|------------|----------------------|------|------|------|-------|
| | 2012 | 2013 | 2014 | 2015 | | | 2012 | 2013 | 2014 | 2015 | |
| Belmont | 2 | 1 | 1 | 1 | PARCC | Natick | 2 | 2 | 2 | 2 | PARCC |
| Brookline | 2 | 2 | 2 | 2 | MCAS | Needham | 2 | 2 | 2 | 2 | MCAS |
| Concord | 2 | 2 | 2 | 2 | PARCC | Newton | 2 | 2 | 2 | 2 | PARCC |
| Concord-Carlisle | 2 | 2 | 2 | 2 | MCAS | Norwood | 2 | 2 | 2 | 2 | PARCC |
| Dedham | 2 | 2 | 2 | 2 | MCAS | Sherborn | 1 | 1 | 1 | 1 | MCAS |
| Dover | 1 | 1 | 1 | 1 | MCAS | Walpole | 2 | 2 | 2 | 2 | MCAS |
| Dover-Sherborn | 1 | 2 | 1 | 2 | MCAS | Wayland | 2 | 2 | 2 | 2 | PARCC |
| Framingham | 3 | 3 | 3 | 3 | PARCC | Wellesley | 2 | 2 | 2 | 1 | MCAS |
| Holliston | 1 | 2 | 2 | 2 | MCAS | Weston | 2 | 1 | 2 | 2 | PARCC |
| Hopkinton | 2 | 2 | 2 | 2 | MCAS | Westwood | 2 | 2 | 2 | 2 | PARCC |
| Lexington | 2 | 2 | 2 | 2 | MCAS | Winchester | 2 | 2 | 2 | 2 | MCAS |
| Medfield | 2 | 2 | 2 | 2 | MCAS | | | | | | |

- Level 1: 4 Districts (17%)
- Level 2: 18 Districts (78%)
- Level 3: 1 District (4%)
- MCAS: 14 Districts (61%)
- PARCC: 9 Districts (39%)

16

Accountability Levels 2015: State

2015 District and School Level Summary:

| Statewide Totals by Level | Districts | | Schools | |
|---------------------------|------------|-------------|--------------|-------------|
| | # | % | # | % |
| Level 5 | 2 | 1% | 4 | 0% |
| Level 4 | 9 | 2% | 34 | 2% |
| Level 3 | 61 | 16% | 287 | 18% |
| Level 2 | 237 | 62% | 821 | 51% |
| Level 1 | 71 | 19% | 464 | 29% |
| Total | 383 | 100% | 1,610 | 100% |

- Level 1 Districts: 19% (same as in 2014)
- Level 2 Districts: 62% (up from 60% in 2014)
- Level 3 Districts: 16% (down from 17% in 2014)

(17)

Headline Story #1: 2015 Students w/Disabilities

Good News !

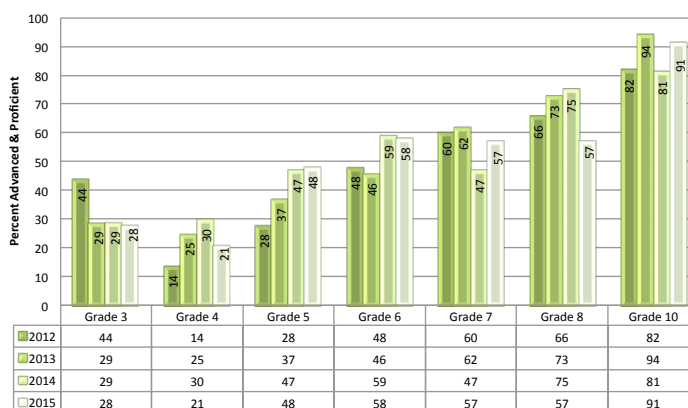
Positive trend in % Students scoring advanced and proficient in ELA and Math at a number of grade levels

(18)

Achievement: ELA

Students w/Disabilities

**MCAS ELA % Advanced & Proficient
Students w/Disabilities 2012-2015**

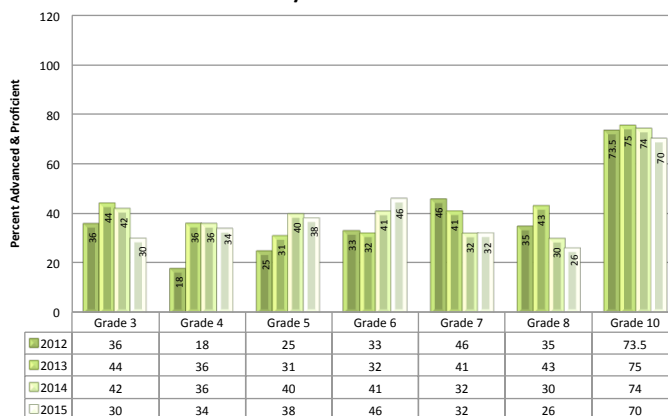


(19)

Achievement: Math

Students w/Disabilities

**MCAS Math % Advanced & Proficient
Students w/Disabilities 2012-2015**

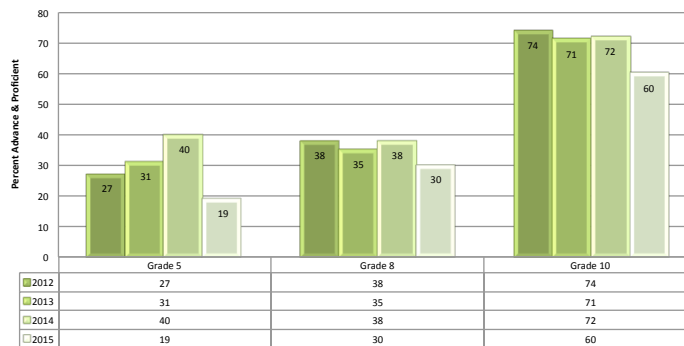


(20)

Achievement: Science

Students w/Disabilities

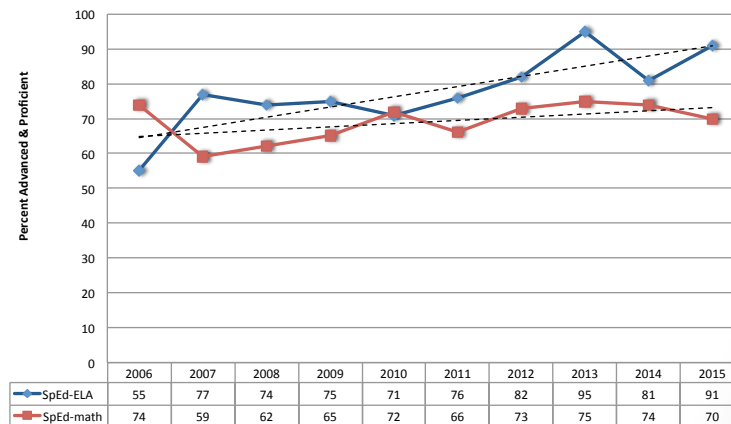
MCAS Science % Advanced & Proficient
Students w/Disabilities 2012-2015



(21)

Students w/Disabilities Progress

Grade 10 Students w/Disabilities ELA & Math Trends
(Advanced & Proficient)



(22)

Headline Story #2:

Black, Asian, Latino & ELL Students

Good News !

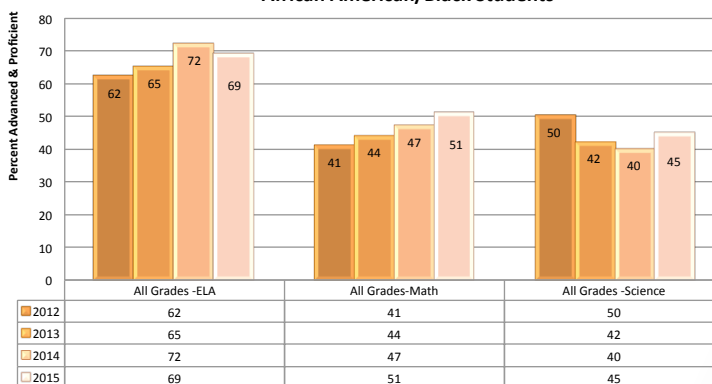
Positive trends in minority students' achievement in ELA and Math

(23)

Achievement: ELA & Math

African American/Black students

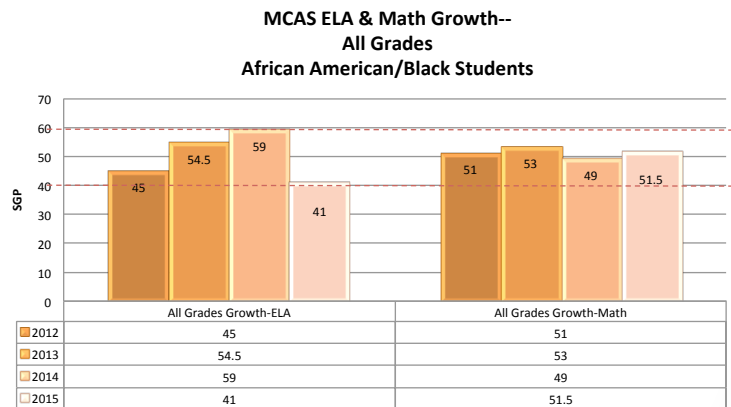
MCAS ELA, Math & Science Achievement--
All Grades
African American/Black Students



(24)

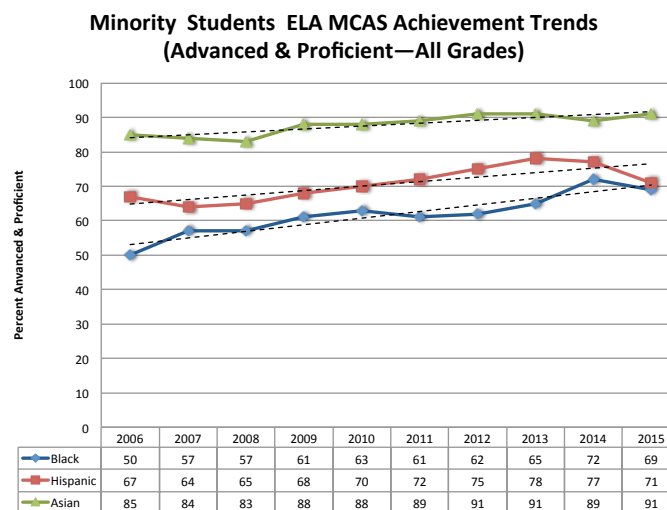
Growth

African American/Black students



(25)

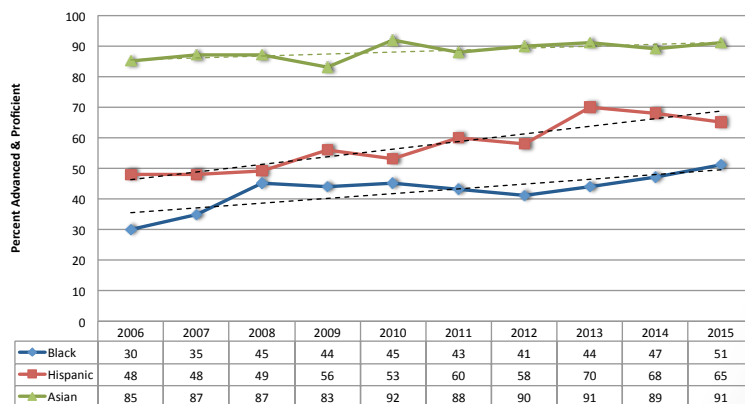
Minority Students' Progress: ELA



(26)

Minority Students' Progress: Math

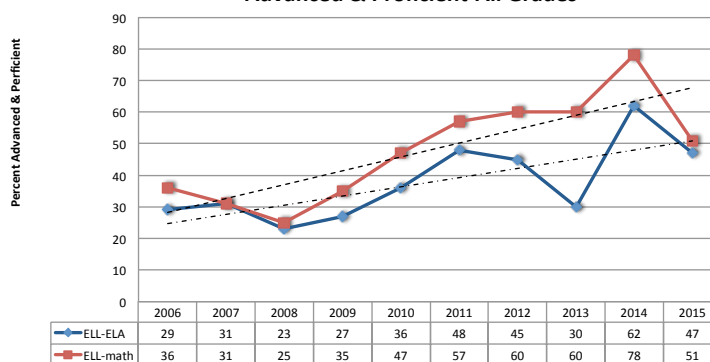
**Minority Students MCAS Math Achievement Trends
(Advanced & Proficient-All Grades)**



(27)

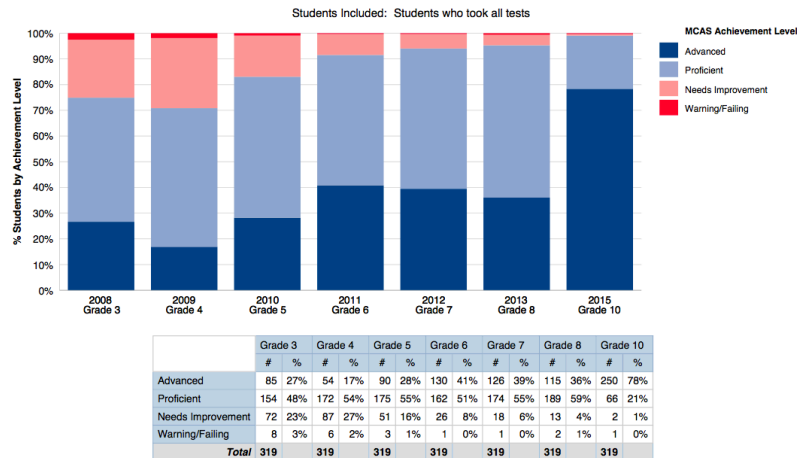
ELL Students Progress

**ELL Students MCAS ELA & Math Achievement Trends
Advanced & Proficient-All Grades**



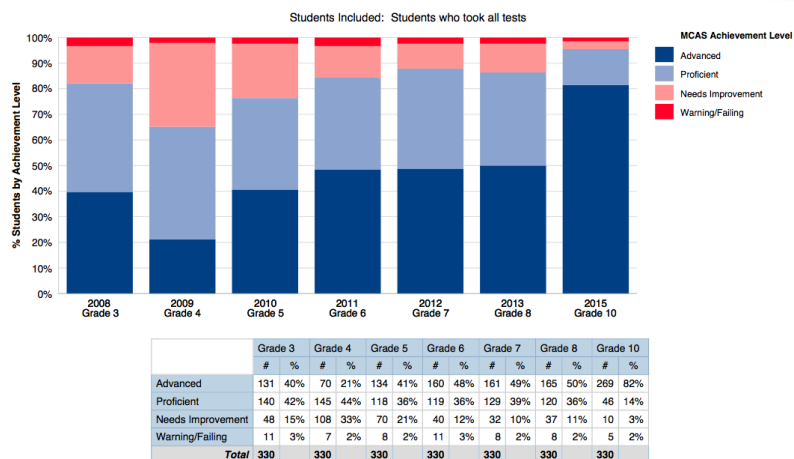
(28)

Cohort Achievement: Class of 2017: ELA



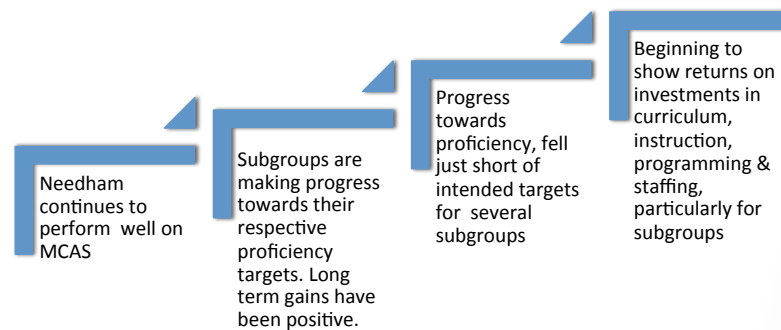
29

Cohort Achievement: Class of 2017: Math



30

So what does this mean?



(31)

Moving Forward

- School based teams analyze district, school, subgroup and individual student data along with other available data sources to identify areas of strength & improvement
- Special and general education teachers team to:
 - Use data to determine needs and solutions for particular students/groups
 - Focus on instructional practices and experiences that have already improved student achievement
- Adjust curriculum if necessary
- Retests

(32)

Areas of Focus

- Reading (3-10)
 - Key Ideas & details
- Writing (3-10)
 - Text types and purposes
- Math (3-5)
 - Measurement & Data
 - Number & Operations w/Fractions
- Math (6-10)
 - Geometry
 - Number Systems
 - Functions

(33)

Headline Story #3:

Breaking News !

Change in testing will be
happening soon!

(34)

Assessment 2015-2016

- On November 17, 2015 the Board of Elementary and Secondary Education voted to:
 - Transition to a next-generation MCAS (MCAS 2.0)
 - Administer MCAS 2.0 in spring 2017
- Implications for 2015-2016 test:
 - Districts default to the test administered in 2015
 - MCAS test will be administered in Needham in 2016
 - ELA and Mathematics MCAS tests in grades 3–8 will be supplemented with a small number of PARCC test items.

(35)

Assessment 2015-2016

- All districts will continue to administer:
 - Grade 5 & 8 Science and Technology/Engineering tests
 - Grade 10 MCAS ELA & Math tests
 - High School MCAS Science and Technology/Engineering tests
 - MCAS-ALT
 - ACCESS for ELLs 2.0

(36)

Assessment 2015-2016

- Modifications in ELA test:
 - Students in grades 3-8 will be required to write in response to text in one PARCC item incorporated into the test.
 - Composition in grades 4 and 7 will be eliminated
 - Composition in grade 10 will remain in place
 - Grades 3-8 ELA testing will start one week later and end one week later (March 28-April 12) Other testing dates remain the same

(37)

The Future: MCAS 2.0

- Paper/pencil test administered in Spring 2017
- Online test targeted to be administered Spring 2019
- DESE maintains relationship with PARCC to ensure development of high quality test items, while sharing costs with other member states
- Advisory groups of K-12 teachers, higher ed faculty and assessment experts to provide input on:
 - Content, length and scheduling of new tests;
 - Testing policies for students with disabilities and ELLs
 - Requirements for high school competency determination
 - Feasibility of reinstating a history and social science test

(38)

ESSA: Testing

- Annual testing in grades 3-8 and once in high school in reading and math continues
- 95% student participation requirement for annual tests
- Each state will set its own targets and decide on its own path to improvement
- States have options to de-emphasize test scores as a factor in teacher evaluations
- Comparing test scores across states no longer possible
- Resources for states to audit and streamline testing programs
- States create their own accountability formulas

(39)

Questions/Comments?

(40)

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

Agenda Item: **Discussion**

FY17 Budget Discussion

Background Information:

- This will be the fourth of several discussions about the FY17 budget.
- Please refer to the FY17 budget book for detailed information.

Persons Available for Presentation:

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

Revolving Fund FY17 Budget Request

| | |
|---------------------------|---|
| Fund Name: | Preschool (2350-3610) |
| Fund Manager: | Preschool Program Coordinator |
| Executive Summary: | No Change to Program Fees; Reduction in Typically-Developing Program Slots |

Budget Overview:

This account funds the Integrated Preschool Program provided on a fee-basis to typically-developing youngsters at the Newman Elementary School. The Preschool Program provides services to three, four and five-year olds, three or four days per week for 2.5 hours/day, in the morning and afternoons. Morning integrated programs run from 9:00-11:30 a.m. and afternoon programs run from 12:30-3:00 p.m. "Lunch bunch," a supervised lunch program, runs from 11:30-12:30 each day for students enrolled in the morning sessions. Fee-based summer programming was added in FY10. The Preschool operates mixed-age classrooms designed to meet the diverse needs of our preschool students in a developmentally-appropriate setting.

The Preschool Program enrolls up to 66 special education students on IEP's and up to 64 typically developing children from the Needham community. (The Preschool must maintain a student ratio of 8 typically developing students to 7 special education students in its integrated classrooms.) The special needs population receives mandated special education services free of charge from the Needham Public Schools. The remaining children are "typically" developing children from the community, who pay tuition to attend the program. Preschool services for special education youngsters are funded through a combination of regular school operating budget and grant accounts (including the federal early childhood and special education entitlement grants.)

Enabling Legislation:

M.G.L. Chapter 71 Section 47

Critical Issues:

A critical issue since FY15 has been low enrollment of fee-paying students, which has resulted in revenue deficits for the fee-based program. In FY16, the revenue deficit is estimated at \$54,393. During the current year, the Preschool launched several initiatives to boost enrollment, including a sophisticated marketing campaign, the introduction of a 'double session' option for parents in need of full-day care, and a change in policy that opened enrollment to Needham staff members. In addition, a 0.74 FTE teaching assistant position in the revolving fund was held vacant and 1.39 FTE teaching assistants were moved from the fee-based program to other funding sources, to help balance the revolving fund budget.

For FY17, the Superintendent recommends that the 1.39 FTE teaching assistants be paid from the 94-142 grant, as part of a plan to increase the number of direct service personnel funded by the grant and reduce the amount

of indirect and contractual service expense charged to the grant. To ensure fiscal sustainability in the fee-based program, the 0.74 FTE teaching assistant position that was held vacant in FY16 will be eliminated.

As a result of these changes, preschool enrollment has increased, although still not to capacity, and the fiscal situation has been stabilized. The current year staffing changes mentioned above have enabled fee revenue to cover both the prior year (FY15) revenue deficit of \$14,339 and fully-fund projected operating expenses in the current year. Continuing this staffing pattern for FY17 will enable the revolving fund to re-build fund balance to just under one month operating reserves, or \$23,147, after accounting for fee pre-collections. If enrollment continues to increase, it may be possible for the revolving fund to resume funding for additional teaching assistants in FY18 and beyond.

The chart below illustrates the variance between budgeted and projected revenue for FY16.

| FY16 Budget | FY16 Budget Classes | FY16 Budget Class Size | FY16 Budget TL Enrollment | Fee Per Student Per Session | FY16 Prepay Revenue in FY15 | FY16 Budget Revenue | FY17 PrePay Revenue in FY16 | FY16 Budget Revenue |
|---|---------------------------|------------------------------|---------------------------------|-----------------------------------|-----------------------------------|---------------------------|-----------------------------------|---------------------------|
| <u>School Year</u> | | | | | | | | |
| 3 Day/Wk AM | 1 | 8 | 8 | 3,150 | 10,000 | 15,200 | 10,000 | 25,200 |
| 4 Day/Wk AM | 3 | 8 | 24 | 4,200 | 38,400 | 62,400 | 38,400 | 100,800 |
| 4 Day/Wk PM | 3 | 8 | 24 | 4,200 | 38,400 | 62,400 | 38,400 | 100,800 |
| 4 Day/Wk AM - New Classroom | 1 | 8 (5 Assumed) | 5 | 4,200 | 8,000 | 13,000 | 8,000 | 21,000 |
| 4 Day/Wk PM - New Classroom | 1 | 8 (5 Assumed) | 5 | 4,200 | 8,000 | 13,000 | 8,000 | 21,000 |
| | 9 | | 66 | | 102,800 | 166,000 | 102,800 | 268,800 |
| <u>Summer (3 2-wk Sessions)</u> | | | | | | | | |
| 6 wks/3-4 Days Per Week/2.5 Hrs/Day | 3 | N/A | 20 | 225/170 | 9,970 | - | 9,970 | 9,970 |
| Subtotal | 3 | N/A | 20 | - | 9,970 | - | 9,970 | 9,970 |
| Lunch Bunch - School Year | 1 | 15 | 15 | \$15/Day | 4,190 | 13,310 | 4,190 | 17,500 |
| Total | | | | | 116,960 | 179,310 | 116,960 | 296,270 |
| FY16 Actual | FY16 Actual Classes | FY16 Actual Enrollment | FY16 Actual Enrollment | Fee Per Student Per Session | FY16 Prepay Revenue in FY15 | FY16 Proj Revenue | FY17 PrePay Revenue in FY16 | FY16 Proj Revenue |
| <u>School Year</u> | | | | | | | | |
| 3 Day/Wk AM | 1 | 8 | 8 | 3,150 | 7,275 | 16,697 | 8,750 | 23,972 |
| 3 Day/Wk PM | 1 | 2 | 2 | 3,150 | - | 3,150 | 8,750 | 3,150 |
| 4 Day/Wk AM | 3 | 9 | 26 | 4,200 | 24,900 | 81,685 | 44,800 | 106,585 |
| 4 Day/Wk PM | 3 | 5 | 16 | 4,200 | 15,950 | 48,680 | 22,400 | 64,630 |
| 4 Day/Wk AM - New Half Day Integrated Clsrm | 2 | - | - | 4,200 | - | - | - | - |
| | 10 | | 52 | | 48,125 | 150,211 | 84,700 | 198,336 |
| <u>Summer (3 2-wk Sessions)</u> | | | | | | | | |
| 6 wks/3-4 Days Per Week/2.5 Hrs/Day | 3 | N/A | 31 | 225/170 | 9,946 | 1,045 | 9,946 | 10,991 |
| Subtotal | 3 | N/A | 31 | - | 9,946 | 1,045 | 9,946 | 10,991 |
| Lunch Bunch - Fall Semester | 1 | 7.5 | 23 | \$15/Day | - | 18,075 | - | 18,075 |
| Lunch Bunch - Spring Semester | 1 | 7.5 | 21 | \$15/Day | - | 14,475 | - | 14,475 |
| Total | | | | | 58,071 | 183,806 | 94,646 | 241,877 |
| Variance - Actual to Budget | | | | | (58,889) | 4,496 | (22,314) | (54,393) |

In addition, the Preschool is proposing to modify its program offerings from FY16 Budget. In the current year, the Preschool had budgeted to run the following integrated classrooms: four full-day 4-day classrooms and one 3-day half-day classroom. Since each classroom can accommodate eight typically-developing students, a total of 72 fee-paying program slots were created, although only 66 were budgeted, to remain conservative given registration concerns. For FY17, the preschool is proposing to reduce the number of typically-developing slots to 64, as described in the chart on the next page. Since only 50 deposits (to hold space for next year) have been received to date, the FY17 budget is based on a more conservative enrollment of 56 students.

| | FY16 Budget # Classes | FY16 Budget Full Enrollment at Capacity | FY17 Budget # Classes | FY17 Budget Full Enrollment at Capacity | FY17 Budget | |
|---|-----------------------------|--|-----------------------------|--|----------------|--------------------------------|
| FY17 Prsechool Enrollment | | | | | | |
| Integrated 4-Day AM Classrooms x 8 Students/Each | 4 | 32 | 4 | 24 | 28 | FY17 Based on 7 Students/Class |
| Integrated 4-Day PM Classrooms x 8 Students/Each | 4 | 32 | 2 | 24 | 14 | FY17 Based on 7 Students/Class |
| 1 integrated 3-Day AM Classroom x 8 Students/Each | 1 | 8 | 1 | 8 | 7 | FY17 Based on 7 Students/Class |
| 1 integrated 3-Day PM Classroom x 8 Students/Each | 0 | 0 | 1 | 8 | 7 | FY17 Based on 7 Students/Class |
| Total | 9 | 72 | 8 | 64 | 56 | |

Finally, the Superintendent has recommended two additional changes for FY17, both of which are incorporated into the overall preschool program budget. One such change converts a full-time Teacher of the Vision Impaired (of which 0.75 FTE or \$44,990 was budgeted within the preschool operating budget) to a part-time Teacher of the Vision Impaired, 0.6 FTE additional SpEd teachers and upgraded program specialist positions, elsewhere in the budget. Although none of these changes affect typically-developing preschool students, the over Preschool program budget is reduced by 0.75 FTE or \$44,990, as a result. In addition, the Superintendent recommends that a 0.4 FTE Preschool SpEd teacher be expanded to 0.6 FTE, to meet IEP requirements within the operating budget.

Support for District Vision, Mission, Goals and Objectives:

The Preschool Program promotes District's goal of providing standards-based education for students (Goal 1) and promoting student wellness/social emotional learning (Goal 2.)

FY17 Overall Program Budget:

The FY17 combined Preschool Program budget (detailed on Attachment A) assumes revenues of \$1,663,660. This revenue budget includes a regular operating allocation of \$1,088,805, less \$29,669, reflecting the Superintendent's aforementioned budget recommendations for FY17. The resulting net operating allocation for FY17 is \$1,059,136. In addition, the budget includes: \$359,184 in revolving fee revenues (including \$262,996 in current revenue and \$96,188 in anticipated carry-forward funds) and \$245,340 in grant revenues. The \$1,663,660 combined budget is \$61,461 more than the current year (FY16) budget of \$1,602,199.

Total expenses are budgeted to be \$1,545,867 for the combined Preschool Program, a \$49,425 increase from the FY16 budget amount of \$1,496,442.

The program is expected to end the year with \$117,793 in net revolving fund balance, which includes \$94,646 in fee-precollections (FY18 fees collected before June 30, 2017) and \$23,147 in accumulated surplus from operations. The accumulated surplus from operations will function as contingency reserves available to meet cash flow requirements and fluctuations in enrollment. These reserves are newly acquired, as a result of deliberate budgeting to re-build fund program fund balance, following a period of budget difficulties resulting from low enrollment.

The combined Preschool Program will be staffed by 27.23 FTE dedicated staff members in FY17, including a 1.0 FTE Coordinator, 1.0 Secretary, 8.6 FTE Teachers, a 1.0 FTE Nurse, and 15.63 FTE Teaching Assistants. District-based specialists who provide related speech/language, occupational/ physical therapy and music therapy services are budgeted in the regular special education operating budget.

The following paragraphs focus on the portion of this combined budget, which is derived from fees paid by typically developing students. These fees are collected in the special revenue Preschool 'Revolving Fund.'

Revolving Fund Revenues:

FY17 revolving fund revenues total \$359,184 and include \$262,996 in anticipated fee collections and \$96,188 in carry-over revenues. A portion of these revenues represent fee pre-collections (revenue collected before June 30 of the prior fiscal year.) A total of \$94,646 in pre-collected fees are assumed for FY17 (pre-collected in FY16) and FY18 (pre-collected in FY17.)

As noted above, although 64 typically-developing program slots are offered, only 56 will be budgeted in FY17 to be conservative.

| FY17 Prsechool Enrollment | FY17 Budget # Classes | FY17 Full Enrollment at Capacity | FY17 Budget | Session Fee |
|---|-----------------------------|--|----------------|---|
| Integrated 4-Day AM Classrooms x 8 Students/Each | 4 | 24 | 28 | FY17 Based on 7 Students/Class \$4,200 |
| Integrated 4-Day PM Classrooms x 8 Students/Each | 2 | 24 | 14 | FY17 Based on 7 Students/Class \$4,200 |
| 1 integrated 3-Day AM Classroom x 8 Students/Each | 1 | 8 | 7 | FY17 Based on 7 Students/Class \$3,150 |
| 1 integrated 3-Day PM Classroom x 8 Students/Each | <u>1</u> | <u>8</u> | <u>7</u> | FY17 Based on 7 Students/Class <u>\$3,150</u> |
| Total | 8 | 64 | 56 | |
| SpEd Students by Ratio (8 Typical for 7 SpEd) | | 56 | 49 | |

Revolving fund revenue estimates are presented in the chart below:

| FY17 Budget | FY17 Budget Classes | FY17 Budget Enrollment | FY17 Budget Enrollment | Fee Per Student Per Session | FY17 Prepay Revenue in FY16 | FY17 Budget Revenue | FY18 PrePay Revenue in FY17 | FY17 Budget Revenue |
|-------------------------------------|---------------------------|------------------------------|------------------------------|-----------------------------------|-----------------------------------|---------------------------|-----------------------------------|---------------------------|
| <u>School Year</u> | | | | | | | | |
| 3 Day/Wk AM | 1 | 8 (7 Assumed) | 7 | 3,150 | 8,750 | 13,300 | 8,750 | 22,050 |
| 3 Day/Wk PM | 1 | 8 (7 Assumed) | 7 | 3,150 | 8,750 | 13,300 | 8,750 | 22,050 |
| 4 Day/Wk AM | 4 | 8 (7 Assumed) | 28 | 4,200 | 44,800 | 72,800 | 44,800 | 117,600 |
| 4 Day/Wk PM | <u>2</u> | <u>8 (7 Assumed)</u> | <u>14</u> | <u>4,200</u> | <u>22,400</u> | <u>36,400</u> | <u>22,400</u> | <u>58,800</u> |
| | 8 | - | 56 | | 84,700 | 135,800 | 84,700 | 220,500 |
| <u>Summer (3 2-wk Sessions)</u> | | | | | | | | |
| 6 wks/3-4 Days Per Week/2.5 Hrs/Day | <u>3</u> | <u>20</u> | <u>31</u> | <u>225/170</u> | <u>9,946</u> | <u>-</u> | <u>9,946</u> | <u>9,946</u> |
| Subtotal | 3 | 20 | 31 | - | 9,946 | - | 9,946 | 9,946 |
| Lunch Bunch - Fall Semester | 1 | 7.5 | 23 | \$15/Day | - | 16,275 | - | 16,275 |
| Lunch Bunch - Spring Semester | 1 | 7.5 | 21 | \$15/Day | - | 16,275 | - | 16,275 |
| Total | | | | | 94,646 | 168,350 | 94,646 | 262,996 |

Fees are proposed to remain the same in FY17 as in the current year, or \$3,150/year for the three-day program and \$4,200/year for the four-day program. Students who opt to enroll in double sessions will pay a double fee. Based on a recent survey of other preschool programs in Needham (see chart below), the Integrated Preschool's fees are lower than competing preschools, after adjustments are made to reflect equivalent hours of operation. The recommendation for FY17 is to keep fees at their present competitive levels, as a means of ensuring that the Preschool can meet or exceed its enrollment targets.

A comparison of preschool fees with other programs in the community is presented below.

| | 3-Day | 4-Day |
|--|----------|----------|
| Comparable Preschool Rates FY 2015/16 | | |
| A-Z Preschool (9-3:30) | \$10,150 | \$13,200 |
| Needham Children's Center (9-3) | \$7,020 | \$9,360 |
| Noah's Arc (11:45-1:00) * | \$4,279 | \$5,356 |
| Needham Preschool (8:45-11:20/12:30-3:00) ** | \$3,150 | \$4,200 |
| First Baptist Church (8:45-11:30) | \$3,650 | N/A |
| Chestnut Children's Center (8:45-12:30) | \$4,800 | \$5,800 |

* Rate is for FY 2016/17

** Fee for the double session is twice the printed fee

School year lunch bunch revenues are loosely based on FY15 actual experience, for 21-23 part-time students paying \$15/day for an average of 2-3 days/week (\$32,550.) There is no fee increase proposed for the Lunch Bunch program.

The summer program consists of three (3) two-week sessions, at a cost of \$225 per child (per session) for the four-day program and \$170 per child (per session) for the three-day program. The budget is based on the current year experience, of approximately 30 students attending both the 3 and 4-day programs. Anticipated revenues are \$9,946, based on current year actual experience.

Projected Enrollment (School Year):

| | FY06 | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 | F13 | F14 | F15 | F16 | FY17 |
|------------|------|------|------|------|------|------|------|-----|-----|-----|-----|------|
| Enrollment | 45 | 47 | 40 | 34 | 53 | 53 | 55 | 55 | 55 | 43 | 66 | 56 |

Revolving Fund Expenses:

Revolving fund expenditures total \$241,391. Salary expenses include contractual step and cost of living adjustments for the 3.94 FTE staff members assigned to the revolving fund.

The Preschool Revolving Fund supports the following staff members:

| FTE | FY15 Actual | FY16 Budget | FY16 Proj | FY17 Budget | Inc/(Dec) Over FY16 |
|--------------|----------------|----------------|--------------|----------------|------------------------|
| Admin | 0.5 | 0.5 | 0.5 | 0.5 | |
| Teachers | 1.0 | 1.0 | 1.0 | 1.0 | |
| Aides | 2.23 | 3.82 | 1.64 | 1.64 | (2.18) |
| Clerical | 0.8 | 0.8 | 0.8 | 0.8 | |
| Total | 4.53 | 6.12 | 3.94 | 3.94 | (2.18) |

FY17 Revolving Fund staff total 3.94 FTE, and decrease by 2.18 FTE from FY16, reflecting the shift of 1.39 FTE staff members to the 94-142 grant in FY17 and the elimination of a 0.74 FTE teaching assistant position, as well as some minor adjustments in hours for existing staff.

Ending Fund Balance:

The program is expected to end the year with \$117,793 in net fund balance in the revolving fund, of which \$94,646 reflects the pre-collection of FY18 preschool fees before June 30, 2017, and \$23,147 represents accumulated surplus from operations.

Attachment A

| | | | Fee | 4,200.00 | | | | | | | | | | |
|--------------------------------------|------|------------|------|------------|------------|----------|-------|-----------|-------|-----------|-------|---------|-------|-----------|
| | Oper | FY15 | | | EC Pgm Imp | FY15 | EC | FY15 | SPED | FY15 | SPED | FY15 | Total | FY15 |
| | FTE | Actual | Rev | Actual | Grant | Actual | Grant | Actual | Grant | Actual | Grant | Actual | FTE | Actual |
| | | Operating | FTE | Revolving | FTE | EC Grant | FTE | EC Grant | FTE | 94-142 | FTE | 94-142 | | Total |
| | | | | | | | | | | Carryover | | | | Actual |
| | | | | | | | | | | | | | | Total \$ |
| Carry Over | | | | 17,276.45 | | | | | | | | | - | 17,276 |
| Precollected Fees (Next Fiscal Year) | - | - | - | 75,158.58 | - | - | - | - | - | - | - | - | - | 75,159 |
| Subtotal Carry Over | - | - | - | 92,435.03 | - | - | - | - | - | - | - | - | - | 92,435 |
| Operating Budget - Salary | | 760,399.09 | | | | | | | | | | | - | 760,399 |
| Operating Budget - Non-Salary | | 5,005.84 | | | | | | | | | | | - | 5,006 |
| Operaitng - Summer Services Salary | | 28,575.07 | | | | | | | | | | | - | 28,575 |
| Grant Revenue | | | | | - | 5,600 | | 35,044.00 | - | 103,423 | | 177,732 | - | 218,376 |
| Fee Revenue | - | - | - | 179,806.58 | - | - | - | - | - | - | - | - | - | 179,807 |
| Total Revenue | - | 793,980.00 | - | 272,241.61 | - | 5,600 | - | 35,044.00 | - | 103,423 | - | 177,732 | - | 1,284,597 |
| Certified Teachers | | | | | | | | | | | | | - | - |
| Summer Teachers | | 20,161.03 | | | | | | | | | | | - | 20,161 |
| Professional Dev. Coaches | | | | | | - | | | | | | | - | - |
| NA | | | | | | | | | | | | | - | - |
| Teacher | 0.50 | 48,466.11 | 0.50 | 48,465.89 | | | | | | | | | 1.00 | 96,932 |
| Teacher | 1.00 | 74,248.00 | | | | | | | | | | | 1.00 | 74,248 |
| Teacher | 0.08 | 5,336.69 | | | | | | | | | 0.32 | 21,347 | 0.40 | 26,683 |
| Teacher | 1.00 | 94,935.00 | | | | | | | | | | | 1.00 | 94,935 |
| Teacher | 1.00 | 93,835.00 | | | | | | | | | | | 1.00 | 93,835 |
| Teacher | 0.55 | 39,167.50 | | | - | - | - | - | | | 0.45 | 31,779 | 1.00 | 70,946 |
| Teacher | | | | | | | | | | | | | - | - |
| Teacher | 1.00 | 80,289.90 | | | | | | | | | | | 1.00 | 80,290 |
| Teacher | 0.40 | 36,361.99 | | | | | | | | | 0.20 | 18,236 | 0.60 | 54,598 |
| Teacher | 0.35 | 33,399.28 | 0.25 | 23,859.92 | | | | | | | | | 0.60 | 57,259 |
| Administrator | 0.50 | 48,292.13 | 0.50 | 48,292.13 | | | | | | | | | 1.00 | 96,584 |
| BCBA | - | - | | | | | | | 1.00 | 83,982 | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| Subtotal | 6.38 | 574,492.63 | 1.25 | 120,617.94 | - | - | - | - | 1.00 | 83,982 | 0.97 | 71,361 | 8.60 | 766,471 |

Attachment A

| | | | Fee | 4,200.00 | | | | | | | | | | |
|---|------|------------|------|-----------|------------|----------|-------|-----------|-------|-----------|-------|--------|-------|----------|
| | Oper | FY15 | Rev | FY15 | EC Pgm Imp | FY15 | EC | FY15 | SPED | FY15 | SPED | FY15 | Total | FY15 |
| | FTE | Actual | FTE | Actual | Grant | Actual | Grant | Actual | Grant | Actual | Grant | Actual | FTE | Actual |
| | | Operating | | Revolving | FTE | EC Grant | FTE | EC Grant | FTE | 94-142 | FTE | 94-142 | | Total |
| | | | | | | | | | | Carryover | | | | Actual |
| | | | | | | | | | | | | | | Total \$ |
| Nurse | 0.40 | 34,921.00 | 0.25 | 21,825.44 | - | - | - | - | - | - | 0.35 | 30,556 | 1.00 | 87,302 |
| Subtotal | 0.40 | 34,921.00 | 0.25 | 21,825.44 | - | - | - | - | - | - | 0.35 | 30,556 | 1.00 | 87,302 |
| Aide (Walsh @ 5.6 hrs/day 188/192 days) | | | | | | | | | | | | | | |
| Instructional Assistants | | | | | | | | | | | | | | |
| Summer TAs - Preschool | | 8,414.03 | - | - | | | | | | | | | - | 8,414 |
| Teacher Assistant | 0.74 | 18,614.23 | | | | | | | | | | | 0.74 | 18,614 |
| Teacher Assistant | 0.14 | 4,325.39 | 0.59 | 17,940.02 | | | | | | | | | 0.73 | 22,265 |
| Teacher Assistant | - | - | - | - | - | | - | | | | 0.85 | 20,302 | 0.85 | 20,302 |
| Teacher Assistant | - | - | | | | | | | | | 0.80 | 24,152 | 0.80 | 24,152 |
| NA | | | | | | | | | | | | | - | - |
| NA | | | | | | | | | | | | | - | - |
| Teacher Assistant | 0.14 | 3,964.61 | - | - | | | | | | | 0.77 | 21,380 | 0.91 | 25,345 |
| Teacher Assistant | 0.18 | 4,069.86 | | | | | 0.61 | 20,351.33 | | | | | 0.79 | 24,421 |
| Teacher Assistant | - | - | - | - | | | | | 0.85 | 19,441 | | | - | - |
| Teacher Assistant | 0.54 | 16,300.71 | 0.26 | 7,982.17 | | | - | - | | | | | 0.80 | 24,283 |
| Teacher Assistant | 0.74 | 14,983.83 | - | | | | - | | | | | | 0.74 | 14,984 |
| Teacher Assistant | 0.74 | 22,530.65 | | | | | - | | | | | | 0.74 | 22,531 |
| Teacher Assistant | 0.74 | 19,032.78 | | | | | - | - | | | | | 0.74 | 19,033 |
| Teacher Assistant | 0.41 | 11,835.16 | | | | | | | | | | | 0.41 | 11,835 |
| Teacher Assistant | 0.06 | 1,927.25 | 0.68 | 20,243.97 | | | | | | | | | 0.74 | 22,171 |
| Teacher Assistant | 0.85 | 21,930.52 | - | - | | | | | | | | | 0.85 | 21,931 |
| Teacher Assistant | 0.03 | 673.62 | - | - | | | 0.70 | 14,692.67 | | | | | 0.73 | 15,366 |
| Teacher Assistant | 0.85 | 21,951.18 | - | - | | | | | | | | | 0.85 | 21,951 |
| Teacher Assistant | 0.15 | 3,024.93 | 0.70 | 13,613.35 | | | - | - | | | | | 0.85 | 16,638 |
| NA | - | - | - | - | | | | | | | | | - | - |
| Teacher Assistant | | | - | - | | | | | | | 0.74 | 9,981 | 0.74 | 9,981 |
| Teacher Assistant | | | - | - | | | | | - | - | - | - | - | - |
| NA | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | 6.32 | 173,578.75 | 2.23 | 59,779.51 | - | - | 1.31 | 35,044.00 | 0.85 | 19,441 | 3.16 | 75,815 | 13.01 | 344,217 |
| Secretary | 0.20 | 5,981.77 | 0.80 | 24,208.53 | - | - | - | - | - | - | - | - | 1.00 | 30,190 |
| Subtotal | 0.20 | 5,981.77 | 0.80 | 24,208.53 | - | - | - | - | - | - | - | - | 1.00 | 30,190 |
| Educational Supplies | | 3,073.23 | | 1,832.77 | | 3,320 | | | | | | | - | 8,226 |
| Office Supplies | | | | - | | | | | | | | | - | - |
| Conferences/Travel | | | | 245.00 | | - | | | | | | | - | 245 |
| Reference Mateials | | 213.63 | | | | | | | | | | | - | 214 |
| Presnters/Consultants | | 325.00 | | - | | 2,280 | | | | | | | - | 2,605 |
| Instructional Teachnology | | - | | | | | | | | | | | - | - |
| Testing Supplies | | 693.77 | | | | | | | | | | | - | 694 |
| Autism Curriculum (ACE) | | | | | | | | | | | | | - | - |
| Other Expenses | | 700.21 | | | | | | | | | | | - | 700 |

Attachment A

| | | | Fee | 4,200.00 | | | | | | | | | | |
|------------------------|-------|------------------------|------|-------------|------------|----------|-------|-----------|-------|-----------|-------|---------|---------|-----------|
| | Oper | FY15 | | | EC Pgm Imp | FY15 | EC | FY15 | SPED | FY15 | SPED | FY15 | Total | FY15 |
| | FTE | Actual | Rev | Actual | Grant | Actual | Grant | Actual | Grant | Actual | Grant | Actual | FTE | Actual |
| | | Operating | FTE | Revolving | FTE | EC Grant | FTE | EC Grant | FTE | 94-142 | FTE | 94-142 | | Total |
| | | | | | | | | | | Carryover | | | | Actual |
| | | | | | | | | | | | | | | Total \$ |
| Curriculum | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Subtotal | - | 5,005.84 | - | 2,077.77 | - | 5,600 | - | - | - | - | - | - | - | 12,684 |
| TOTAL EXPENSES | 13.30 | 793,980.00 | 4.53 | 228,509.19 | - | 5,600 | 1.31 | 35,044.00 | 1.85 | 103,423 | 4.48 | 177,732 | 23.61 | 1,240,865 |
| UNDER/(OVER) AVAIL REV | | - | | 43,732.42 | - | - | | - | | - | - | - | (23.61) | 43,732 |
| | | Less Reserved for FY16 | | (58,071.00) | | | | | | | | | | |
| | | | | (14,338.58) | | | | | | | | | | |

Attachment A

| | | | | | Fee | 4,200 | | | | | | 196,425 | | |
|--------------------------------------|------|-----------|-----------|-----------|------|-----------|------------|----------|-------|----------|-------|---------|-------|-----------|
| | Oper | FY16 | FY16 | | | | EC Pgm Imp | FY15 | EC | FY16 | SPED | FY16 | Total | FY16 |
| | FTE | Budget | Budget | | Rev | FY16 | Grant | Proj | Grant | Budget | Grant | Budget | FTE | Budget |
| | | Operating | Supp | Supp | FTE | Budget | FTE | EC Grant | FTE | EC Grant | FTE | 94-142 | FTE | Total |
| | | | Operating | Operating | | Revolving | | | | | | | | Budget |
| | | | | | | | | | | | | | | Total \$ |
| Carry Over | | | | | | (18,343) | | | | | | | - | (18,343) |
| Precollected Fees (Next Fiscal Year) | - | - | - | - | - | 116,960 | - | - | - | - | - | - | - | 116,960 |
| Subtotal Carry Over | - | - | - | - | - | 98,617 | - | - | - | - | - | - | - | 98,617 |
| Operating Budget - Salary | | 815,949 | | 138,661 | | | | | | | | | - | 954,610 |
| Operating Budget - Non-Salary | | 3,460 | | 24,242 | | | | | | | | | - | 27,702 |
| Operaitng - Summer Services Salary | | 28,575 | | | | | | | | | | | - | 28,575 |
| Grant Revenue | | | | | | | - | 5,600 | | 35,538 | | 155,287 | - | 196,425 |
| Fee Revenue | - | - | - | - | - | 296,270 | - | - | - | - | - | - | - | 296,270 |
| Total Revenue | - | 847,984 | - | 162,903 | - | 394,887 | - | 5,600 | - | 35,538 | - | 155,287 | - | 1,602,199 |
| Certified Teachers | | | | | | | | | | | | | - | - |
| Summer Teachers | | 20,161 | | | | | | | | | | | - | 20,161 |
| Professional Dev. Coaches | | | | | | | | 1,080 | | | | | - | 1,080 |
| NA | | | | | | | | | | | | | - | - |
| Teacher | 0.50 | 49,587 | | | 0.50 | 49,587 | | | | | | | 1.00 | 99,174 |
| NA | 1.00 | 82,042 | (1.00) | (82,042) | | | | | | | | | - | - |
| Teacher | 0.08 | 5,664 | | | | | | | | | 0.32 | 22,657 | 0.40 | 28,321 |
| Teacher | 1.00 | 97,140 | | | | | | | | | | | 1.00 | 97,140 |
| Teacher | 1.00 | 96,040 | | | | | | | | | | | 1.00 | 96,040 |
| Teacher | 0.55 | 40,178 | | | - | - | - | - | - | - | 0.45 | 32,873 | 1.00 | 73,051 |
| Teacher | | | 1.00 | 93,360 | | | | | | | - | - | 1.00 | 93,360 |
| Teacher | 1.00 | 92,497 | | | | | | | | | | | 1.00 | 92,497 |
| Teacher | 0.40 | 38,378 | | | | | | | | | 0.20 | 19,304 | 0.60 | 57,682 |
| Teacher | 0.35 | 34,186 | | | 0.25 | 24,421 | | | | | | | 0.60 | 58,607 |
| Teacher | 0.50 | 51,103 | | | 0.50 | 51,103 | | | | | | | 1.00 | 102,206 |
| Teacher | - | - | 1.00 | 57,945 | | | | | | | | | 1.00 | 57,945 |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | - | - | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| NA | - | - | | | | | | | | | | | - | - |
| Subtotal | 6.38 | 606,976 | 1.00 | 69,263 | 1.25 | 125,111 | - | 1,080 | - | - | 0.97 | 74,834 | 9.60 | 877,264 |

Attachment A

| | | | | | Fee | 4,200 | | | | | 196,425 | | |
|---------------------------------|------|-----------|-----------|-----------|------|-----------|------------|----------|-------|----------|---------|--------|-------|
| | Oper | FY16 | FY16 | | | | EC Pgm Imp | FY15 | EC | FY16 | SPED | FY16 | |
| | FTE | Budget | Budget | | Rev | FY16 | Grant | Proj | Grant | Budget | Grant | Budget | Total |
| | | Operating | Supp | Supp | FTE | Budget | FTE | EC Grant | FTE | EC Grant | FTE | 94-142 | FTE |
| | | | Operating | Operating | | Revolving | | | | | | | FTE |
| | | | | | | | | | | | | | |
| Nurse | 0.40 | 35,735 | - | - | 0.25 | 22,334 | - | - | - | - | 0.35 | 31,268 | 1.00 |
| Subtotal | 0.40 | 35,735 | - | - | 0.25 | 22,334 | - | - | - | - | 0.35 | 31,268 | 1.00 |
| | | | | | | | | | | | | | |
| <u>Instructional Assistants</u> | | | | | | | | | | | | | |
| Summer TAs - Preschool | | 8,414 | | | - | - | | | | | | | - |
| TA Renee Bonica ASA 5 | 0.69 | 19,403 | 0.06 | - | | | | | | | | | 0.75 |
| Teaching Assistant | 0.14 | 4,488 | | | 0.59 | 18,765 | | | | | | | 0.73 |
| NA | - | - | | | - | - | - | | - | | | | - |
| Teaching Assistant | - | - | | | | | | | | | 0.80 | 25,046 | 0.80 |
| NA | | | | | | | | | | | | | - |
| NA | | | | | | | | | | | | | - |
| Teaching Assistant | 0.14 | 4,428 | | | - | - | | | | | 0.77 | 24,139 | 0.91 |
| Teaching Assistant | 0.18 | 5,792 | | | | | | | 0.61 | 19,282 | | | 0.79 |
| Teaching Assistant | - | - | | | 0.80 | 25,046 | | | | | | | 0.80 |
| Teaching Assistant | 0.54 | 16,990 | | | 0.26 | 8,180 | | | - | - | | | 0.80 |
| Teaching Assistant | 1.00 | 26,275 | - | 2,021 | - | | | | - | | | | 1.00 |
| Teaching Assistant | 0.69 | 21,703 | 0.06 | - | | | | | | | | | 0.75 |
| Teaching Assistant | 0.74 | 20,818 | | | | | | | - | - | | | 0.74 |
| Teaching Assistant | 0.41 | 15,208 | | | | | | | | | | | 0.41 |
| Teaching Assistant | 0.06 | 1,845 | | | 0.68 | 21,479 | | | | | | | 0.74 |
| Teaching Assistant | 0.79 | 22,435 | 0.06 | - | - | - | | | | | | | 0.85 |
| Teaching Assistant | 0.03 | 689 | | | - | - | | | 0.70 | 16,256 | | | 0.73 |
| Teaching Assistant | 0.79 | 22,435 | 0.06 | - | - | - | | | | | - | - | 0.85 |
| Teaching Assistant | 0.14 | 4,423 | 0.01 | - | 0.70 | 21,603 | | | - | - | - | - | 0.85 |
| Teaching Assistant | - | - | 0.79 | 24,574 | - | - | | | | | - | - | 0.79 |
| Teaching Assistant | | | 0.79 | 20,746 | - | - | | | | | - | - | 0.79 |
| Teaching Assistant | | | - | - | 0.79 | 20,746 | | | | | | | 0.79 |
| Teaching Assistant | - | - | 0.79 | 20,746 | - | - | - | - | - | - | - | - | 0.79 |
| Subtotal | 6.35 | 195,346 | 2.62 | 68,087 | 3.82 | 115,819 | - | - | 1.31 | 35,538 | 1.57 | 49,185 | 15.66 |
| | | | | | | | | | | | | | |
| Secretary | 0.20 | 6,467 | - | 1,311 | 0.80 | 25,866 | - | - | - | - | - | - | 1.00 |
| Subtotal | 0.20 | 6,467 | - | 1,311 | 0.80 | 25,866 | - | - | - | - | - | - | 1.00 |
| | | | | | | | | | | | | | |
| Educational Supplies | | 1,453 | | 500 | | - | | 3,241 | | | | | - |
| Office Supplies | | | | | | - | | | | | | | - |
| Conferences/Travel | | | | | | - | | 79 | | | | | - |
| Reference Mateials | | 557 | | | | - | | | | | | | - |
| Presnters/Consultants | | - | | | | - | | 1,200 | | | | | - |
| Instructional Teachnology | | 1,250 | | | | - | | | | | | | - |
| Testing Supplies | | 200 | | | | - | | | | | | | - |
| Autism Curriculum (ACE) | | | | 14,500 | | - | | | | | | | - |
| Equipment for New Classroom | | | | 6,300 | | - | | | | | | | - |

Attachment A

| | | | | | Fee | 4,200 | | | | | | 196,425 | | |
|------------------------|-------|-----------|--------|------------------------|------|-----------|------------|----------|-------|----------|-------|---------|-------|-----------|
| | Oper | FY16 | FY16 | | | | EC Pgm Imp | FY15 | EC | FY16 | SPED | FY16 | Total | FY16 |
| | FTE | Budget | Budget | | Rev | FY16 | Grant | Proj | Grant | Budget | Grant | Budget | FTE | Budget |
| | | Operating | Supp | Supp | FTE | Revolving | FTE | EC Grant | FTE | EC Grant | FTE | 94-142 | | Total |
| | | | FTE | Operating | | | | | | | | | | Budget |
| | | | | | | | | | | | | | | Total \$ |
| Curriculum | - | - | - | 2,942 | - | - | - | - | - | - | - | - | - | 2,942 |
| | - | 3,460 | - | 24,242 | - | - | - | 4,520 | - | - | - | - | - | 32,222 |
| TOTAL EXPENSES | 13.33 | 847,984 | 3.62 | 162,903 | 6.12 | 289,130 | - | 5,600 | 1.31 | 35,538 | 2.89 | 155,287 | 27.26 | 1,496,442 |
| UNDER/(OVER) AVAIL REV | | - | | - | | 105,757 | | - | | 0 | | - | | 105,757 |
| | | | | Less Reserved for FY17 | | (116,960) | | | | | | | | |
| | | | | Over/(Under) | | (11,203) | | | | | | | | |

Attachment A

| | | | Fee | 4,200 | | | | | | | | |
|--------------------------------------|-------------|---------------------------|--------------------|---------------------------|---------------------------|--|-------------------------|--------------------------------------|-----------------------|------------------------|--------------|--------------------------|
| | Oper FTE | FY16 Proj Operating | FY16 Rev FTE | FY16 Proj Revolving | FY16 ECPI Grant FTE | FY16 ECPI Grant Proj EC Grant | FY16 EC Grant FTE | FY16 EC Grant Proj EC Grant | FY16 94-142 FTE | FY16 94-142 Proj | Total FTE | FY16 Proj Total \$ |
| Carry Over | | | | (14,339) | | | | | | | - | (14,339) |
| Precollected Fees (Next Fiscal Year) | - | - | - | 58,071 | - | - | - | - | - | - | - | 58,071 |
| Subtotal Carry Over | - | - | - | 43,732 | - | - | - | - | - | - | - | 43,732 |
| Operating Budget - Salary | 18.42 | 981,830 | | | | | | | | | 18.42 | 981,830 |
| Operating Budget - Non-Salary | - | 25,648 | | | | | | | | | - | 25,648 |
| Operaitng - Summer Services Salary | - | 37,585 | | | | | | | | | - | 37,585 |
| Grant Revenue | | | | | - | 2,250 | | 35,015 | | 188,020 | - | 225,285 |
| Fee Revenue | | | | 183,806 | | | | | | | - | 183,806 |
| Fee Revenue | - | - | - | 94,646 | - | - | - | - | - | - | - | 94,646 |
| Total Revenue | 18.42 | 1,045,062 | - | 322,184 | - | 2,250 | - | 35,015 | - | 188,020 | 18.42 | 1,592,532 |
| Certified Teachers | | | | | | | | | | | - | - |
| Summer Teachers | | 13,798 | | | | | | | | | - | 13,798 |
| Professional Dev. Coaches | | | | | | | | | | | - | - |
| N?A | | | | | | | | | | | - | - |
| Teacher | 0.50 | 49,587 | 0.50 | 49,587 | | | | | | | 1.00 | 99,174 |
| Teacher | 1.00 | 52,847 | | | | | | | | | 1.00 | 52,847 |
| Teacher | 0.08 | 5,664 | | | | | | | 0.32 | 22,657 | 0.40 | 28,321 |
| Teacher | 1.00 | 97,140 | | | | | | | | | 1.00 | 97,140 |
| Teacher | 1.00 | 96,040 | | | | | | | | | 1.00 | 96,040 |
| Teacher | 0.55 | 41,017 | | | - | - | - | - | 0.45 | 33,559 | 1.00 | 74,576 |
| Teacher | 1.00 | 88,637 | | | | | | | - | - | 1.00 | 88,637 |
| Per Diem Days | - | 4,870 | | | | | | | | | - | 4,870 |
| Teacher | 1.00 | 94,071 | | | | | | | | | 1.00 | 94,071 |
| Teacher | 0.60 | 43,830 | | | | | | | | | 0.60 | 43,830 |
| Teacher | 0.35 | 34,186 | 0.25 | 24,421 | | | | | | | 0.60 | 58,607 |
| Director | 0.50 | 51,103 | 0.50 | 51,103 | | | | | | | 1.00 | 102,206 |
| N/A | - | - | | | | | | | | | - | - |
| N/A | - | - | | | | | | | | | - | - |
| N/A | - | - | | | | | | | | | - | - |
| N/A | - | - | | | | | | | | | - | - |
| N/A | - | - | | | | | | | | | - | - |
| N/A | - | - | | | | | | | | | - | - |
| N/A | - | - | | | | | | | | | - | - |
| N/A | - | - | | | | | | | | | - | - |
| Subtotal | 7.58 | 672,790 | 1.25 | 125,111 | - | - | - | - | 0.77 | 56,216 | 9.60 | 854,117 |

Attachment A

| | | | Fee | 4,200 | | | | | | | | |
|-----------------------------|----------|---------------------|--------------|---------------------|---------------------|-------------------------------|-------------------|-----------------------------|-----------------|------------------|-----------|--------------------|
| | Oper FTE | FY16 Proj Operating | FY16 Rev FTE | FY16 Proj Revolving | FY16 ECPI Grant FTE | FY16 ECPI Grant Proj EC Grant | FY16 EC Grant FTE | FY16 EC Grant Proj EC Grant | FY16 94-142 FTE | FY16 Proj 94-142 | Total FTE | FY16 Proj Total \$ |
| Nurse | 0.40 | 35,455 | 0.25 | 22,159 | - | - | - | - | 0.35 | 31,023 | 1.00 | 88,637 |
| Subtotal | 0.40 | 35,455 | 0.25 | 22,159 | - | - | - | - | 0.35 | 31,023 | 1.00 | 88,637 |
| Instructional Assistants | | | | | | | | | | | | |
| Summer TAs - Preschool | | 23,787 | | | | | | | | | - | 23,787 |
| Teaching Assistant | 0.74 | 21,020 | | | | | | | | | 0.74 | 21,020 |
| Teaching Assistant FMLA Sub | - | 6,248 | | | | | | | | | - | 6,248 |
| Teaching Assistant | 0.14 | 4,401 | - | - | | | | | 0.59 | 18,402 | 0.73 | 22,803 |
| Teaching Assistant | 0.85 | 22,241 | | | - | | | | | | 0.85 | 22,241 |
| Teaching Assistant | - | - | | | | | | | 0.80 | 25,046 | 0.80 | 25,046 |
| N/A | | | | | | | | | | | - | - |
| N/A | | | | | | | | | | | - | - |
| Teaching Assistant | - | - | | | | | | | 0.80 | 22,953 | 0.80 | 22,953 |
| Teaching Assistant | 0.18 | 6,157 | | | | | 0.61 | 18,914 | | | 0.79 | 25,071 |
| Teaching Assistant | - | - | - | - | | | | | 0.80 | 25,046 | 0.80 | 25,046 |
| Teaching Assistant | 0.54 | 16,990 | 0.26 | 8,181 | | | | | | | 0.80 | 25,171 |
| Teaching Assistant | 0.85 | 24,052 | | | | | | | | | 0.85 | 24,052 |
| Teaching Assistant | 0.74 | 23,175 | | | | | | | | | 0.74 | 23,175 |
| Teaching Assistant | 0.74 | 20,818 | | | | | | | | | 0.74 | 20,818 |
| Teaching Assistant | 0.40 | 14,683 | | | | | | | | | 0.40 | 14,683 |
| Teaching Assistant | 0.06 | 1,970 | 0.68 | 21,479 | | | | | | | 0.74 | 23,449 |
| Teaching Assistant | 0.85 | 24,052 | | | | | | | | | 0.85 | 24,052 |
| Teaching Assistant | 0.15 | 3,534 | | | | | 0.70 | 16,101 | | | 0.85 | 19,635 |
| Teaching Assistant | 0.85 | 24,052 | | | | | | | - | - | 0.85 | 24,052 |
| Teaching Assistant | 0.15 | 4,569 | 0.70 | 20,816 | | | | | - | - | 0.85 | 25,385 |
| Teaching Assistant | 0.85 | 6,467 | | | | | | | - | - | 0.85 | 6,467 |
| Teaching Assistant | 0.85 | 22,241 | | | | | | | - | - | 0.85 | 22,241 |
| Teaching Assistant | 0.85 | 20,556 | | | | | | | | | 0.85 | 20,556 |
| Teaching Assistant | 0.44 | 13,690 | - | - | - | - | - | - | 0.30 | 9,334 | 0.74 | 23,024 |
| Subtotal | 10.24 | 304,703 | 1.64 | 50,476 | - | - | 1.31 | 35,015 | 3.29 | 100,781 | 16.48 | 490,975 |
| Secretary | | | | | | | | | | | | |
| Secretary | 0.20 | 6,467 | 0.80 | 28,250 | - | - | - | - | - | - | 1.00 | 34,717 |
| Subtotal | 0.20 | 6,467 | 0.80 | 28,250 | - | - | - | - | - | - | 1.00 | 34,717 |
| Educational Supplies | | 21,453 | | - | | | | 2,250 | | | - | 23,703 |
| Office Supplies | | | | - | | | | | | | - | - |
| Conferences/Travel | | | | - | | | | | | | - | - |
| Reference Mateials | | 557 | | - | | | | | | | - | 557 |
| Other Services | | 388 | | - | | | | | | | - | 388 |
| Instructional Teachnology | | 2,550 | | - | | | | | | | - | 2,550 |
| Testing Supplies | | 700 | | - | | | | | | | - | 700 |
| Autism Curriculum (ACE) | | | | - | | | | | | | - | - |
| Equipment for New Classroom | | | | - | | | | | | | - | - |

Attachment A

| | | | Fee | 4,200 | | | | | | | | |
|------------------------|-------|------------------------|------|-----------|------------|------------|----------|----------|--------|---------|-------|-----------|
| | Oper | FY16 | FY16 | FY16 | FY16 | FY16 | FY16 | FY16 | FY16 | FY16 | Total | FY16 |
| | FTE | Proj | Rev | Proj | ECPI Grant | ECPI Grant | EC Grant | Proj | 94-142 | Proj | FTE | Proj |
| | | Operating | FTE | Revolving | FTE | EC Grant | FTE | EC Grant | FTE | 94-142 | | Total \$ |
| Curriculum | - | - | - | - | - | - | - | - | - | - | - | - |
| | - | 25,648 | - | - | - | 2,250 | - | - | - | - | - | 27,898 |
| TOTAL EXPENSES | 18.42 | 1,045,062 | 3.94 | 225,996 | - | 2,250 | 1.31 | 35,015 | 4.41 | 188,020 | 28.08 | 1,496,343 |
| UNDER/(OVER) AVAIL REV | | - | | 96,188 | | - | | - | | - | | 96,188 |
| | | Less Reserved for FY17 | | 94,646 | | | | | | | | |
| | | | | 1,542 | | | | | | | | |

Attachment A

| | Oper FTE | FY17 Budget Operating | FY17 Budget Supp FTE | FH17 Budget Supp Operating | Fee | | FY17 ECPI Grant FTE | FY17 ECPI Grant Budget EC Grant | FY17 EC Grant FTE | FY17 Budget EC Grant | FY17 94-142 FTE | FY17 Budget 94-142 | Total FTE | FY17 Budget Total \$ | \$ Inc FY17 Bud Over FY16 Budget | |
|--------------------------------------|-------------|-----------------------------|-------------------------------|-------------------------------------|--------------------|-----------------------------|---------------------------|--|-------------------------|----------------------------|-----------------------|--------------------------|--------------|----------------------------|--|-----------|
| | | | | | FY17 Rev FTE | FY17 Budget Revolving | | | | | | | | | | |
| Carry Over | | | | | | 1,542 | | | | | | | - | 1,542 | | 19,885 |
| Precollected Fees (Next Fiscal Year) | - | - | - | - | - | 94,646 | - | - | - | - | - | - | - | 94,646 | | (22,314) |
| Subtotal Carry Over | - | - | - | - | - | 96,188 | - | - | - | - | - | - | - | 96,188 | | (2,429) |
| Operating Budget - Salary | - | 1,025,960 | - | (29,669) | | | | | | | | | - | 996,291 | | 41,681 |
| Operating Budget - Non-Salary | - | 25,260 | | - | | | | | | | | | - | 25,260 | | (2,442) |
| Operaitng - Summer Services Salary | - | 37,585 | | | | | | | | | | | - | 37,585 | | 9,010 |
| Grant Revenue | | | | | | | - | 2,250 | | 35,015 | | 208,075 | - | 245,340 | | 48,915 |
| Fee Revenue | | | | | | 168,350 | | | | | | | - | 168,350 | | 168,350 |
| Fee Revenue | - | - | - | - | - | 94,646 | - | - | - | - | - | - | - | 94,646 | | (201,624) |
| Total Revenue | - | 1,088,805 | - | (29,669) | - | 359,184 | - | 2,250 | - | 35,015 | - | 208,075 | - | 1,663,660 | | 61,461 |
| Certified Teachers | | | | | | | | | | | | | - | - | | - |
| Summer Teachers | | 13,798 | | | | | | | | | | | - | 13,798 | | (6,363) |
| Professional Dev. Coaches | | | | | | | | | | | | | - | - | | (1,080) |
| Teacher | 0.75 | 44,990 | (0.75) | (44,990) | | | | | | | | | - | - | | - |
| Teacher | 0.50 | 50,320 | | | 0.50 | 50,320 | | | | | | | 1.00 | 100,640 | | 1,466 |
| Teacher | 1.00 | 56,128 | | | | | | | | | | | 1.00 | 56,128 | | 56,128 |
| Teacher | 0.08 | 6,005 | | | | | | | | | 0.32 | 24,019 | 0.40 | 30,024 | | 1,703 |
| Teacher | 1.00 | 98,980 | | | | | | | | | | | 1.00 | 98,980 | | 1,840 |
| Teacher | 1.00 | 97,480 | | | | | | | | | | | 1.00 | 97,480 | | 1,440 |
| Teacher | 0.55 | 43,214 | | | | | - | - | - | - | 0.45 | 35,357 | 1.00 | 78,571 | | 5,520 |
| Teacher | 1.00 | 89,967 | | | | | | | | | - | - | 1.00 | 89,967 | | (3,393) |
| Per Diem Days | - | 4,943 | | | | | | | | | | | - | 4,943 | | 4,943 |
| Teacher | 1.00 | 99,139 | | | | | | | | | | | 1.00 | 99,139 | | 6,642 |
| Teacher | 0.40 | 30,642 | 0.20 | 15,321 | | | | | | | | | 0.60 | 45,963 | | (11,719) |
| Teacher | 0.35 | 34,944 | | | 0.25 | 24,962 | | | | | | | 0.60 | 59,906 | | 1,299 |
| Director | 0.50 | 52,902 | | | 0.50 | 52,902 | | | | | | | 1.00 | 105,804 | | 3,598 |
| N/A | 0.17 | - | (0.17) | - | | | | | | | | | - | - | | (57,945) |
| N/A | - | - | | | | | | | | | | | - | - | | - |
| N/A | - | - | | | | | | | | | | | - | - | | - |
| N/A | - | - | | | | | | | | | | | - | - | | - |
| N/A | - | - | | | | | | | | | | | - | - | | - |
| N/A | - | - | | | | | | | | | | | - | - | | - |
| N/A | - | - | | | | | | | | | | | - | - | | - |
| N/A | - | - | | | | | | | | | | | - | - | | - |
| Subtotal | 8.30 | 723,452 | (0.72) | (29,669) | 1.25 | 128,184 | - | - | - | - | 0.77 | 59,376 | 9.60 | 881,343 | | 4,079 |

Attachment A

| | Oper FTE | FY17 Budget Operating | FY17 Budget Supp FTE | FH17 Budget Supp Operating | Fee | | FY17 ECPI Grant FTE | FY17 ECPI Grant Budget EC Grant | FY17 EC Grant FTE | FY17 Budget EC Grant | FY17 94-142 FTE | FY17 Budget 94-142 | Total FTE | FY17 Budget Total \$ | \$ Inc | |
|---------------------------------|-------------|-----------------------------|-------------------------------|-------------------------------------|--------------------|-----------------------------|---------------------------|--|-------------------------|----------------------------|-----------------------|--------------------------|--------------|----------------------------|---------------------------------|--|
| | | | | | FY17 Rev FTE | FY17 Budget Revolving | | | | | | | | | FY17 Bud Over FY16 Budget | |
| Nurse | 0.40 | 36,427 | - | - | 0.25 | 22,767 | - | - | - | - | 0.35 | 31,873 | 1.00 | 91,067 | 1,730 | |
| Subtotal | 0.40 | 36,427 | - | - | 0.25 | 22,767 | - | - | - | - | 0.35 | 31,873 | 1.00 | 91,067 | 1,730 | |
| Instructional Assistants | | | | | | | | | | | | | | | | |
| Summer TAs - Preschool | | 23,787 | | | | | | | | | | | - | 23,787 | 15,373 | |
| Teaching Assistant | 0.74 | 22,727 | | | | | | | | | | | 0.74 | 22,727 | 3,324 | |
| Teaching Assistant FMLA Sub | - | - | | | | | | | | | | | - | - | - | |
| Teaching Assistant | 0.14 | 4,508 | | | - | - | | | | | 0.59 | 18,848 | 0.73 | 23,356 | 103 | |
| Teaching Assistant | 0.85 | 24,627 | | | | | - | | | | | | 0.85 | 24,627 | 24,627 | |
| Teaching Assistant | - | - | | | | | | | | | 0.80 | 25,483 | 0.80 | 25,483 | 437 | |
| N/A | | | | | | | | | | | | | - | - | - | |
| N/A | | | | | | | | | | | | | - | - | - | |
| Teaching Assistant | - | - | | | | | | | | | 0.80 | 23,456 | 0.80 | 23,456 | (5,111) | |
| Teaching Assistant | 0.18 | 5,891 | | | | | | | 0.61 | 17,853 | | | 0.79 | 23,744 | (1,330) | |
| Teaching Assistant | - | - | | | - | - | | | | | 0.80 | 25,608 | 0.80 | 25,608 | 562 | |
| Teaching Assistant | 0.54 | 17,286 | | | 0.26 | 8,323 | | | | | | | 0.80 | 25,609 | 439 | |
| Teaching Assistant | 0.85 | 25,833 | | | | | | | | | | | 0.85 | 25,833 | (2,463) | |
| Teaching Assistant | 0.74 | 23,581 | | | | | | | | | | | 0.74 | 23,581 | 1,878 | |
| Teaching Assistant | 0.74 | 22,510 | | | | | | | | | | | 0.74 | 22,510 | 1,692 | |
| Teaching Assistant | 0.40 | 15,729 | | | | | | | | | | | 0.40 | 15,729 | 521 | |
| Teaching Assistant | 0.06 | 2,004 | | | 0.68 | 21,577 | | | | | | | 0.74 | 23,581 | 257 | |
| Teaching Assistant | 0.85 | 25,833 | | | | | | | | | | | 0.85 | 25,833 | 3,398 | |
| Teaching Assistant | 0.15 | 3,767 | | | | | | | 0.70 | 17,162 | | | 0.85 | 20,929 | 3,984 | |
| Teaching Assistant | 0.85 | 25,983 | | | | | | | | | - | - | 0.85 | 25,983 | 3,548 | |
| Teaching Assistant | 0.15 | 4,826 | | | 0.70 | 21,985 | | | | | - | - | 0.85 | 26,811 | 785 | |
| Teaching Assistant | - | - | | | | | | | | | - | - | - | - | (24,574) | |
| Teaching Assistant | 0.85 | 24,627 | | | | | | | | | - | - | 0.85 | 24,627 | 3,881 | |
| Teaching Assistant | 0.85 | 22,633 | | | | | | | | | | | 0.85 | 22,633 | 1,887 | |
| Teaching Assistant | - | - | - | - | - | - | - | - | - | - | 0.74 | 23,431 | 0.74 | 23,431 | 2,685 | |
| Subtotal | 8.95 | 296,152 | - | - | 1.64 | 51,885 | - | - | 1.31 | 35,015 | 3.73 | 116,826 | 15.63 | 499,878 | 35,903 | |
| Secretary | | | | | | | | | | | | | | | | |
| Secretary | 0.20 | 7,514 | - | - | 0.80 | 30,055 | - | - | - | - | - | - | 1.00 | 37,569 | 3,925 | |
| Subtotal | 0.20 | 7,514 | - | - | 0.80 | 30,055 | - | - | - | - | - | - | 1.00 | 37,569 | 3,925 | |
| Educational Supplies | | 21,453 | | | | 5,000 | | 2,250 | | | | | - | 28,703 | 23,509 | |
| Office Supplies | | | | | | 500 | | | | | | | - | 500 | 500 | |
| Conferences/Travel | | | | | | 2,000 | | | | | | | - | 2,000 | 1,921 | |
| Reference Mateials | | 557 | | | | 500 | | | | | | | - | 1,057 | 500 | |
| Other Services | | - | | | | - | | | | | | | - | - | (1,200) | |
| Instructional Technology | | 2,550 | | | | 500 | | | | | | | - | 3,050 | 1,800 | |
| Testing Supplies | | 700 | | | | - | | | | | | | - | 700 | 500 | |
| Autism Curriculum (ACE) | | | | | | - | | | | | | | - | - | (14,500) | |
| Equipment for New Classroom | | | | | | - | | | | | | | - | - | (6,300) | |

Attachment A

| | Oper FTE | FY17 Budget Operating | FY17 Budget Supp FTE | FH17 Budget Supp Operating | Fee | | FY17 ECPI Grant FTE | FY17 ECPI Grant Budget EC Grant | FY17 EC Grant FTE | FY17 Budget EC Grant | FY17 94-142 FTE | FY17 Budget 94-142 | Total FTE | FY17 Budget Total \$ | \$ Inc | |
|------------------------|-------------|-----------------------------|-------------------------------|-------------------------------------|--------------------|-----------------------------|---------------------------|--|-------------------------|----------------------------|-----------------------|--------------------------|--------------|----------------------------|---------------------------------|--|
| | | | | | FY17 Rev FTE | FY17 Budget Revolving | | | | | | | | | FY17 Bud Over FY16 Budget | |
| Curriculum | - | - | - | - | - | - | - | - | - | - | - | - | - | - | (2,942) | |
| | - | 25,260 | - | - | - | 8,500 | - | 2,250 | - | - | - | - | - | 36,010 | 3,788 | |
| TOTAL EXPENSES | 17.85 | 1,088,805 | (0.72) | (29,669) | 3.94 | 241,391 | - | 2,250 | 1.31 | 35,015 | 4.85 | 208,075 | 27.23 | 1,545,867 | 49,425 | |
| UNDER/(OVER) AVAIL REV | | - | | - | | 117,793 | | - | | - | | - | | 117,793 | 12,036 | |
| | | | | Less Reserved for FY17 | | 94,646 | | | | | | | | | | |
| | | | | Over/(Under) | | 23,147 | | | | | | | | | | |

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

Agenda Item: **Action**

Approve School Committee Policy: JKAA Revision 1 Prevention of Physical Restraint and Requirements if Used

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves School Committee Policy: JKAA Revision 1 Prevention of Physical Restraint and Requirements if Used as submitted.

School Committee January 19, 2016

SCHOOL COMMITTEE POLICY

NEEDHAM PUBLIC SCHOOLS

FILE

JKAA

| | |
|---|---------------------------------------|
| Policy for: PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED | Revision 1 |
| Date Approved by School Committee: | Signature of Chair Page 1 of 7 |

The Needham Public Schools complies with the Department of Elementary and Secondary Education (hereinafter “DESE”) regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter “Regulations”). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property.

Only lawful physical restraint will be used in the Needham Public Schools. Physical restraint shall be used with extreme caution, only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate. School personnel shall use physical restraint with two goals in mind:

(a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and

(b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Definitions

Mechanical Restraint: the use of any device or equipment to restrict a student’s freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed.

Medication Restraint: the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician

School Committee January 19, 2016

SCHOOL COMMITTEE POLICY

NEEDHAM PUBLIC SCHOOLS

FILE

JKAA

| | |
|---|---------------------------------------|
| Policy for: PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED | Revision 1 |
| Date Approved by School Committee: | Signature of Chair Page 2 of 7 |

and authorized by the parent for administration in the school setting is not medication restraint.

Physical Escort: a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical Restraint: direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Prone Restraint: a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position.

Seclusion: involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined below.

Time-Out: a behavioral support strategy, developed pursuant to 603 CMR 46.04(1), in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

School Committee January 19, 2016

SCHOOL COMMITTEE POLICY

NEEDHAM PUBLIC SCHOOLS

FILE

JCAA

| | |
|---|---------------------------------------|
| Policy for: PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED | Revision 1 |
| Date Approved by School Committee: | Signature of Chair Page 3 of 7 |

Requirements for Use of Physical Restraint

Physical restraint is considered an emergency procedure of last resort. This means that it may be used only when the student's behavior poses a threat of assault or imminent, serious, physical harm to self and/or others; *and* the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

Prohibitions

Physical restraint shall not be used:

- (a) as a means of discipline or punishment;
- (b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- (c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;
- (d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort. Mechanical restraint, medication restraint, and seclusion are prohibited in all public schools.

Prone restraints are prohibited, except on an individual basis and when all of the following conditions, which require specific documentation, are met: (1) the student has a documented history of repeatedly causing serious self-injuries

School Committee January 19, 2016

SCHOOL COMMITTEE POLICY

NEEDHAM PUBLIC SCHOOLS

FILE

JKAA

| | |
|---|---------------------------------------|
| Policy for: PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED | Revision 1 |
| Date Approved by School Committee: | Signature of Chair Page 4 of 7 |

and/or injuries to other students or staff; (2) all other forms of physical restraint have failed to ensure the safety of the student and/or others; (3) there are no medical contraindications, as documented by a licensed physician; (4) there is psychological or behavioral justification for the use of prone restraint and no psychological or behavioral contraindications, as documented by a licensed mental health professional; (5) the program has obtained consent to use prone restraint in an emergency and the use of prone restraint is approved in writing by the Principal; and (6) the program has documented all of the above before using prone restraint and maintains the documentation. The only staff authorized to administer a prone restraint are staff who have received in-depth restraint training in accordance with 603 C.M.R. 46.04(3).

Floor restraints are prohibited unless the staff administering the restraint have received in-depth training in accordance with 603 C.M.R. 46.04(3), and these trained staff members determine that such method of restraint is required to provide safety for the student or others.

Proper Administration of Physical Restraint

Only Needham personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Nothing in this policy shall preclude a teacher, employee or agent of the Needham Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

School Committee January 19, 2016

SCHOOL COMMITTEE POLICY

NEEDHAM PUBLIC SCHOOLS

FILE

JKAA

| | |
|---|---------------------------------------|
| Policy for: PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED | Revision 1 |
| Date Approved by School Committee: | Signature of Chair Page 5 of 7 |

Requirements for Use of Time-Out

Time-out is a behavioral support strategy, developed pursuant to 603 CMR 46.04(1), in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming.

Time-out may be used only for the purpose of calming, it must be terminated as soon as the student has calmed, and it may not extend beyond thirty (30) minutes without the approval of the Principal. A Principal may grant an extension beyond thirty (30) minutes based only on the individual student's continuing agitation.

During time-out, the student must be continuously observed by a staff member. The staff member will either be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary and appropriate for calming. The student may not be involuntarily confined alone in a room or in an area from which the student is prevented from leaving, as this would constitute seclusion, which is prohibited at all times.

Staff Training

All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

School Committee January 19, 2016

SCHOOL COMMITTEE POLICY

NEEDHAM PUBLIC SCHOOLS

FILE

JCAA

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|---|---------------------------------------|
| Policy for: PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED | Revision 1 |
| Date Approved by School Committee: | Signature of Chair Page 6 of 7 |

Additionally, the principal must identify specific staff that is authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

Reporting Physical Restraint Use

All physical restraints, regardless of duration, will be reported.

Reporting within School and to Parents

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall comply with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

Reporting to the Department of Elementary and Secondary Education

The District will report to DESE all restraints that result in serious injury to either a student or a staff member within three (3) school working days of the restraint. Additionally, the District will provide DESE with an annual report of its physical restraint use.

School Committee January 19, 2016

SCHOOL COMMITTEE POLICY

NEEDHAM PUBLIC SCHOOLS

FILE

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| Policy for: PREVENTION OF PHYSICAL RESTRAINT AND REQUIREMENTS IF USED | Revision 1 |
| Date Approved by School Committee: | Signature of Chair Page 7 of 7 |

Administrative Reviews of Physical Restraint Use

The Principal, or designee, shall review restraint data on a weekly basis and convene a review team to assess the progress and needs of any student who has been restrained multiple times in the week and reach consensus on a plan for the student with the goal of reducing or eliminating the need for restraint.

The Principal, or designee, must review restraint data on a monthly basis to determine patterns of use, and make adjustments as necessary or appropriate to policy, conduct training, or take other action to reduce or eliminate the use of restraints.

Prevention of Dangerous Behavior. As set forth in the Regulations, the Needham Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement. In accordance with the regulations, the Needham Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

Complaints. Complaints regarding restraint practices should be referred to the office of Director of Student Support Services.

The District will annually review its Restraint Prevention and Behavior Support Policy and Procedures, provide it to all District staff, and make it available to parents of enrolled students.

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

Agenda Item: **Action**

Approve Establishment of Needham Soccer Club Don Brock Scholarship

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the establishment of the Needham Soccer Club Don Brock Scholarship at Needham High School as submitted.

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ **Date:** January 19, 2016

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

Item Description: The request is to establish the Needham Soccer Club Don Brock Scholarship at Needham High School. The Scholarship, which will be administered by the Needham Soccer Club, will consist of one award of \$1,000. The first year of the award will be 2015/2016.

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

Recommendations/Options: That the School Committee vote to establish the Needham Soccer Club Don Brock Scholarship at Needham High School, as proposed.

School Committee: Action Item

Attachments: Scholarship Recommendation

Respectfully Submitted,

Anne Gulati

Director of Financial Operations



NEEDHAM HIGH SCHOOL

TO THINK – TO RESPECT – TO COMMUNICATE

*Joseph P. Barnes, Ed.D.
Principal*

To: Needham School Committee
From: Joseph Barnes, Principal
Re: Scholarship
Date: December 12, 2015

After reviewing the criteria for the proposed Don Brock Scholarship, I heartily endorse its creation. Don served the students and athletes at Needham High School for many years. Along with his numerous accolades, this scholarship will add to his already impressive legacy.

Sincerely,

Joseph Barnes, Ed.D.
Principal

Scholarship/ Award Recommendation Form

Name Needham Soccer Club Don Brock Scholarship

**Origin/
Purpose** As a way to honor longtime Needham High School Boys' Varsity Soccer Coach Don Brock's legacy in the Needham Community, a scholarship award has been established in Coach Brock's honor. The scholarship will be presented to a deserving 2016 graduating Needham High School student/athlete.

**Award
Criteria** Representatives from the Needham Soccer Club (NSC) will identify and recognize one (1) graduating senior for the Don Brock Scholarship using the following criteria: played for the NSC* and the Needham High School Soccer Program (Varsity only is not a requirement); is a Needham High student in good academic standing; and provided a meaningful response to the short essay question "Tell us how you benefitted by playing for the Needham Soccer Club and the Needham High School Soccer Program over the years." (1 page single space).

*Condition for playing in NSC waived if player moved into Needham while attending the high school.

Financial Management:

Funds Held/ Disbursed By Family / Group

**Principal Balance
Initial Gift (if Funds
Held by Town of
Needham):**

Disbursement Conditions:

Financial Awards: **# Awards Per Year** One
Amount Per Award \$1000

**Award
Amount Note**

Last Update 12/14/2015

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

Agenda Item: **Action**

Approve Minutes of the Meeting of December 15, 2015

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the minutes of the meeting of December 15, 2015 as submitted.

Needham School Committee
Minutes of the Meeting
December 15, 2015

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

Members of the School Committee present were:

| | |
|--------------------------|---------------------|
| Connie Barr, Chair | Andrea Longo Carter |
| Susan Neckes, Vice Chair | Kim Marie Nicols |
| Heidi Black | Aaron Pressman |
| Michael Greis | |

Members of the Central Administration present were:

| | |
|---------------|-------------|
| Dan Gutekanst | Anne Gulati |
| Tom Campbell | Mary Lammi |
| Terry Duggan | |

Public Comments

Public Comments

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

There were no comments.

School Committee Chair and Subcommittee Update

School Committee
Chair and
Subcommittee
Update

Ms. Black shared an update from the Permanent Public Building Committee (PPBC) meeting she attended recently. The high school renovation project was on the agenda. Ms. Black stated that the PPBC has selected a contractor for the project. The contractor came in with a low bid that was slightly under the projected budget for the project. The bid is moving forward through the approval process. Ms. Black reported that the high school renovation project is moving forward in a positive direction.

Ms. Nicols stated that Susanne Stein, a member of the Eliot School PTC has been concerned about recent traffic conditions at the Eliot School. The PTC had invited her to a recent presentation of the Traffic Board. Ms. Nicols stated this is a new committee of the Eliot School PTC, and they are looking to provide some immediate solutions to traffic concerns. One of the solutions is to provide the Eliot School with some low cost signage similar to what is in the Wellesley community in an effort to keep the children safe.

Chairman Barr stated that the Full Day Kindergarten Committee continues to meet. The committee welcomes comments from the community.

Mr. Greis stated that the Finance Committee has convened their budget workshop with the School Committee Liaisons. They've submitted their list of initial questions on the Superintendent's Preliminary Budget.

Superintendent's Comments

Superintendent's
Comments

The Superintendent Gutekanst took a moment to wish the families of the Needham Public Schools a happy vacation period and a Happy New Year.

DISCUSSION ITEMS

John Eliot Elementary School Improvement Plan 2014-2017Eliot School
Improvement Plan
2014-2017

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that the

Eliot School Council has worked collaboratively this past year with Principal Roderick MacNeal to develop and maintain the School Improvement Plan. In accordance with M.G. L. Chapter 71, Section 59c, the Superintendent has approved the Eliot School Improvement Plan. Dr. Gutekanst welcomed Principal Roderick MacNeal and Eliot School Council member Jo-Anne Bagley and invited them to provide an update on the John Eliot Elementary School Improvement Plan.

Principal MacNeal began with an acknowledgement of the hard work from the Eliot School community on the development of the School Improvement Plan.

Ms. Bagley spoke about the K-5 grade level reading and math data meetings in which the Literacy Specialist, Math Coach, and Grade Level Teams met to discuss and analyze assessment data. Ms. Bagley discussed the results of the math and reading assessment data. Ms. Bagley pointed out that the meetings were very productive. It was rewarding to study the data, come up with a plan and not just leave it there as data on a sheet.

Principal MacNeal acknowledged the hard work of Lisa Messina, Literacy Coordinator, and Judith Wojtczak, Math Curriculum Leader, for their role in leading the data meeting discussions. Principal MacNeal pointed out that part of those discussions included the development of consistent protocols for looking at data to ensure that we have the result we are looking for.

Principal MacNeal went on to describe changes and updates to the Eliot School Improvement Plan. Principal MacNeal stated that demographic data have been added to the School Improvement Plan to share information on the type of students that attend the Eliot School. Principal MacNeal stated that it is very important to know your population of students as you develop your goals: the needs and the areas that you need to address. In addition, the School Improvement Plan has grade level specific reading goals focusing on the areas of need as students develop and become proficient readers.

Principal MacNeal also shared an update on cultural proficiency. Principal MacNeal stated that his staff participated in a workshop led by Assistant Principal, Johnny Cole. Principal MacNeal added that Assistant Principal Cole is a very dynamic presenter. He did an excellent job of setting the tone and creating a space for difficult discussions about race. He emphasized what it means and how it can be integrated into various strategies of instructional practice to ensure that the Eliot School is an inclusive school community. Principal MacNeal spoke about additional cultural proficient initiatives taking place within the Eliot School community and presented additional information on literacy goals. A general discussion including questions and comments followed.

FY17 Budget Discussion: Student Support Services/Special Education

FY17 Budget
Discussion:
Student Support
Services/Special
Education

Dr. Gutekanst introduced this item. Dr. Gutekanst stated that this would be the second of several discussions about the FY17 budget. Dr. Gutekanst stated that Mary Lammi, Director of Student Support Services would present an overview on Student Support Services particularly around Special Education. Dr. Gutekanst also stated that Patricia Mullen, Director of Special Education, Needham High School and Tom Denton, Director of Guidance, Pre K-12, would assist with the conversation on Student Support Services.

Ms. Lammi stated that although the presentation is focused on Special Education, Student Support Services includes the following: Guidance, Special Education, METCO, Health Services, ELL, Translation and Interpretation Services, Homeless Students & Families, and Home School Education.

Ms. Lammi began with a summary on the impact of medical technology and prenatal care. Ms. Lammi stated the advances in prenatal care have resulted in increased survival rates for infants born extremely premature. This raises the risk for the development of neurodevelopmental and behavioral impairments that presents challenges to educational organizations. Ms. Lammi stated that 1 in 68 children are diagnosed with Autism Spectrum Disorder. These children have more problems with early learning, challenging behaviors, and interacting with others. The impact to the schools is in creating programming for children with this disorder.

Mr. Denton summarized childhood mental health diagnosis. Mr. Denton stated that students with mental health diagnosis and mental health disabilities create serious challenges in the way these children learn and manage behavior. Mr. Denton stated that 1 in 5 children experience a mental disorder. Mr. Denton outlined the impact of mental health diagnosis.

Ms. Lammi presented research from the Department of Elementary and Secondary Education (DESE) on students who are more likely to require placement outside of their school district. Ms. Lammi also presented DESE's priorities to help communities' better support students with emotional disabilities and behaviors that are a manifestation of their disability.

Ms. Lammi shared data on enrollment and how Needham is trending compared to similar communities. The data included the following information: special education pupils as a percentage of the total enrollment; special education enrollment by grade level; the percentage of students by disability category; and out of district special education.

Anne Gulati, Director of Financial Operations presented an overview on cost trends. Ms. Gulati stated that Needham's special education out of district tuition expenses are increasing steadily. Ms. Gulati presented a chart detailing the out of district expenditures from FY2003-FY2017, special education out of district tuition by funding sources, and special education expenses as a percentage of the budget. Ms. Gulati also present data on how Needham is trending in the area of special education transportation compared to similar communities. Ms. Gulati noted that per pupil transportation cost have tripled since 2008. Comparatively, Needham pays more per pupil than its comparison communities.

Ms. Lammi stated that the Student Support Services budget request is about responding to students with complex and high impact needs. It is about responding to increases in special education enrollment. It is about strengthening in district capacity to meet student needs and to respond to increased out of district transportation cost. Ms. Lammi outlined the enrollment driven

request which include the following: .3 Guidance Counselor at Hillside, .2 Psychologist at Mitchell, .5 Middle School Board Certified Behavior Analyst (BCBA), .3 Nurse at high school, and .3 Wilson Reading Instructor. Ms. Mullen presented an overview on the Pathways Therapeutic Program proposal request. A lengthy discussion followed. Dr. Gutekanst stated that the Pathways Therapeutic Program proposal will be available on the website.

ACTION ITEMS

Accept Donations

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

Seconded

Discussion

Vote 7-0-0

A motion was
made:

Accept Donations

School Committee Comments

Chairman Barr wished the families of Needham a very Happy Holiday Season. Chairman Barr stated that the Habitat for Humanity Club at Needham High School is having a Silent Auction on Saturday from 10am-2pm. Chairman Barr expressed her appreciation to School Committee members and members of Central Administration for their dedication to the families and children of Needham.

Ms. Nicols stated that this Thursday night the Needham High School Chorus/Orchestra would perform during the Annual Winter Concert in the high school auditorium from 7:30pm to 9:00pm.

School Committee
Comments

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

http://rwd1.needham.k12.ma.us/school_committee/Packets 2015-16

A List of
Documents

At approximately 8:57p.m., a motion was made to adjourn the School Committee meeting of December 15, 2015.

Seconded

Vote 7-0-0

A motion was
made:

Adjournment

Respectfully submitted by: Cheryl Gosmon, Note Taker

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

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.

Action Recommended:

Report only

Members of the School Committee available for comment:

Connie Barr, Chair
Susan Neckes, Vice-Chair
Heidi Black
Andrea Longo Carter
Michael Greis
Kim Marie Nicols
Aaron Pressman

**Needham School Committee
Needham, Massachusetts 02492
January 19, 2016**

Agenda Item: **Information Items**

- Future School Needs Committee Proposal
- Disposal of Surplus Items



TOWN OF NEEDHAM

TOWN HALL

1471 Highland Avenue
Needham, MA 02492-2669

Office of the
TOWN MANAGER

TEL: (781) 455-7500
FAX: (781) 449-4569
TDD: (781) 455-7558

TO: Board of Selectmen
School Committee
Future School Needs Committee
Finance Committee
Planning Board
Town Moderator

FROM: Kate Fitzpatrick, Town Manager *Kate*
Daniel Gutekanst, Superintendent of Schools *D.G.*

DATE: December 31, 2015

RE: Future School Needs Committee

For many years, the Future School Needs Committee (FSNC) - volunteers who have generously offered their time and expertise - has provided estimated student enrollment information to assist the School Committee, Town Boards, and Town Meeting to anticipate and understand the current and projected student population. Over time, the projections have typically provided good very near-term enrollment information based on historical enrollment and census data. In fact, since 2001, the variance in projected versus actual enrollment has been under 2% in absolute terms. However, even a variance of this size can result in the development of a budget that provides for too many or too few classrooms in a given year.

Representatives of the Board of Selectmen, the School Committee, the Finance Committee and the FSNC met to discuss other projection options. The recommended proposal would reconstitute the Future School Needs Committee so that its primary charge would be to review and make recommendations regarding professionally developed enrollment estimates, as opposed to the prior practice of developing the estimates itself. The proposal also ensures the involvement of the Town boards involved in the school capital planning process – the Board of Selectmen, the School Committee, and the Finance Committee – in the committee appointment process.

Reconfiguration of the Future School Needs Committee would require an amendment of the Town's General By-laws. The draft proposal outlined below would reduce the membership from nine to seven, with appointing authority for six members vested in the Finance Committee, School Committee, and Board of Selectmen (two by each committee), and one appointment by the Town Moderator.

Proposal

2.7.2 Future School Needs Committee

2.7.2.1 There shall be a Future School Needs Committee consisting of seven members, two appointed by each of the Finance Committee, the School Committee and the Board of Selectmen and one member by the Town Moderator. The Chairman shall be designated from time to time by vote of the Committee. It shall be the responsibility of the Future School Needs Committee to review professionally-developed estimates of the Town's current and projected student population, and to provide information, guidance and feedback to the demographer in developing these estimates. The appointees shall have a background in demography, urban planning, business/economics, or a related field, if qualified individuals with the necessary expertise are available for appointment.

2.7.2.2 Initially three members shall be appointed for the term of three (3) years (one each by the Finance Committee, School Committee and Board of Selectmen), three members shall be appointed for a term of two (2) years (one each by the Finance Committee, School Committee and Board of Selectmen), and one (1) member shall be appointed for a term of one (1) year (by the Town Moderator). Thereafter, as the term for which the members were initially appointed expires, their successors shall be appointed for a term of three (3) years each. In the event of a vacancy occurring in the membership other than by the expiration of the term of a member, a successor shall be appointed to serve the balance of the unexpired term.

Current Language

2.7.2 Future School Needs Committee

2.7.2.1 There shall be a Future School Needs Committee consisting of nine members, one appointed by each of the following Town boards and committees: the Finance Committee, the Planning Board, the Board of Selectmen, the School Committee, the Parents-Teachers' Council, the League of Women Voters and three appointed by the Moderator. The Chairman shall be designated from time to time by vote of the Committee. It shall be the duty of the Future School Needs Committee to provide an estimate of the Town's current and projected student population.

We would appreciate any feedback you have on this proposal, which the Board of Selectmen intends to place on the warrant for the 2016 Annual Town Meeting.

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: January 19, 2016

Item Title: **Disposal of Surplus: Mitchell Elementary School, Emery Grover**

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

From Mitchell Elementary Media Center:

- 731 Old and Damaged Books

From Mitchell Elementary:

- 5 Old Trapezoid Tables
- 6 Old Swivel Chairs
- 12 Old and Broken Wooden Chairs
- 5 Old Metal Bookshelves
- 2 Old Metal File Cabinets
- 1 Broken Wooden Table
- 1 Broken Student Desk
- 122 Old Student Chairs
- 4 Old Teacher Desks
- 1 Broken Work Station Desk
- 6 Old Rolling Carts
- 3 Wooden Bookshelf
- 1 Broken Tall Storage Closet
- 5 Old Rectangular Activity Tables
- 1 Dorm Size Mini-Refrigerator
- 7 Broken Computer Tables w/ Wheels

From Emery Grover:

- IBM Broken Typewriter
- 1 Old Broken Bulletin Board
- 1 Old Computer Table

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

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

Rationale:

Implementation Implications:

Supporting Data: None.

School Committee (circle one)

Action Information Discussion Consent Calendar

Central Administrator Town Counsel Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Director of Financial Operations