



Needham School Committee

November 3, 2015

7:00 p.m.

Broadmeadow School

School Committee Room

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



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SCHOOL COMMITTEE MEETING AGENDA

November 3, 2015

Broadmeadow School: School Committee Meeting Room

Next School Committee Meeting: November 17, 2015

7:00 p.m. Public Comments

7:10 p.m. School Committee Chair and Subcommittee Updates

7:20 p.m. Superintendent's Comments

Discussion Items

7:25 p.m. 2015-2016 Mitchell School Improvement Plan

8:10 p.m. 2015-2016 Class Size Reports

8:40 p.m. 2014 MetroWest Survey Results

9:15 p.m. Action Items

Approve Minutes of the Meetings of September 21, 2015, September 28, 2015, and September 29, 2015

Approve FY16 Budget Transfers

Accept Donations

9:25 p.m. School Committee Comments

Information Items

Permanent Public Building Committee Minutes:

September 21, 2015

September 28, 2015

October 6, 2015

**Needham School Committee
Needham, Massachusetts 02492
November 3, 2015**

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
November 3, 2015**

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

Background Information:

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

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
November 3, 2015**

Agenda Item: **Superintendent's Comments**

Background Information:

Superintendent Daniel E. Gutekanst will apprise the School Committee of events, information, and matters of interest not on the agenda.

**Needham School Committee
Needham, Massachusetts 02492
November 3, 2015**

Agenda Item: **Discussion**

2015-2016 Mitchell School Improvement Plan

Background Information:

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

Persons Available for Presentation:

Dr. Michael Schwinden, Mitchell School Principal
Mitchell School Council Members

Mitchell Elementary



School Improvement Plan 2015-16 November 3 Update

Submitted by the Mitchell School Council:
DEBBIE BERGER, PTC Representative
KEVIN KEANE, Parent Representative (Co-chair)
CAROLYN GUTTILLA, Parent Representative
GRETCHEN FILOON, Community Representative
COLLEEN SOLDATO, Teacher Representative
SARAH LEDBURY, Parent Representative
BARBARA HAYDEN, Assistant Principal
MIKE SCHWINDEN, Principal (Co-chair)

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inspires excellence, and fosters integrity.*

MITCHELL SCHOOL IMPROVEMENT PLAN

November Update 2015-16

District Goal One: Advance Learning for all students

To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging, creative, and rigorous learning experiences that are grounded in clearly defined standards

SCHOOL-WIDE LITERACY GOAL: *Strengthen all students ability to write in response to a prompt.*



Grade level: Kindergarten

Action Steps	What Evidence Will Show Progress?	Timeline
Write six lessons for the launching unit for the kindergarten writing program by December 2015. Lessons will be based on the curriculum from the book <u>Talking, Drawing, Writing Lessons for Our Youngest Writers</u> by Martha Horn and Mary Ellen Giacobbe.	Student's ability to add details to pictures and writing will show continuous improvement as measured by teacher observation of student's individual writing journals.	Dec. 2015

Grade level: First Grade

Action Steps	What Evidence Will Show Progress?	Timeline
Using Teachers' College Small Moment writing unit, in collaboration with literacy coach will develop pre/post assessment; develop lessons to support this unit; analyze data and share strategies during CPT. Data collection templates will identify areas where students need improvement.	90% of students will be able to write a small moment with an appropriate and clear beginning, middle and end based on a small moment rubric.	Jun-16
Process above will be continued for writing units in poetry, non-fiction, persuasive letters and How-tos.	Student work samples and collected data will demonstrate continuous learning across all writing genres as measured by the appropriate rubrics.	Jun-17

Grade level: Second Grade

Action Steps	What Evidence Will Show Progress?	Timeline
Develop a common understanding of the Lucy Calkins writing rubric for personal narrative unit. Develop a pre- and post-test assessment. Analyze writing samples to identify and share benchmark writing samples for students. Adapt the scope and sequence to support students who fall below benchmark using small group instruction.	90% of students will achieve a score of 3 or higher on organization, elaboration, and endings on the end-of-unit assessment. Students' personal growth checklists will reflect their own progress in writing over the year. Anecdotal notes, small group work, and post-assessment writing samples will show continuous growth in all writers.	Jun-16

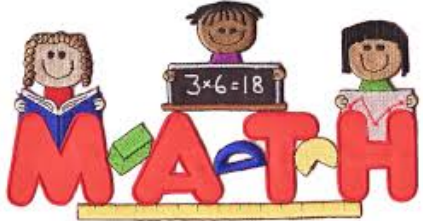
Grade level: Third Grade

Action Steps	What Evidence Will Show Progress?	Timeline
Increase practice in writing about reading by giving students opportunities to respond to reading 2X/week citing evidence to support their thinking.	100% of students will identify 3 character traits and give support evidence from the text.	Jun-16
Identify, using fall 2015 F&P data, students whose primary deficit area is fluency [accuracy, rate and prosody (expression, intonation, phrasing)]. Teachers will provide targeted instruction in fluency for those identified students.	Using spring F&P data, 100% of students will increase 1 level and 50% of students will increase 2 levels in fluency.	Jun-16

Grade level: Fourth Grade

Action Steps	What Evidence Will Show Progress?	Timeline
Analyze data from 2015 grade 3 ELA MCAS. (Attachments A,B,C) Identify areas of relative weakness. Give pre-assessment to this year's class to determine baseline. Grade student work with rubric. Plan lessons and activities to strengthen their writing about reading. Increase writing about reading to once per week. Continue to review and score writing as a team throughout the year.	1) Increase overall student growth percentile on MCAS/PARCC by at least 5%; narrow the gap between male and female scores by 50%. 2) Teachers will note an increase in proficiency, quality and length of responses to both fiction and non-fiction.	Jun-16

Grade level: Fifth Grade

Action Steps	What Evidence Will Show Progress?	Timeline
Analyze data from 2015 grade 4 ELA MCAS. (Attachments A,B,C) Identify areas of relative weakness. Give pre-assessment to this year's class to determine baseline. Grade student work with rubric. Plan lessons and activities to strengthen their writing about reading. Develop a variety of open response prompts to reading.	1) Increase overall student growth percentile on MCAS/PARCC by at least 5%; narrow the gap between male and female scores by 50%. 2) Teachers will note an increase in proficiency, quality and length of responses to both fiction and non-fiction.	Jun-16
SCHOOL-WIDE MATH GOAL: Improve student automaticity with grade level number facts; improve students' ability to understand and solve word problems		

Grade level: Kindergarten

Action Steps	What Evidence Will Show Progress?	Timeline
Administer the district wide math assessment to identify areas of greatest need. Create four math games/activities to be played both in school and at home to support student understanding of concepts in those areas. These games/activities will be used as they are created.	End of year math assessment will show one year of growth for 100% of students.	Feb-16

Grade level: First Grade

Action Steps	What Evidence Will Show Progress?	Timeline
Develop strategies and technology-based math games to reinforce subtraction facts to ten.	90% of students will know subtraction facts to 10	Jun-16

Analyze aMath data with math coach in all five domains to target instruction once/week for any students identified as "at-risk."	Number of at-risk students in aMath will decline by 80% in spring assessment.	Jun-16
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Grade level: Second Grade

Action Steps	What Evidence Will Show Progress?	Timeline
Examine aMath data to identify students at some risk (scores between 190-199). Identify 3 developing skills common to this group. Modify instruction in small groups. Create math games related to developing skills and assign homework in those areas.	"Some risk" and "at risk students" will master fluency: *addition within 10 (90% by January) *strategies for addition to 20 (80% by June) *word problems to 20 (data from small groups)	Jun-16

Grade level: Third Grade

Action Steps	What Evidence Will Show Progress?	Timeline
Analyze aMath data with math coach in all five domains to target instruction, in small groups, for any students identified as "at-risk."	Number of at-risk students in aMath will decline by 80% in spring assessment.	

Grade level: Fourth Grade


Action Steps	What Evidence Will Show Progress?	Timeline
Analyze spring 2015 MCAS math data for grade 3 students. Address areas of concern using strategies from summer workshop (Mahesh Sharma) and Engage New York.	Students will achieve at least 80% of possible points on MCAS/PARCC questions relating to area and perimeter.	Jun-16

Grade level: Fifth Grade


Action Steps	What Evidence Will Show Progress?	Timeline
Analyze spring 2015 MCAS math data for grade 4 students. Address areas of concern (measurement and data strands) by including problems in morning work, weekly math reviews and POWs (problem of the week).	Students will achieve at least 80% of possible points on MCAS/PARCC questions relating to measurement and data analysis.	Jun-16

District Goal #2: Develop social, emotional, wellness and citizenship skills of all students

To ensure students develop the knowledge and skills that empower healthy, resilient, engaged and culturally proficient global citizens who act with integrity, respect and compassion.

<p>School-wide Cultural proficiency goal: To continue to empower staff and students with time, resources, and programs so they are able to collaborate with other communities, promote a culture that affirms individual differences and ensure our students become culturally proficient global citizens.</p>		
Action Steps	What Evidence Will Show Progress?	Timeline
<p>Grade 5: Launch the historical fiction unit with mini lessons to support student understanding of cultural, ethnic, and religious heritage of Sudan. Collaborate with the media specialist to develop student understanding of the culture and geography of the region.</p> <p>After reading <u>Home of the Brave</u>, by Katherine Applegate, fifth graders will attend an inspirational talk give by two Sudanese men who were part of the group ("lost boys of Sudan") featured in this book.</p>	<p>Whole class discussions and post-read aloud activities will demonstrate student understanding of immigration, refugees, and assimilation into Americans as measured by teacher observation.</p>	<p>Nov-15</p>

<p>Grade 4: FORGING A FOURTH-GRADE PARTNERSHIP, NEF Grant Spring '15</p> <p>1) Visit Gardner Pilot Academy (GPA) in Boston for team-building games,</p> <p>2) Read, <u>We Are The Ship: The Story of Negro League Baseball</u>, with buddy class at Gardner Pilot Academy and write to each other sharing feelings and opinions about the book,</p> <p>3) Attend an inspirational talk, by, and about, a 7th grade medically and learning challenged GPA student who has transformed his life with community service, and finally 4) tour Fenway Park with our GPA buddy classes to celebrate how people of all races have transformed baseball into the game it is today.</p>	<p>Each 4th grade student will create a baseball card (text and illustrations) to be displayed at Fenway Park.</p> <p>Each 4th grade student will share at least 2 writing pieces with their 4th grade counterparts from GPA.</p>	<p>May-16</p>
<p>Expand the "Understanding Different Abilities" program to grades 1 (vision), 2 (hearing), and 3 (mobility) using parent volunteers and outside presenters.</p>	<p>Each student in grades 1,2 and 3 will better understand and appreciate differing abilities as determined by teacher observation during classroom activities and discussions.</p>	<p>May-16</p>
<p>Write an NEF grant to buy flags representing the heritage of every Mitchell family to demonstrate pride in our diversity.</p>	<p>If the grant is successful, flags will be displayed prominently in the building.</p>	<p>Spring 2016</p>
<p>Establish, for each grade, a different grade level "buddy class" that meets monthly to share activities and foster healthy relationships.</p>	<p>99% students will report that they "feel like they belong" at Mitchell in the next District survey.</p>	<p>Jun-16</p>
<p>Plan, by grade level, a theme-based, all-school assembly involving all students in the grade level.</p>	<p>99% students will report that they "feel like they belong" at Mitchell in the next District survey.</p>	<p>Jun-16</p>
<p>Share, if they have not done so, teachers' own action steps at a faculty meeting.</p> <p>Continue to implement individual action steps identified in 2013-14.</p>	<p>Percentage of students who report that people with different cultures are respected will increase from 85% to 95%(from District student survey).</p>	<p>Jun-16</p>

<p>SCHOOL-WIDE SOCIAL, EMOTIONAL, AND CITIZENSHIP GOAL: <i>Students will experience a learning community in each classroom together with a sense of wellness, participation, and safety in a caring community characterized by meaningful relationships with peers and adults.</i></p>		
Action Steps	What Evidence Will Show Progress?	Timeline
Hold morning meetings in each classroom.	Students in each room know each other's names by October	Oct-15
Continue and expand exchange program with Daxing District.	Host another cohort (n=37) of elementary students in fall. Recruit at least 6 students (accompanied by a parent) to spend April vacation in Mitchell's sister school in Beijing.	Apr-16
Modify blue slip (citizenship recognition) program to make it more individualized. (Attachment D) Teachers will demonstrate exemplary "blue slip" behavior through skits at an all-school assembly (October).	Staff will use blue slips to acknowledge various kinds of exemplary behavior. Student blue slip names will be drawn and read over intercom weekly.	Jun-16
Teach SEL and anti-bullying lessons in each classroom (Steps to Respect in grade 5).	Percentage of students who feel that there are unsafe places in school will decrease from 6% to 3% (in the next District student survey)	Jun-16

District Goal #3: Ensure infrastructure supports district values and learning goals

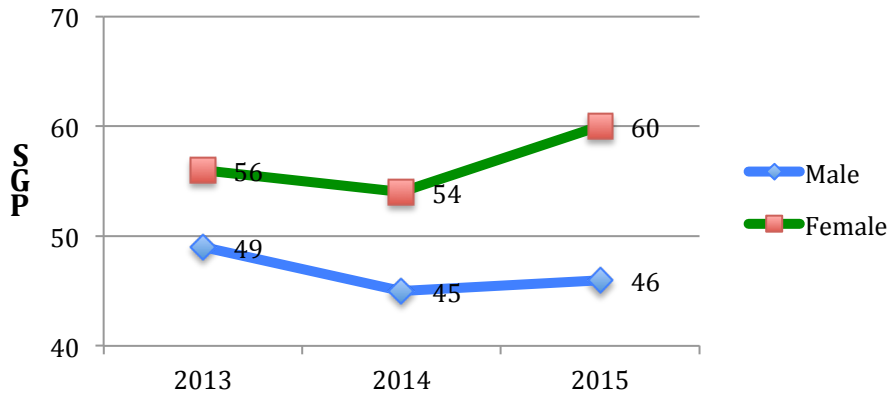
To develop, promote and implement a sustainable plan for financial, building, technological, and human resources that supports learning for all and is responsive to school and student needs.



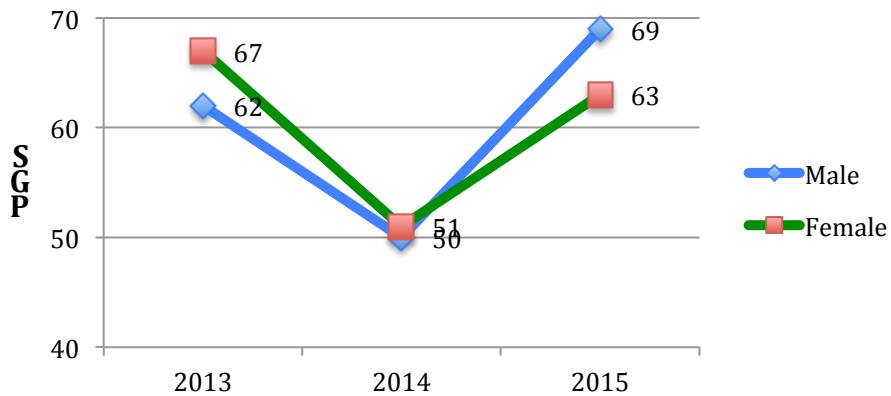
Action Steps	What Evidence Will Show Progress?	Timeline
Schedule 4 fire drills and 2 lockdown drills (with evacuation in spring). Review, by School Crisis Team and School Council, current safety plan.	Drills will be completed with Needham Fire and Police	Jun-16
Prepare ppt presentation on ALICE training and create 4 armed-intruder scenarios. Facilitate 2-hour PD for all staff including barricade demonstration and small group discussions of 4 armed-intruder scenarios. Assess written responses and barricade photos (attachment E) and plan next steps.	*100% of Mitchell full- and part-time staff will demonstrate mastery of basic ALICE options by writing strategically appropriate responses to 4 armed-intruder scenarios and building a classroom door barricade with classroom furniture. *Every classroom hallway door will remain in locked position during the day (peel off magnetic strips allow it to be opened and closed).	Oct-15
Collaborate with Town facilities to provide curb and step striping and also to remove ridges on the blacktop and unsafe extrusions on the wood chips to reduce the risk of falling for visually-impaired or other differently-abled students.	Striping will be completed, asphalt added to eliminate ridges, chips used to bury outcroppings of fabric.	Nov-15

ATTACHMENT A

2015 MCAS ELA Student Growth Percentile

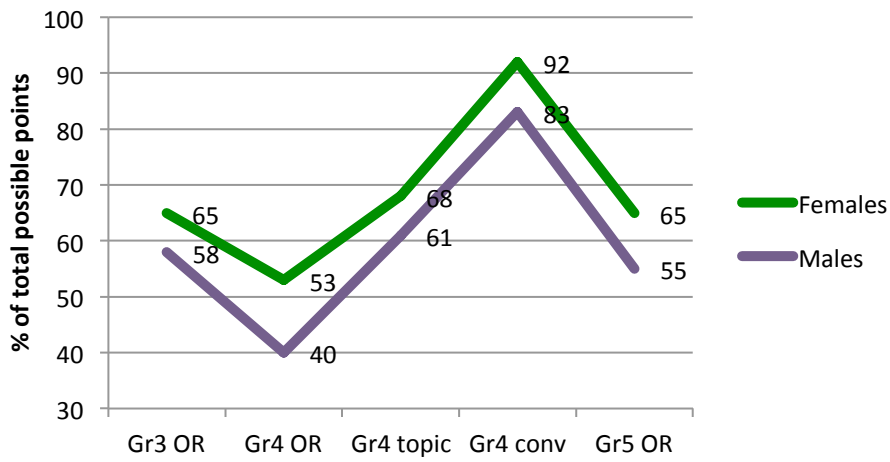


2015 MCAS MATH Student Growth Percentile

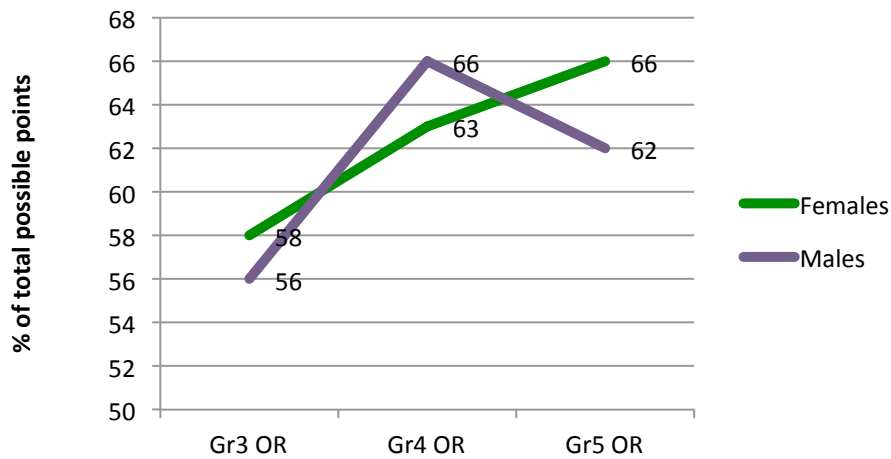


ATTACHMENT B

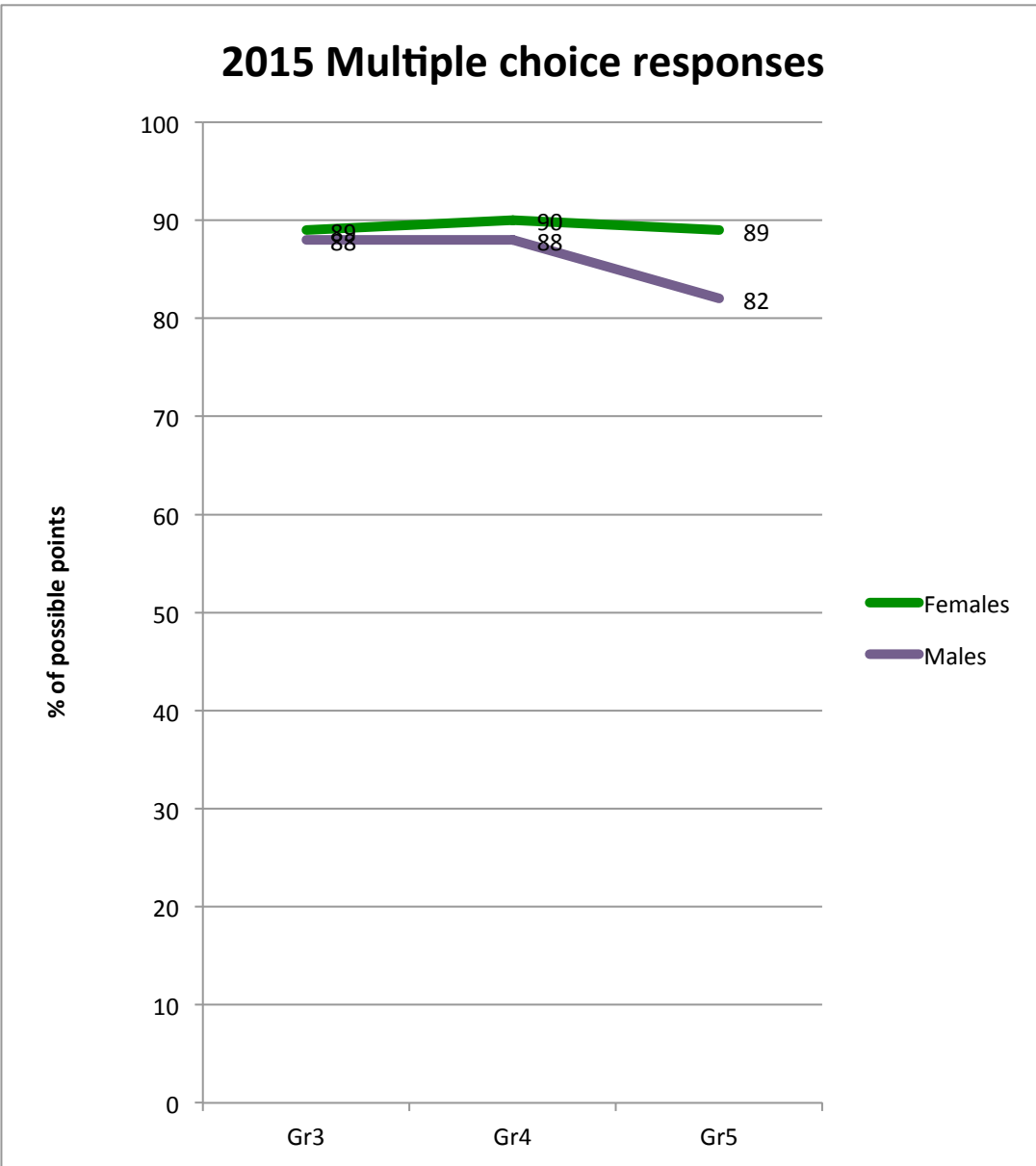
2015 ELA written responses



2015 Math written responses



ATTACHMENT C



Mitchell School Blue Slip

Being a Leader and a Unique Example!

To: _____

From: _____

independent worker
supportive/good friend
helpful
persevered
leader/role model
good citizen

flexible thinker
respectful
showed courage
kind
inclusive

Other / Comment: _____

ATTACHMENT E



TL—teacher able to prevent door opening by looping belt over closer

TR—teachers able to prevent “unlocked” door from opening

BL—one diminutive teacher could lean against the barricade and prevent a large intruder from opening an unlocked door

**Needham School Committee
Needham, Massachusetts 02492
November 3, 2015**

Agenda Item: **Discussion**

2015-2016 Class Size Reports

Background Information:

- These are annual reports to the School Committee.
- Information on elementary and middle school class sizes is enclosed.
- Dr. Barnes and Ms. Bibbo will report on class size information at Needham High School and Pollard Middle School.

Person Available for Presentation:

Ms. Tamatha Bibbo, Pollard Middle School Principal
Dr. Joseph Barnes, Needham High School Interim Principal



Needham Public Schools *Office of the Superintendent*

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

Date: October 30, 2015
To: School Committee
From: Dan Gutekanst
Re: Class Size Reports

As of October 1, 2015, total PreK-12 student enrollment is 5,582 students.

The enclosed October 1, 2015 School Enrollment and Class Size Report is organized in two parts:

- The first part includes a summary of enrollment and class size information in grades PreK-12. This portion of the report provides an overview of elementary class size sections, an overview of middle school class sizes in academic and elective classes, and an overview, by level and grade, of high school class sizes.
- The second part of this report includes additional and detailed information about specific class sizes in High Rock (Appendix A), Pollard (Appendix B), and the high school (Appendix C). The Pollard and Needham High School reports also include trend data and historical class size information.

Dr. Barnes and I will be happy to review this information and answer any questions you may have at your next scheduled meeting.

October 1, 2015 Enrollment

Needham Public Schools

ELEMENTARY ENROLLMENT (by grade and school)

Grade	Broadmeadow	Eliot	Hillside	Mitchell	Newman	Total	# cls	Av Cl sz	FTE
k	21	20	21	20	19				
k	21	21	21	21	19				
k	20	20	20	21	20				
k	19		20	20	19				
k					21				
						404	20	20.20	10
1	20	20	20	20	21				
1	21	20	21	19	22				
1	21	21	21	20	19				
1	21			20	20				
					20				
						387	19	20.37	19
2	21	25	22	20	21				
2	22	24	22	19	20				
2	22	24	22	19	21				
2	21		22	21	21				
2	21				20				
					21				
						471	22	21.41	22
3	21	24	20	23	20				
3	20	24	20	22	22				
3	21	24	20	22	21				
3	21		20	22	21				
3	21				21				
						450	21	21.43	21
4	21	23	19	20	22				
4	24	20	19	20	23				
4	23	20	19	19	22				
4	23		19	19	20				
4					20				
						415	20	20.75	20
5	23	20	25	21	24				
5	23	20	25	22	24				
5	23	25	27	23	23				
5	23			20	24				
						415	18	23.06	18
	Broadmeadow	Eliot	Hillside	Mitchell	Newman	Total	# cls	Av Cl sz	FTE
Total Students	558	395	465	493	631	2542	120	21.18	110.00
Total Sections	24	16.5	20	22	27.5		110		

Eliot: Grade 4 Includes 3 students in Language Based classroom who are assigned to this section for homeroom

Eliot: Grade 5 Includes 6 students in Language Based classroom who are assigned to this section for homeroom

TOTALS FOR NEEDHAM SCHOOL SYSTEM																
	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	SP*	Total
Preschool	85															85
Broadmeadow		81	83	107	104	91	92									558
Eliot		61	61	73	72	63	65									395
Hillside		82	62	88	80	76	77									465
Mitchell		82	79	79	89	78	86									493
Newman		98	102	124	105	107	95									631
High Rock								451								451
Pollard									439	400						839
High School											449	396	407	412	1	1665
TOTAL	85	404	387	471	450	415	415	451	439	400	449	396	407	412	1	5582

*SP indicates post graduate special education students counted separately by DESE October enrollment

NPS also has 75 Out of District students with special needs paid for by the district. The DESE counts the out of district placements separately from our enrollment numbers.

Elementary Class Size Report 2015-2016

ELEMENTARY ENROLLMENT (by grade and school)

Grade	Broadmeadow	Eliot	Hillside	Mitchell	Newman	Total	# cls	Av Cl sz	FTE
k	21	20	21	20	19				
k	21	21	21	21	19				
k	20	20	20	21	20				
k	19		20	20	19				
k					21				
						404	20	20.20	10
1	20	20	20	20	21				
1	21	20	21	19	22				
1	21	21	21	20	19				
1	21			20	20				
					20				
						387	19	20.37	19
2	21	25	22	20	21				
2	22	24	22	19	20				
2	22	24	22	19	21				
2	21		22	21	21				
2	21				20				
					21				
						471	22	21.41	22
3	21	24	20	23	20				
3	20	24	20	22	22				
3	21	24	20	22	21				
3	21		20	22	21				
3	21				21				
						450	21	21.43	21
4	21	23	19	20	22				
4	24	20	19	20	23				
4	23	20	19	19	22				
4	23		19	19	20				
4					20				
						415	20	20.75	20
5	23	20	25	21	24				
5	23	20	25	22	24				
5	23	25	27	23	23				
5	23			20	24				
						415	18	23.06	18
	Broadmeadow	Eliot	Hillside	Mitchell	Newman	Total	# cls	Av Cl sz	FTE
Total Students	558	395	465	493	631	2542	120	21.18	110.00
Total Sections	24	16.5	20	22	27.5		110		

Average Class Size Elementary K-5

21.18

Middle School (High Rock and Pollard)

Middle School Class Size 2015-2016 by Subject and Grade

COURSES	GRADE LEVEL	NUMBER OF SECTIONS	AVERAGE SIZE	MINIMUM	MAXIMUM	UNDER 15	15-25	OVER 25
ART	06	20	21.45	16	25	0	20	0
	07	36	15.75	11	20	7	29	0
	08	54	19.11	11	24	2	52	0
ELL	07	4	1.50	1	3	4	0	0
	08	2	3.00	3	3	2	0	0
ENGLISH	06	52	17.46	2	25	14	38	0
	07	22	19.95	2	26	2	19	1
	08	21	19.05	10	23	2	19	0
Average Class Size 6-8			18.82					
MATH	06	22	20.45	2	25	4	18	0
	07	22	19.95	3	27	3	15	4
	08	21	19.05	7	24	4	17	0
Average Class Size 6-8			19.82					
MUSIC	06	39	19.95	8	27	3	35	1
	07	19	20.42	12	38	7	7	5
	08	18	19.56	13	42	1	16	1
SCIENCE	06	20	22.50	13	25	2	18	0
	07	41	20.95	2	25	1	40	0
	08	42	18.71	12	23	3	39	0
Average Class Size 6-8			20.72					
SOCIAL STUDIES	06	20	22.50	13	25	2	18	0
	07	21	20.90	2	24	1	20	0
	08	20	20.00	18	23	0	20	0
Average Class Size 6-8			21.13					
TECHNOLOGY	06	20	21.20	15	25	0	20	0
	07	18	21.72	18	25	0	18	0
WELLNESS	06	60	22.22	17	26	0	57	3
	07	66	21.41	11	26	8	56	2
	08	90	19.41	11	23	8	82	0
WORLD LANGUAGES	06	22	19.73	11	25	3	19	0
	07	20	20.50	15	29	0	16	4
	08	30	19.37	14	23	1	29	0

Grade 6	450
Grade 7	439
Grade 8	400
Total Enrollment	<u>1289</u> as of October 28, 2015

Average Class Size Core Subjects Middle School 6-8	20.12
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Needham High School

Needham High School Class Size 2015-2016 by Subject and Course Level

COURSES	COURSE LEVEL	NUMBER OF SECTIONS	AVERAGE SIZE	MINIMUM	MAXIMUM	UNDER 15	15-25	OVER 25
ART	ACC	3	15.67	9	21	1	2	0
	AP	2	12.00	10	14	2	0	0
	HON	3	18.33	17	20	0	3	0
		62	18.32	2	24	10	52	0
ELL		1	9.00	9	9	1	0	0
ENGLISH	ACC	24	24.96	16	44	0	14	10
	AP	8	24.75	19	28	0	4	4
	HON	32	23.00	1	28	1	21	10
		22	11.73	1	28	15	5	2
MATH	ACC	16	23.56	16	26	0	11	5
	AP	10	21.30	13	27	2	7	1
	HON	42	23.12	15	28	0	34	8
		27	14.41	1	26	12	11	4
MUSIC	ACC	5	8.80	3	16	4	1	0
	AP	1	7.00	7	7	1	0	0
		21	15.29	2	46	10	8	3
SCIENCE	ACC	26	22.15	17	24	0	26	0
	AP	5	20.40	16	24	0	5	0
	HON	41	18.37	11	24	1	40	0
		14	12.64	1	22	9	5	0
SOCIAL STUDIES	ACC	28	21.57	10	26	3	17	8
	AP	13	23.92	17	28	0	7	6
	HON	32	20.38	15	28	0	28	4
		10	9.10	2	26	9	0	1
TECHNOLOGY		14	5.79	1	15	12	2	0
WELLNESS		75	22.16	9	29	6	52	17
WORLD LANGUAGES	ACC	31	20.71	10	26	4	22	5
	AP	4	16.00	7	23	1	3	0
	HON	28	18.32	2	27	7	18	3
		9	13.89	4	17	4	5	0

as of October 28, 2015

Needham High School

Needham High School Class Size 2015-2016 by Subject and Grade

COURSES	GRADE LEVEL	NUMBER OF SECTIONS	AVERAGE SIZE	MINIMUM	MAXIMUM	UNDER 15	15-25	OVER 25
ART	9	17	18.94	14	22	2	15	0
	10	9	17.67	12	22	1	8	0
	11	4	13.50	10	17	3	1	0
	12	2	19.00	17	21	0	2	0
	Multiple	38	18.13	2	24	7	31	0
ELL	Multiple	1	9.00	9	9	1	0	0
ENGLISH	9	22	20.18	6	27	3	16	3
	10	20	21.95	5	28	1	12	7
	11	12	22.50	14	27	2	7	3
	12	25	23.80	1	44	3	9	13
	Multiple	7	6.14	1	13	7	0	0
Average Class Size 9-12			22.11					
MATH	9	23	22.48	16	26	0	19	4
	10	18	21.56	11	26	2	14	2
	11	19	21.58	15	26	0	16	3
	12	25	19.64	1	28	7	11	7
	Multiple	10	14.40	1	26	5	3	2
Average Class Size 9-12			21.31					
MUSIC	9	1	18.00	18	18	0	1	0
	10	1	5.00	5	5	1	0	0
	12	1	7.00	7	7	1	0	0
	Multiple	24	14.25	2	46	13	8	3
SCIENCE	9	24	18.63	11	24	2	22	0
	10	20	19.50	12	24	1	19	0
	11	21	19.10	7	24	2	19	0
	12	18	19.83	10	24	2	16	0
	Multiple	3	4.33	1	10	3	0	0
Average Class Size 9-12			19.26					
SOCIAL STUDIES	9	23	19.13	9	26	5	16	2
	10	20	19.45	10	26	2	16	2
	11	19	21.42	9	26	1	11	7
	12	15	23.73	16	28	0	8	7
	Multiple	6	11.00	2	28	4	1	1
Average Class Size 9-12			20.93					
TECNOLOGY	Multiple	14	5.79	1	15	12	2	0
WELLNESS	9	21	21.38	11	27	4	12	5
	10	17	23.29	18	26	0	15	2
	11	18	22.56	17	29	0	15	3
	12	19	21.63	9	28	2	10	7
WORLD LANGUAGES	9	23	19.39	12	27	3	16	4
	10	20	20.40	7	26	2	16	2
	11	17	19.47	8	26	4	12	1
	12	11	14.09	2	26	6	4	1
	Multiple	1	4.00	4	4	1	0	0

Grade 9 448
 Grade 10 396
 Grade 11 408
 Grade 12 411
 Total Enrollment 1663 as of October 28, 2015

Average Class Size Core Subjects Needham High School 9-12 20.17

High Rock School

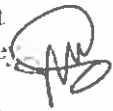
Class Size Report

Appendix A

HIGH ROCK SCHOOL

MEMORANDUM

To: Daniel Gutekanst
From: Jessica R. Downey
Date: October 19, 2015
Re: Class Size Reports



Enclosed are the class size reports for High Rock School. These figures come from our enrollment figures dated October 19, 2015.

Below are highlights of the attached information:

School Enrollment – 451

Cluster Class Size (English, Science, Social Studies & Math)

Cluster	Total	Average Class Size
1	94	23.5
2	89	22.25
3	91	22.75
4	88	22
5	88	22

Advisory

	# Sections	Range	Average Class Size	# @ 13	# @ 16
Advisory	30	13-16	15	1	9

Enrichment Class Size

Subject	# of Sections	Range	Average for Class Size	# of Sections 25+
Art	20	16-25	21.45	1
Computer Technology	20	15-25	21.2	2
Reading for Research	20	15-25	20.65	1
Reading Support	10	3-6	4.5	0
Wellness	20	18-26	22.2	4
French	6	11-24	18.6	0
Spanish	16	12-25	20.1	2
Strings	2	19-27	23	1
Concert Band	6	8-21	14.7	0
Chorus & Gen Music	11	18-25	21.2	1

Lunch Period Student Numbers

Lunch I 88
Lunch II 89
Lunch III 94
Lunch IV 88
Lunch V 91

Pollard Middle School

Class Size Report

Appendix B

POLLARD MIDDLE SCHOOL

Mr. Mark Levine
Grade 7 Assistant Principal

Tamatha Bibbo
Principal

Ms. Megan Bonomolo
Grade 8 Assistant Principal

To: Dr. Dan Gutekanst
From: Tamatha Bibbo
Date: October 21, 2015
Subject: **Class Size Reports**

Enclosed are the class size reports for the Pollard Middle School. These figures come from our enrollment figures dates October 1, 2015. Below are highlights of the attached information:

School Enrollment:

Grade 6 – 1 (Foundations Program)

Grade 7 – 439

Grade 8 – 401

Average Cluster Class Size (English, Math, Science, & Social Studies) Lunch Period

Cluster 7-1	23	Cluster 8-1	21
Cluster 7-2	22	Cluster 8-2	20
Cluster 7-3	22	Cluster 8-3	20
Cluster 7-4	21	Cluster 8-4	20
Cluster 7-5	22	Cluster 8-5	21

Grade 7	1 st Lunch	176
Grade 7	2 nd Lunch	266
Grade 8	1 st Lunch	163
Grade 8	2 nd Lunch	238

Enrichment Class Size Ranges

Art 7	13-20	Art 8	18-24
3D Design	11-17	3D Design	15-21
Computer Technology 7	18-25	2D Design	12-21
		Chinese Culture 8	15-20
		Global Arts 8	15-20
Concert Band 7	35-38	Concert Band 8	19-22
Engr. & Design 7	17-24	Engr. & Design 8	12-22
Experiential Ed 7	11-18	Experiential Ed 8	10-18
Health 7	17-24	Health 8	15-23
PE 7	21-26	PE 8	19-23
French 7	26-29	French 8	16-23
Spanish 7	15-22	Spanish 8	16-23
Chorus 7 - Boys	28	Chorus 8 - Boys	17
- Girls	25	- Girls	42
		Mandarin 8	17
Music Explorations 7	12-18	Theater Musical Arts 8	13-20
Strings 7	33	Strings 8	20

ENROLLMENT FIGURES – POLLARD MIDDLE SCHOOL ADVISORIES
(as of 10/1/2015)

Cluster 7-1 Total 91
Advisory Groupings

222	Marybeth Wall	13	250	Anna Kuebler	13
282	Lauren Gosline	13	260	Karen Wilfrid	13
111b	Paula Kelley	13	270	Rachael Silver	13
266	Mike Ryan	13			

Cluster 7-2 Total 89
Advisory Groupings

254	Ben Etscovitz	12	226	Manisha Patel	14
114	Sue Eaton	12	244	Holly Pacis	14
215b	Jeremy Greenwood	12	223	Renee Campana	12
252	Elissa Strauss	13			

Cluster 7-3 Total 87
Advisory Groupings

241	Luisa Gouthro	12	228	Eileen Walsh	13
210	Eileen Carlotto	12	251	Janette Patel	13
230	Ryan Whittemore	12	111a	David Wainwright	11
246	Vincent Marino	14			

Cluster 7-4 Total 84
Advisory Groupings

281	Peter Alexopoulos	12	240	Maria DelVecchio	13
225	Jack Baker	13	253	MaryEllen Shea	12
268	Julie Vona	10	242	Ken Lundberg	12
214	Sarah Grina	12			

Cluster 7-5 Total 88
Advisory Groupings

218	Aaron Bush	13	220	Kelly Robinson	13
225	Jessica Russo	11	262	Ashley Baughman	13
274	Mark Nolan	13	272	Susan Phelan	12
264	Nick Nogueria	13			

ENROLLMENT FIGURES – POLLARD MIDDLE SCHOOL ADVISORIES
(as of 10/1/2015)

Cluster 8-1 Total 82
Advisory Groupings

284	Vincent Franco	12	201	Kate Leo	11
205	Eunice Flanders	12	288	Nathaniel Marcum	11
206	Caitlin Harding	12	M3	Maria Gupta	12
224	Meredith Hopkins	12			

Cluster 8-2 Total 78
Advisory Groupings

204	Stephen Camberis	11	M2	Sherrin O'Neil	11
287	David Dussault	11	207	Tricia Smith	12
M9	Amy McKenna	11	280	Ann Ahnert	11
100	Erica Beaton	11			

Cluster 8-3 Total 80
Advisory Groupings

224	Dan Cournoyer	11	285	Susan Gillespie	13
291	Bill Lamothe	11	286	Brook Hoffman	12
203	David Blake	11	109	Marybeth Valuk	12
M8	Rona Mattocks	10			

Cluster 8-4 Total 81
Advisory Groupings

107	Surbhi Kak	12	103	Megan O'Donnell	12
105	Karl Kraus	11	108	Emily Webering	12
M6	Dave Lambertson	12	216	Mark Yetman	11
101	Ruth O'Shea	11			

Cluster 8-5 Total 80
Advisory Groupings

276	Emily Burns	12	202	Steve Mock	12
283	Amanda Grabel	10	104	Nicole Piatelli	11
M10	Lizette Hill	12	289	Isabelle Tarshis	11
M7	Virgen Colon	12			

POLLARD CLASS SIZE

		2015-2016		2014-2015		2013-2014		2012-2013		2011-2012	
Course Name		Average	Range	Average	Range	Average	Range	Average	Range	Average	Range
ENGLISH LANGUAGE ARTS											
English Language Arts 7	20 classes	21	17-26	20	14-24	23	18 to 26	20	9 TO 25	22	18 to 26
English Language Arts 8	20 classes	20	14-24	22	15-27	22	18 to 25	22	7 TO 27	23	18 to 27
English Language Arts 7	2 classes	7	2-13	9	9	8	7 to 9				
English Language Arts 8	1 classes	10	10	7	6-7	5	2 to 7				
MATH											
Algebra 8A	15 classes	22	18-24	24	18-27	23	20 to 25	24	21 TO 27	23	18 to 26
Algebra 8B	5 classes	13	11-16	14	13-17	17	14 to 19	13	6 TO 17	20	15, 22, 24
Pre-Algebra 7A	15 classes			22	18-24	25	24 to 26	23	19 TO 26	24	20 to 26
Pre-Algebra 7B	5 classes			14	10-15	14	9 to 19	12	9 TO 16	17	14, 15, 22
Pathways 2	15 classes		14-22								
Pathways 1	5 classes	27	25-28								
Mathematics 7	2 classes	8	3 to 10	10	10	11	7 to 14				
Mathematics 8	1 classes	7	7	6	6-7	4	1 to 7				
SCIENCE											
Science 7	20 classes	22	19-25	20	18-23	23	18 to 26	21	14 TO 25	23	19 to 26
Science 8	20 classes	20	17-23	23	21-26	22	20 to 24	23	20 TO 26	23	20 to 26
Science 7	1 class	3	3			3	3				
Engineering Design 7	20 classes	21	17-24	19	16-22	22	20 to 25	22	20 to 24	20	18 to 21
Engineering Design 8	22 classes	18	20-Dec	21	19-23	18	17 to 21	23	21 to 24	20	19 to 21
SOCIAL STUDIES											
Social Studies 7	20 classes	22	17-25	20	17-25	23	21 to 26	21	18 TO 25	23	18 to 25
Social Studies 8	20 classes	20	18-23	23	20-27	22	18 to 25	23	19 TO 27	23	19 to 26
Social Studies 7	1 classes	3	3			2					
Social Studies 8	0 classes					1					
FINE & PERFORMING ARTS											
Art 7	24 classes	17	13-20	15	12-17	23	20 to 25	21	19 to 26	20	18 to 23
Art 8	18 classes	21	18-24	24	22-27	21	20 to 24	22	19 to 24	18	15 to 21
Boys Chorus 7	1 class	28	28	24	24	24	23 to 24	28	28	22	22
Boys Chorus 8	1 class	17	17	27	27	26	26	17	17	21	21
3D Design 7	12 classes	14	11-17	15	13-16	18	14 to 23				
3D Design 8	12 classes	18	15-21	21	20-23	15	12 to 17				
2D Design 8	12 classes	17	21-Dec	22	20-25	15	13 to 18				
Ceramics&Sculpture 7	12 classes							17	12 to 22	22	19 and 24
Ceramics&Sculpture 8	12 classes							19	17 to 20	24	22 and 26
Computer Arts 8 (not offered for 11-12)								18	17 to 20		
Concert Band 7	3 classes	36	35-38	27	23-30	32	27 to 36	46	43 & 49	45	41 and 48
Concert Band 8	3 class	20	19-22	25	24-28	24	19 to 28	23	21-25	62	62
Girls Chorus 7	2 class	25	25	28	26-30	31	31	45	45	42	42
Girls Chorus 8	1 class	42	42	34	34	59	59	46	46	54	54
Global Arts 8	12 classes	18	15-20	21	18-24	16	14 to 18	18	15 to 21		
Music Explorations 7	12 classes	14	12-18	14	12-17	18	13 to 20	16	13 to 22	20	18, 19, 23
String Ensemble 7	1 class	33	33	23	23	27	27	24	24	20	20
String Ensemble 8	1 class	20	20	22	22	21	21	20	20	16	16
Theater Arts 7 (not offered for 12-13)										15	12 to 16
Theater Musical Arts 8	12 classes	18	13-20	20	18-23	15	13 to 17	18	15 to 22	25	23, 24, 29
WORLD LANGUAGE											
Chinese Culture 8	12 classes	17	15-20	20	18-23	15	13 to 16	18	17 to 20		
French 7	4 classes	27	26-29	18	16-19	22	19 to 27	22	20-23	17	13 to 20
French 8	5 classes	20	16-23	20	18-23	18	15 to 22	20	17-21	20	16 to 29
Mandarin 8	1 class	17	17	20	20	26	26	23	23		
Spanish 7	16 classes	19	15-22	19	16-22	22	18 to 26	20	15 to 24	20	16 to 24
Spanish 8	12 classes	21	16-23	25	22-26	22	17 to 24	22	18 to 26	23	20 to 27
WELLNESS											
Experiential Ed 7	12 classes	14	18-Nov	15	14-17	19	15 to 23	17	13 to 22	20	19 to 23
Experiential Ed 8	15 classes	14	18-Oct	17	15-19	13	9 to 17	15	13 to 18		
Health 7	18 classes	22	17-24	19	17-22	23	20 to 26	20	16 to 24	22	20 to 24
Health 8	21 classes	18	15-23	22	17-25	18	13 to 23	19	16 to 22	22	21 to 24
PE 7 T1	36 classes	24	21-26	22	19-24	25	23 to 28	22	17 to 25	25	23 to 28
PE 8 T1	54 classes	21	19-23	25	19-27	21	19 to 25	22	19 to 25	22	15 to 26
TECHNOLOGY											
Computer Technology 7	18 classes	22	18-25	20	17-24	23	19 to 26	20	15 to 24	21	18 to 24
Computer Technology 8(not offered for 12-13)										21	19 to 24
ELL - Grade 7											
ELL - Grade 8	4 classes	2	1-3								
	2 classes	3	3								

Needham High School

Class Size Report

Appendix C



NEEDHAM HIGH SCHOOL

TO THINK – TO RESPECT – TO COMMUNICATE

Joseph Barnes, Ed.D.
Principal

To: Daniel Gutekanst, Superintendent
From: Joseph Barnes, Principal
Re: 2015-2016 Class Size and Enrollment Report
Date: October 24, 2015

Please find in the report that follows class size data for Needham High School for the SY 2015-2016. Data have been gathered based on the October 1, 2015 figures. There have been some student course enrollment changes since that time, albeit few, that are not reflected in this document. You will also find matrices that provide the current number of students per section as well as the total teacher courseload for this year. After completing this document, it is evident to me that our teachers are well supported and our students well served.

Average Teacher Load

Tables 1 and 2 provide statistics related to staffing allocations in each department. These data reflect mean student to teacher ratios within each department that are then compared to a target load set by department chairs, program directors, and the principal during the spring of the previous school year. The staffing formula is designed to attain average student-teacher ratios within five students of the aforementioned targets. This methodology is not used, however when calculating ratios within the Music and Theater Programs, as the nature of performing arts and ensemble programs do not lend themselves to standard class size formulas.

Table 1
Average Teacher Load & Department Enrollment, 2015-2016
Based upon October 1, 2015 Enrollment of 1,668 Students

Department	FTE	Total Enrollment	% of NHS Enrollment	Target Teacher Load (in students)	Actual Average Teacher Load (in students)*
English	18.8	1,698	102	92	90
Math	17.6	1,853	111	100	105
Science	17.8	1,597	96	95	90
Social Studies	17.0	1,684	101	100	99
World Lang.	13.8	1,340	80	100	97
Visual Arts	8.0	1,260	76	100	97
Performing Arts	2.9	377	23	-	130
Wellness	7.5	1644	99	100	110

Table 2 presents the aggregate data compared with SY 2009 through 2016. Teacher load has changed during this 8 year period. Due to the addition of 3.3 FTE in the SY 2015 and 1.1 for the current school year, teacher load has decreased slightly in most academic areas. These FTE increases over the past 2 years have allowed NHS to maintain its offerings in all academic areas as well as expanding student choices in Fine and Performing Arts. The most notable expansion in the academic area has been the Greater Boston Project. This interdisciplinary course has been widely praised and its popularity has resulted in an additional section created this year. The administration and staff feel very fortunate to be able to continue to offer students these outstanding learning opportunities.

Table 2
Average Actual Teacher Load Comparisons
SY 2009 through 2016

SY 2009 through 2016								
Department	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16
English	89	96	96	96	88	88	88	90
Math	100	113	113	113	108	108	105	105
Science	95	101	101	101	95	95	96	90
Social Studies	97	102	102	102	105	105	103	99
World Lang.	97	97	97	97	103	103	102	97
Visual Arts	97	98	98	98	94	94	92	97
Performing Arts	165	171	171	171	176	176	157	130
Wellness	117	120	120	120	115	115	110	110

Class Size Range

Table 3 reflects the range of enrollment within course sections across academic areas. This year's ranges reflect a small decrease from the overall number of classes with 28+ students. This decrease has resulted in an increase in the number of classes with 25-27 students enrolled. The added 1.1 teacher FTE has allowed course offerings to remain intact and teacher load to remain steady and even decrease slightly in some areas.

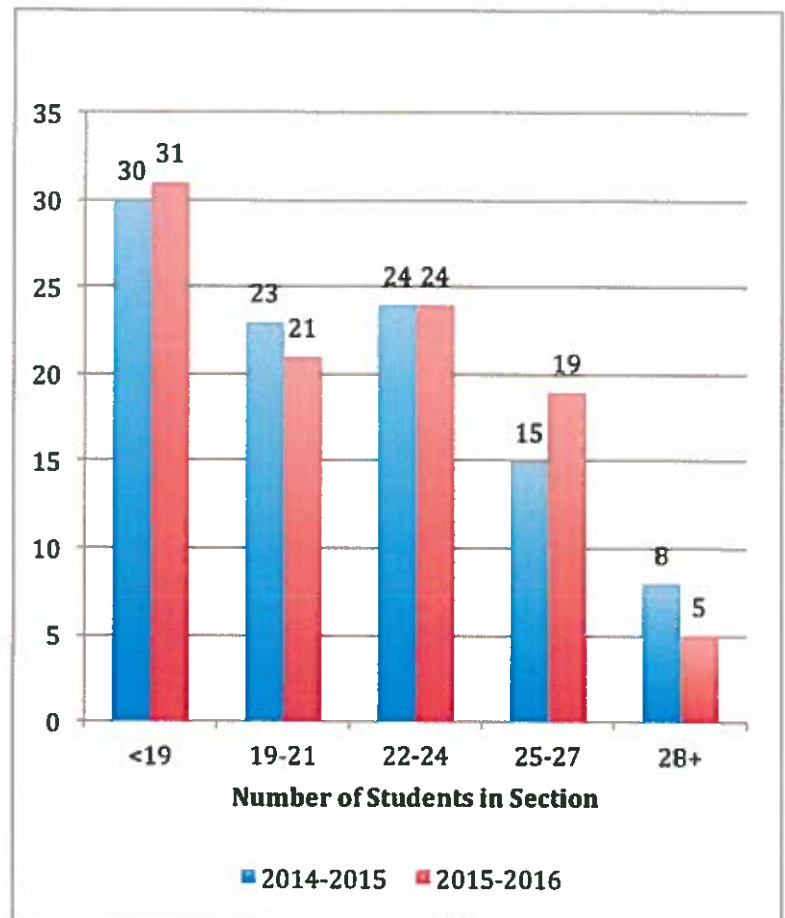
Table 3
Class Size Range in Sections, 2015-2016

Department	< 19	19-21	22-24	25-27	28+	TOTAL
English	14	9	15	18	12	68
Math	11	18	21	33	1	84
Science	36	17	29	0	0	82
Social Studies	29	15	14	22	2	82
World Lang.	33	10	17	14	0	74
Arts	35	30	24	3	6	98
Wellness	12	16	12	13	8	61
Total Sections	170	115	132	103	29	549

Impact Statement

While program offerings and staffing rates have increased since 2012, class size, in upper level courses and in Physical Education, remain high. Consistent funding particularly and staffing increases have allowed NHS to expand the instructional program, and largely to maintain the level of service and class size to provide for manageable teacher loads. Student enrollment will continue to increase in the coming years with a projected peak of 1,800 students within 5 years. Continued increases in staffing will be needed to maintain manageable class sizes and to maintain program offerings. Though staffing levels may increase to accommodate enrollment, the need for additional instructional space is critical as the 2009 renovations and addition to NHS were designed to serve only 1,450 students. In addition to converting non instructional space to classrooms and dividing larger classrooms to multiple spaces, it is estimated that NHS will need up to eight additional classroom spaces, as well as additional activity space for physical education, to accommodate this enrollment increase.

**Figure 1 - Section Enrollment Comparisons
SY 2014/15 - SY 2015/16**



**Needham School Committee
Needham, Massachusetts 02492
November 3, 2015**

Agenda Item: **Discussion**


2014 MetroWest Adolescent Health Survey Results

Background Information:

- Ms. Lammi, Mr. Denton, Dr. Pinkham, Ms. Simmons, and Ms. Tenaglia will share results of the 2014 MetroWest Adolescent Health Survey


Person Available for Presentation:

Ms. Mary Lammi, Director of Student Support Services
Mr. Thomas Denton, Director of Guidance, Pre-K-12
Dr. Kathy Pinkham, Director of Wellness Department K-12
Ms. Diane Simmons, Director of Communications, Planning and
Community Education
Ms. Elaine Tenaglia, Interim Acting Director of Nursing Services



2014 METROWEST ADOLESCENT HEALTH SURVEY

KEY FINDINGS AND PROPOSED INTERVENTIONS



SCHOOL COMMITTEE MEETING – NOVEMBER 3, 2015

2014 METROWEST ADOLESCENT HEALTH SURVEY

Administered every other year since 2006; one of the largest adolescent health surveys in the country with 41,000 students surveyed in 2014 from 25 local communities

804 respondents in grades 7 and 8, representing 93% of **Pollard Middle School** students

1,490 respondents in grades 9 through 12, representing 92% of **Needham High School** students

HOW DO WE USE THE DATA?

- **To monitor trends in health and risk behaviors** (over time, by gender, by grade)
- **To identify emerging health issues**
- **To reflect on our progress and set priorities for the coming years**
- **To help us improve health education, prevention efforts, and targeted interventions** (programs, policies, practices)



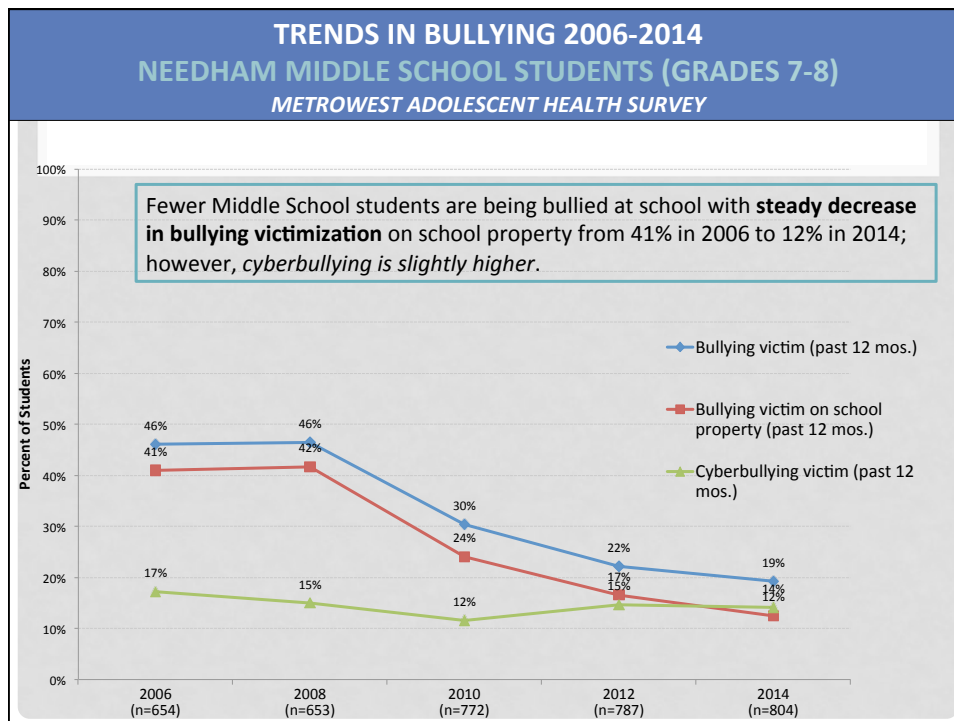
MIDDLE SCHOOL SURVEY HIGHLIGHTS

KEY FINDINGS: ADVANCES AND CONCERNS

KEY FINDINGS: POLLARD

Important Advances for our Middle School students

- **Tobacco Use** – 3% of MS students smoked cigarettes in their lifetime, and less than 1% smoked in past 30 days; **smoking declined substantially** with reports of *lifetime smoking decreasing from 7% in 2006 to 3% in 2014*
- **Alcohol Use** – 8% of MS students drank alcohol in their lifetime, and 2% drank in past 30 days; **lifetime alcohol use decreased** *from 20% in 2006 to 8% in 2014*
- **Protective Factor** – 71% of MS students have at least one teacher or other adult at school to talk to if they have a problem; **adult support at school is higher at 71% in 2014** *compared with 63% in 2006*



KEY FINDINGS: POLLARD

Areas of Concern for our Middle School students

- **Cyberbullying** – 14% of MS students report being victims of cyberbullying in the past 12 months. ***Females are far more likely to be victims of cyberbullying than males (19% vs 10%).*** Majority of ***cyberbullying victims do not seek help*** from adults; only 13% talked to an adult at school.
- **Mental Health** – **Reports of mental health problems among middle school students have remained similar since 2006.** 11% of female students and 6% of male students report their life was very stressful in past 30 days. 9% of students report depressive symptoms in the past 12 months. 5% report self-injury. 8% seriously considered suicide.



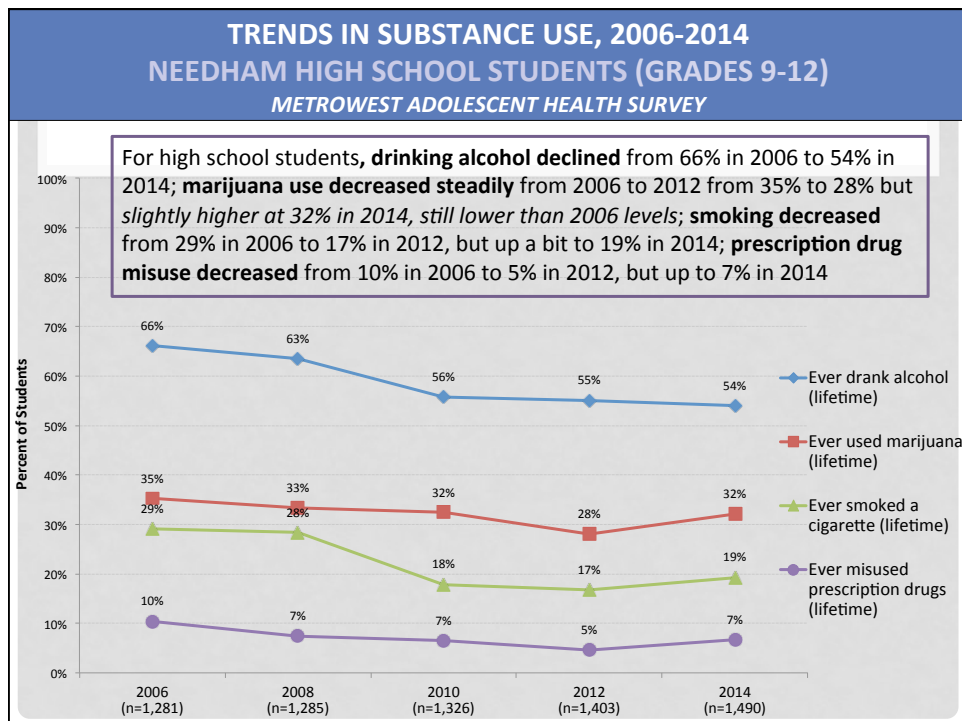
HIGH SCHOOL SURVEY HIGHLIGHTS

KEY FINDINGS: ADVANCES AND CONCERNS

KEY FINDINGS: NEEDHAM HIGH

Important Advances for High School students

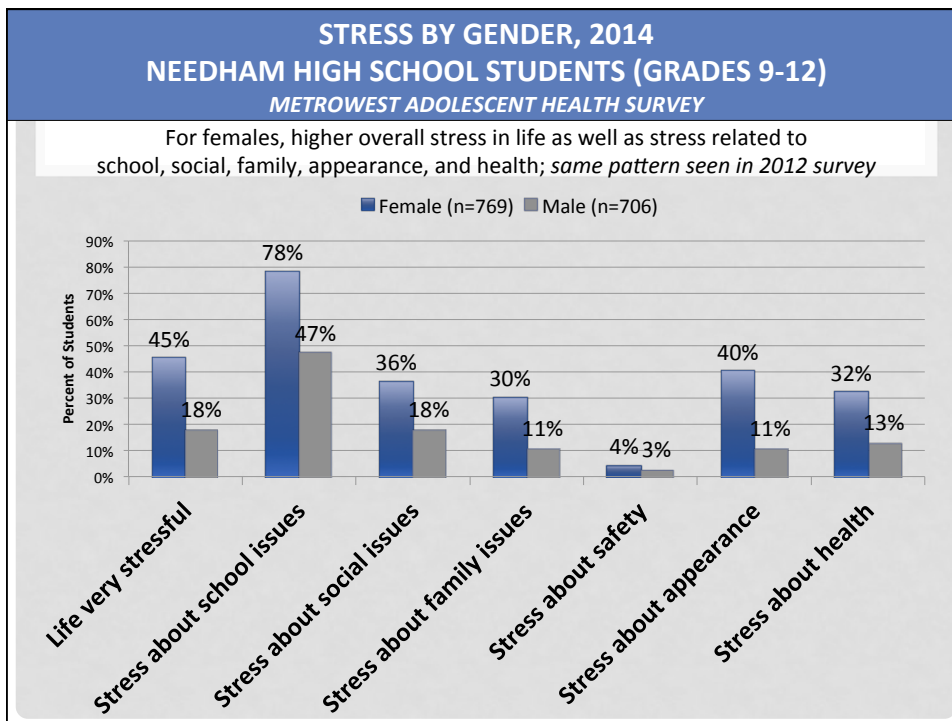
- Bullying – **School bullying declined substantially** since 2008 with reports of *victimization on school property decreasing from 27% in 2008 to 14% in 2014*
- Protective Factor – high school students have at least one teacher or other adult at school to talk to if they have a problem, with reports increasing *from 62% in 9th grade to 78% in 12th grade*; similar among both genders; **adult support steady at 60% from 2006 to 2010 and then increased to 68% in 2014**
- Substance Use – Overall, **fewer high school students are smoking, drinking, using marijuana and prescription drugs**



KEY FINDINGS: NEEDHAM HIGH

Areas of Concern for our High School students

- **Cyberbullying – Victimization** is slightly higher in 2014 (18%) compared with 2006 (15%); *females more likely to be victims* (21% versus 14% in 2014); *highest among 9th graders*; like the middle school students, high school students *do not ask adults for help with cyberbullying* (only 18%)
- **Mental Health** – Reports of *self-injury and suicidality* have remained similar since 2006. *Depressive symptoms* returned to 19% in 2014 after decreasing from 19% in 2006 to 14% in 2012. **Stress** - Significantly larger percentage of females than males reporting stress over all measures



SETTING PRIORITIES FOR THE COMING YEAR

- **Building a profile:** How do we actively seek to support our students and put a face on these numbers?
- **Assessing existing supports:** What programs, policies, practices do we already have in place to address the areas of concern?
- **Collaborating & improving:** How can we involve Nursing, Wellness, Guidance and Teaching Staff to prepare and deliver a comprehensive response?



**FOCUSING ON OUR STUDENTS,
WE ARE PLANNING TO ADDRESS
ISSUES OF:**

- 1) STRESS**
- 2) CYBERBULLYING**
- 3) SUBSTANCE ABUSE**
- 4) MENTAL HEALTH**

STRESS

WHAT IS CURRENTLY BEING DONE TO ADDRESS THIS ISSUE?

- ✓ **Social and Emotional Learning:** Resiliency work through Advisory and Extended Homeroom
- ✓ **Health classes for strategies in dealing with stress:** Learning about balance in life, Yoga practice, introducing *Mindfulness Training*
- ✓ **Guidance Counselors** available to work one-on-one with students regarding balance for workload, class level, extra-curricular activities
- ✓ **Nurses and Counselors** referring students who need help
- ✓ **School Wellness Advisory Committee (SWAC)** looking at issue and interventions
- ✓ **Focus groups** with students planned in order to better understand causes of stress

STRESS

WHERE DO WE GO FROM HERE?

- **Create a lexicon of terms** for teacher and student use: differentiate “good” and “bad” stressors, “chosen” vs “imposed” stress, “locus of control,” etc.
- **Explicit training for teachers and students** tied to Resiliency and SEL that builds proficiency in managing stress/achieving life balance/applying Wellness Model
- **Girls initiatives** such as an All-Girls wellness class on how to be a healthy young woman; partnering with Girl Scouts to explore why girls are more stressed; exploring Lesley University program for middle school girls that employs a feminist group-process model
- **Parent programs** to share survey results and available resources (e.g., mindfulness)
- **Measure students’ use of strategies for managing stress** (future survey questions)

CYBERBULLYING

WHAT IS CURRENTLY BEING DONE TO ADDRESS THIS ISSUE?

- ✓ **Mandated bullying reporting** process to address issues that arise in school (note that so few students come forward)
- ✓ **Counselors dig deeper** when kids come forward, usually with documentation of the cyberbullying
- ✓ ***Make Your Move* anti-bullying day** for middle school students
- ✓ **Anti-bullying curriculum** for all grades
- ✓ Social and emotional learning through **Advisory** and **Extended Homeroom**
- ✓ **Policy on *Student Responsible Use of Digital Resources*** (and teaching digital citizenship)

CYBERBULLYING

WHERE DO WE GO FROM HERE?

- More **Guidance seminars** to build capacity of teaching staff
- Empower all students to ask for help with cyberbullying through a support service promoted as **“Talk About It”** (on online system we are developing for students to access help in response to cyberbullying as well as other issues)
- Dig deeper into the data to understand profile of student’s being cyberbullied and link between cyberbullying, stress and mental health

PROFILE of Cyberbullying Victims: : Sociodemographic Characteristics			
		Female n=164	Male n=97
Grade	9th	28.3%	15.0%
	10th	21.2%	12.4%
	11th	19.2%	15.7%
	12th	16.9%	12.1%
Race	White	20.9%	11.4%
	Non-white	23.8%	20.7%
Sexual Orientation	Gay/lesbian, bisexual, "not sure"	32.9%	22.2%
	Heterosexual	19.6%	12.3%
Physical disabilities/ health problems	Yes	26.9%	24.5%
	No	20.7%	12.5%
Learning disabilities	Yes	37.6%	35.3%
	No	19.5%	11.0%
Individualized Education Programs	Yes	29.7%	21.0%
	No	20.3%	12.0%
Eligible for free/ reduced price lunch	Yes	33.3%	18.0%
	No	20.1%	12.7%

SUBSTANCE ABUSE

WHAT IS CURRENTLY BEING DONE TO ADDRESS THIS ISSUE?

- ✓ **Needham Coalition for Youth Substance Abuse Prevention (NCYSAP)** is dedicated to working on this issue in collaboration with the school district and many other community partners, and offers ongoing programs and services www.needhamma.gov/health/substanceabuse
- ✓ **Student activities through SALSA** (Students Advocating Life Without Substance Abuse) and **RADD** (Rockets Against Destructive Decisions); **5th Quarter** substance-free alternatives for students to enjoy following athletic events
- ✓ **Narcan** in all schools
- ✓ **Community Forums** on dealing with opioid epidemic
- ✓ **Parent Survey** to inform the direction of community prevention initiatives
- ✓ **Needham Police** host **National Drug Take-Back Day**

SUBSTANCE ABUSE

WHERE DO WE GO FROM HERE?

- **Needham Coalition for Youth Substance Abuse Prevention just awarded three-year grant to continue efforts** (with renewal option for possible 7 year funding) and working toward strategic goals:
 - To prevent and reduce youth access to alcohol, marijuana, and other drugs.
 - To change attitudes and social norms towards youth alcohol and substance abuse.
 - To increase protective factors that prevent youth alcohol and substance abuse in Needham.
- Dig deeper into the data to understand **link between substance abuse and mental health**

MENTAL HEALTH AND SUBSTANCE ABUSE

NEEDHAM MIDDLE SCHOOL 2014 MWAHS
SUBSTANCE USE X MENTAL HEALTH CROSSTABS - 6/25/15

	% of youth with mental health problems reporting substance use	% of youth without mental health problems reporting substance use
ALCOHOL USE (lifetime)		
Stress (past 30 days)	15.2	7.6
Depressive symptoms (past 12 months)	22.2	6.8
Seriously considered suicide (past 12 months)	21.0	7.0

MENTAL HEALTH AND SUBSTANCE ABUSE

NEEDHAM HIGH SCHOOL 2014 MWAHS		
SUBSTANCE USE X MENTAL HEALTH CROSSTABS - 6/24/15		
	% of youth with mental health problem reporting substance use	% of youth without mental health problem reporting substance use
ALCOHOL USE (past 30 days)		
Stress (past 30 days)	43.8	30.7
Depressive symptoms (past 12 months)	42.2	33.2
Attempted suicide (past 12 months)	53.1	34.4
MARIJUANA USE (past 30 days)		
Stress (past 30 days)	26.5	19.2
Depressive symptoms (past 12 months)	32.5	19.2
Self-injury (past 12 months)	33.3	20.0
Seriously considered suicide (past 12 months)	33.1	20.2
Attempted suicide (past 12 months)	49.0	20.6
PRESCRIPTION DRUG MISUSE (past 30 days)		
Stress (past 30 days)	6.2	3.2
Depressive symptoms (past 12 months)	12.8	2.4
Self-injury (past 12 months)	12.8	3.1
Seriously considered suicide (past 12 months)	10.8	3.6
HEROIN USE (lifetime)		
Depressive symptoms (past 12 months)	6.5	2.2
Self-injury (past 12 months)	8.3	2.3
METHAMPHETAMINE USE (lifetime)		
Stress (past 30 days)	4.5	2.4
Depressive symptoms (past 12 months)	6.2	2.5
Self-injury (past 12 months)	8.3	2.5
Seriously considered suicide (past 12 months)	8.2	2.6

MENTAL HEALTH

WHAT IS CURRENTLY BEING DONE TO ADDRESS THIS ISSUE?

- ✓ **Mental Health Task Force** established in 2014-2015 school year to look at early identification and intervention
- ✓ Infrastructure in place with **Guidance, Nursing, Therapeutic Programs** and **referrals** to outside programs
- **Dialectical Behavior Therapy** - Designated school counselors trained and using DBT for working one-on-one or in groups with high-risk adolescents.
- ✓ **Tiers of Intervention brochure** developed as a tool to guide all NPS staff on internal and external resources for their students with mental health issues or concerns
- ✓ Student initiatives like **Own Your Peace**

MENTAL HEALTH

WHERE DO WE GO FROM HERE?

- **PD planned for faculty and staff** to familiarize them with the resources and protocol identified in the *Tiers of Intervention* brochure
- Adapt **Wellness Model** specifically for NPS, and improve ability to apply each dimension
- Research and add appropriate **depression screening tool** to the regularly scheduled health screening process (i.e., together with vision, posture, weight screenings); this will provide privacy & more time for conversation between students & nurses
- Use screening tool for **early detection** of students at risk
- Collaborate with local **pediatricians** regarding state mandate on mental health screening

QUESTIONS?
COMMENTS?

**Needham School Committee
Needham, Massachusetts 02492
November 3, 2015**

Agenda Item: **Action**

Approve Minutes of the Meetings of September 21, 2015, September 28, 2015, and September 29, 2015

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the minutes of the meetings of September 21, 2015 September 28, 2015, and September 29, 2015 as submitted.

Needham School Committee
Minutes of the Meeting
Joint Meeting with PPBC
September 21, 2015 7:30 p.m.
Charles River Room Public Services Administration Building

The School Committee joined the Permanent Public Building Committee (PPBC) at 7:30 p.m.

Members of the School Committee present were:

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

Members of central administration present were:

Dan Gutekanst	Anne Gulati
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Hillside School Feasibility Study

Hillside School
Feasibility Study

Heidi Black, Susan Neckes (School Committee), Don Walter and Jason Boone (Dore & Whittier) attended the meeting.

Mr. Haff reported that the Preferred Schematic Report (PSR) process has started. The PDP submission is still being reviewed by the MSBA.

Mr. Walter indicated that six options were submitted to the MSBA on September 2nd and the Committee has to move to one preferred option by December. A preferred option is expected to be chosen by October 6th with a public presentation being scheduled on September 28th. The PSR is anticipated to be delivered to the MSBA by December 1, 2015. He reviewed the various site options for the Committee.

The MSBA approved enrollment is 430 students even though today's Hillside enrollment is 467 students at the beginning of this school year. The current program allows for this flexibility because the new school program is based upon the lower end of NPS class size.

Of the three landowners of the parcels needed for Option

Needham School Committee
Minutes of the Meeting
Joint Meeting with PPBC
September 21, 2015 7:30 p.m.
Charles River Room Public Services Administration Building

C3, a new building at Hillside, only two are willing to sell their parcels at this time. All three parcels would be needed to go forward with this option. Negotiations on the Central Avenue parcels are positive and ongoing. There have been positive discussions with the Wellesley Town Manager regarding using some of Wellesley's land for green play space.

The current cost estimates range from the low of Option A (Capital Improvement Plan only), cost of \$13,086,000 to a high of \$91,227,000 for Option B1 (Addition & Renovation at Hillside Elementary School site, which include the building of temporary swing space at DeFazio). The MSBA would not reimburse any portion of modular classroom use.

Site mitigation costs are included in all of the Hillside estimates. An under-slab depressurization system would have to be installed in Option C3. MDL continues to treat the soil at their site and at the school.

The DeFazio baseball field nearest the proposed school or swing space site used for construction staging would be out of commission for three years, from the start of the project construction to the recovery of the field.

The traffic study on Central Ave is in process. Some information should be available next week. Traffic counts are being taken on West Street and Central Ave. Attendees expressed a concern of adding a third school on Central Ave and its impact on the early morning traffic.

Redistricting studies have been conducted for each of the options. Options that include Hillside (Option C3) and Central Avenue (Option J3) would not need redistricting. Major redistricting is required for a DeFazio (Option E1a) or DeFazio & High Rock (Option E2a + H3).

Ms. Black made a motion to remove Options A (Hillside CIP only) and B1 (Hillside addition/renovation with swing space) from future consideration at this time as they do not provide value to the Town and do not meet the educational requirements. Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously, by both committees.

Needham School Committee
Minutes of the Meeting
Joint Meeting with PPBC
September 21, 2015 7:30 p.m.
Charles River Room Public Services Administration Building

Various concerns were expressed by the audience. Some of the questions were; what would become of the Hillside School, disruption on Sunset Road, the length of the construction period, what costs would be reimbursed by the MSBA, what the project contingency would be, would traffic lights be required at Central Ave site, time constraints regarding the moving of current tenants of the Central Ave property.

A second preferred alternative may have to be noted in the PSR.

The Permanent Public Building Committee adjourned the joint meeting with the School Committee at 9:40 p.m.

Adjournment

Needham School Committee and Permanent Public Building Committee
Minutes of the Public Hearing
September 28, 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 Permanent Public Building Committee present were:

George Kent, Chair	Paul Salamone
Stuart Chandler	Roy Schifilliti
Natasha Espada	
Peter Schneider	

Members of the Central Administration present were:

Dan Gutekanst	Anne Gulati
Tom Campbell	Mary Lammi
Terry Duggan	

School Committee PPBC Chair's Welcome and Overview

School Committee
PPBC Chair's
Welcome and
Overview

Dr. Barr opened the meeting and stated that the School Committee is pleased to be at this point in the process of providing an excellent school for the Hillside community. Dr. Barr stated that the School Committee and the PPBC met last week and have voted to eliminate two options.

Mr. Kent stated that two options have been eliminated. The PPBC and the School Committee are looking at the four options that remain and are asking, which of those four options are preferred. Mr. Kent also stated that the committees will not vote on this tonight as a joint committee but would like the community's input.

Dr. Barr outlined the agenda and thanked everyone who has been involved with this process.

Designer Presentation on Hillside Options

Designer
Presentation on
Hillside Options

The presentation from Dore & Whittier Architecture Project Management, Don Walters, Principal, and Michele Rogers, Project Manager, included a review of the Hillside Elementary School Feasibility Study (a K-5 program for a 430 student school), alternatives chosen for additional consideration, and community impact. Jason Boone, also from Dore & Whittier, would facilitate the small group discussions.

Mr. Walter stated that a Preliminary Design Program (PDP) was submitted to the Massachusetts School Building Authority (MSBA) on September 3, 2015. The PDP includes six options, two of which were eliminated at the joint PPBC and School Committee meeting on September 21, 2015 (Option A: Capital Improvements Only and Option B1: Addition and Renovation). The four remaining Options include, Option C: New School on Hillside Site, Option E1: New Elementary School on East DeFazio, Option E2: New Grade 6 School on East DeFazio and Option J: K-5 School at Owen's Poultry Farm site located on Central Avenue. Further development on the options will continue leading to the submission of a Preferred Schematic Report (PSR) to the MSBA on December 3, 2015. Mr. Walters described the evaluation criteria for the four remaining options, which include

Educational Programming-30%, Project Cost-30%, Site Location-20%, Site Amenities-10% and Site Circulation-10%. Mr. Walters presented a schematic overview on each option.

Moe Handel, Chairman, Needham Board of Selectmen, spoke about acquiring the Owen's Poultry Farm Land. Mr. Handel stated that last spring Owen's Poultry Farm approached the Needham Board of Selectmen, through the Town Manager, on a discussion regarding the sale of their farm including some of the associated property they own adjacent to the farm. Mr. Handel stated that he believes a purchase and sale agreement will be imminent and that an offer that is acceptable to the town would be pursued through Town Meeting and an override to gain the means to fund the purchase.

Ms. Rogers presented an analysis on what potential redistricting would look like. Ms. Rogers used the current districting map to point out areas that would potentially change. Ms. Rogers pointed out that the Central Avenue site would present very little to no change in redistricting. The DeFazio site or High Rock School site would present no changes to the Eliot School as well as the Broadmeadow School areas. The biggest change would be in the Newman School area where Newman would take over much of the Hillside School site and either the DeFazio East or the K-5 School at High Rock. Ms. Rogers presented data on the percentage of students able to walk to school within three quarters of a mile including the proposed sites. The walk to school information is based on the 2014-2015 enrollment data.

Mr. Walters presented an overview on the estimated project cost for each of the four options. In all cases the cost to purchase any land was not included in the estimated project cost.

Public Comments and Feedback

Public Comments and Feedback

Dr. Barr opened this portion of the meeting to public comment.

Louise Miller, Chair of the Finance Committee. Ms. Miller stated the Finance Committee would be reviewing the financial implications of the purchase of property as well as the various options that are being presented. The Finance Committee will meet on October 21, 2015 with the PPBC and the School Committee. The Finance Committee will also be discussing the purchase of property on October 27, 2015. A review and recommendation from the Finance Committee will be presented to the Special Town Meeting on November 2, 2015. Ms. Miller stated that the Finance Committee looks forward to working with all the Boards.

Erik Bailey, Town Meeting Member. Mr. Bailey stated that he is pleased to see progress on the Central Ave site. However, he is a proponent of building at the Hillside site with swing space at DeFazio and looking ahead to the Mitchell construction project, he believes that DeFazio swing space could be used for that construction project. Mr. Kent commented that Hillside could be used as a swing site for the Mitchell School, which might alleviate the necessity for having swing space at the DeFazio Site.

Leo R., West Street. The gentleman expressed his appreciation for the amount of work that has gone into this process. He asked if a consideration is being made for proximity to public transportation, which would be helpful for parents.

Andrew Newman, parent of two, whose children attended the Hillside School. Mr. Newman expressed that Central Avenue is overburdened by traffic. He would like to see a discussion and analysis regarding this.

Elizabeth Bloom, Town Meeting Member. Ms. Bloom stated that

residents of Needham were promised information on how much it would cost to build a school on Cricket Field and that they have never received that information.

Josh M., 553 Central Ave. The gentleman stated that after living at his residence for 10 years, he now has to pay for flood insurance. He also stated that it is not a good idea to purchase land for the construction of a school in a flood zone.

Betsy R., resident of the Newman School area. She stated that both the Hillside and Central Avenue options keep continuity of district although one is \$21M less and doesn't require modular classrooms. She also stated that traffic studies are important. She is not opposed to redistricting but supportive of an option that provides a smart long-term solution.

Gerry Rovner, Town Meeting Member. Mr. Rovner stated that he would like to know where the population numbers from the school came from.

Sunset Road resident. The gentleman stated that Hillside is a better option than the Central Avenue option, which presents limited green space, traffic and noise.

Joe Lipchitz, Sunset Road. Mr. Lipchitz stated that all of the elementary schools are not on primary roads. Mr. Lipchitz expressed concerns for safety regarding the Central Avenue option and would like to see a traffic study on the Central Avenue option.

Holly Clark, Town Meeting Member. Ms. Clark stated that a traffic study should be completed and submitted for public record for the Central Avenue option.

John Shapiro, Hillside School area. Mr. Shapiro stated that he participated in a small group presentation last Monday night and he appreciated the Q&A. Mr. Shapiro asked for clarification on the sale of the three parcels of land for sale relative to the Hillside site. Mr. Shapiro also asked for a traffic study of the Central Avenue site particularly for events before and after school.

Ken Winston, Cynthia Road. Mr. Winston expressed the need for a lot of space large enough for children to play in, space, which is critical to the development of young children. Mr. Winston also expressed a concern for the traffic on Central Avenue and the need to improve safety for the area.

Anthony S., Central Avenue. The gentleman stated that he has lived on Central Avenue for 88 years and has seen the roadway go from a dirt road to a super highway. He opposes the construction of a new school at the Owen's Farm property.

Amy Rubin, Cynthia Road. Ms. Rubin stated that children are able to ride their bikes to school without ever crossing a main road. Ms. Rubin also expressed concerns for children crossing a main roadway that is already occupied by three elementary schools.

Bob Larson, Town Meeting Member. Mr. Larson stated that the timeline for completion is not realistic.

The next portion of the meeting commenced with a small group activity. The purpose of the activity is to hear from the community on what the most pressing issues and concerns might be. This information would help shape the evaluation matrix.

School Committee and PPBC Members Commentary and Wrap Up

Dr. Barr stated that this was a great meeting. To hear from so many people is very helpful and to have town officials present is helpful as well. Dr. Barr thanked Dore and Whittier for their dedication and hard work. Dr. Barr stated School Committee would be deliberating, with the PPBC next Tuesday, on the final four options. Dr. Barr stated that it is important that we make the right decisions for the students for whom we advocate and for the families of Needham.

School Committee
and PPBC Members
Commentary and
Wrap Up

Mr. Kent stated that the question would be answered as quickly as possible and would be posted online very soon.

At approximately 9:35 p.m., a motion was made to adjourn the School Committee meeting of September 28, 2015.

Adjournment

Respectfully submitted by:
Cheryl Gosmon, Note Taker

Needham School Committee
Minutes of the Meeting
September 29, 2015

The Vice Chairman of the School Committee, Susan Neckes, called the meeting to order at 7:01 p.m.

Members of the School Committee present were:

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

Members of the Central Administration present were:

Dan Gutekanst	Anne Gulati
Tom Campbell	Mary Lammi
Terry Duggan	

Music Performance

Music
Performance

The Needham High School Concert Chorale, directed by Jonathan VanderWoude, performed The Star-Spangled Banner and My Spirit Sang All Day by Gerald Finzi.

Public Comments

Public Comments

The Vice Chairman, Susan Neckes 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

Vice Chairman Neckes welcomed the newest School Committee member Andrea Longo Carter. Ms. Neckes stated the Board of Selectmen and School Committee appointed Ms. Long Carter jointly on September 8, 2015. Ms. Neckes also stated Ms. Longo Carter was the Early Childhood Center PTC President for the Newman Preschool Program and has co-lead the Citizens for Needham Schools. Ms. Longo Carter is also a parent of two elementary school age boys.

Ms. Longo Carter expressed her appreciation to the School Committee and the Board of Selectmen for giving her this opportunity. Ms. Longo Carter stated she is looking forward to working with the School Committee, town officials and others throughout the town for the benefit of Needham students.

Ms. Neckes took a moment to thank everyone who attended the Public Hearing on the Hillside Elementary School project. The turnout was great and the School Committee appreciated the community giving their time and participating in the process. There will be another joint meeting of the School Committee and the PPBC, next Tuesday to discuss the four remaining options for a new elementary school project. Ms. Neckes encouraged the community to send questions and comments to the School Committee at www.needham.k12.ma.us.

Superintendent's Comments

Superintendent's
Comments

Superintendent Gutekanst stated there were about 180 persons attending the Public Hearing last night.

Superintendent Gutekanst stated the opening of schools went well enrollment is a little over 5600 students. Students are working hard and doing great things already with their teachers.

Superintendent Gutekanst reminded parents to access their Powerschool account and update their demographic information and make appropriate changes, as well as sign the Students Responsible Use of Digital Resource Policy. Superintendent Gutekanst stated that it is extremely important to have current information on students should their school need to contact parents in an emergency. Superintendent Gutekanst stated the Students Responsible Use of Digital Resource Policy is important to students for their online safety, security and privacy. Superintendent Gutekanst strongly encouraged parents to take care of these two items. Parents should contact their school's office for assistance if they have any problems accessing their account.

DICUSSION ITEMS

Needham High School Student Advisory to School Committee Report

Needham High
School Student
Advisory to
School Committee
Report

Dr. Gutekanst welcomed the Student Advisory to School Committee (SASC). Dr. Gutekanst stated the SASC meets regularly with the principal to discuss school issues, concerns, and ideas with the high school administration. This is the first report the SASC will provide the School Committee this year. The students are excited and prepared to discuss their issues with the School Committee and welcome School Committee questions and comments. Dr. Gutekanst welcomed Zachary Dore, Caroline Kapp, Jackson Megar, Sonia Raja, and Grace Ward.

Students expressed their appreciation to the School Committee for an opportunity to present the current events of Needham High School. Student spoke about changes in the configuration of Student Council At-Large, which include two temporary committees: School Culture and School Spirit. School Culture Committee is a working group designed to make more students aware of the many different cultures at NHS. School Spirit Committee is a working group designed to increase spirit and enthusiasm at NHS focusing on the week leading up to Pep Rally and the Thanksgiving break.

Students reported on space at NHS, which continues to be an issue. Students noted the current freshman class has 457 students while the senior class who graduated last year only had 387 students. Students reported on high school administration compensating for the lack of space, which includes converting supply closets into classroom space. Students also reported on overcrowded conditions in the cafeteria as well as crowded hallways, which make it very difficult to move around. Students reported that the crowded conditions at NHS have come to a point where it interferes with the learning of students and ability for teachers to teach at their highest level.

Dr. Gutekanst stated that the Thanksgiving Football game Needham vs. Wellesley, this year would be at Fenway Park. More to come. Dr. Gutekanst stated that in terms of space at NHS, it would be a good idea for Student Council to invite Town Meeting members to lunch at the high school to share with them some of the issues of space. Dr. Gutekanst thanked the students for their leadership and in bringing the issues of NHS to the School Committee.

2015 Performance Report Highlights2015 Performance
Report
Highlights

Dr. Gutekanst introduced this item. Dr. Gutekanst stated the 2015 Performance Reports were mailed to all Needham households. The report details school and student performance as well as challenges facing the school system. Dr. Gutekanst stated that over the last several months, Diane Simmons has gathered data and information; has used District Goals, gathered evidence, and interviewed many people all in an attempt to tell the story of the Needham Public Schools in a compelling and useful way. Dr. Gutekanst stated that he welcomes School Committee's comments. Dr. Gutekanst welcomed Ms. Diane Simmons, Director of Communication, Planning and Community Education.

Ms. Simmons stated the 2015 Performance Report is a reflection of the expertise of the staff and also the contributions from volunteers, as well as information that was generated over the course of the school year.

Ms. Simmons stated that it is her hope that the Performance Report addresses the parent and community interest and concerns of the Needham Public Schools as well as generate pride, trust, and transparency. Ms. Simmons outlined feedback and alignment of District Goals as well as accomplishments from last year. Ms. Simmons summarized challenges and opportunities.

The Top Ten Highlights of the Performance Report include:

- #1 New elementary Spanish, Wellness and STEAM programs as well as the new interdisciplinary courses at the high school including the Greater Boston Project and Robotics/Arts.
- #2 Common assessments at every level to ensure each child has foundational experiences and skills in grades K-12 as well as assessment of the impact of community service learning on student growth.
- #3 Level One Status for four of our schools based on improved MCAS scores.
- #4 Development of culturally proficient practices as well as expansion of our exchange program with Beijing's Daxing School District.
- #5 Da Vinci Workshop at NHS and elementary family STEAM fair with over 800 attendees.
- #6 Enhancements to school safety protocols and pilot ALICE.
- #7 1 to 1 Personalized Learning initiative for the middle school.
- #8 Development of a pathway to implementing Full-Day Kindergarten.
- #9 Feasibility studies to replace Hillside Elementary School and expand high school space.
- #10 MIAA Sportsmanship Award in Skiing and Boys Volleyball as well as state champions in Boys Soccer, Girls Cross Country and Boys Volleyball.

Ms. Simmons stated this report has been mailed to all households in Needham. Thanked contributors. Discussion followed.

School Committee Policies: First Reading

JHC School Health Services Revision 3
JHCC Contagious Diseases Revision 2

School Committee
Policies: First
Reading

Ms. Black led the discussion on this item. Ms. Black stated that the policies were discussed with guidance from Director of School Health Services, Mimi Stamer, Director of Student Support Services, Mary Lammi and Superintendent of Schools, Dan Gutekanst.

Mr. Pressman read aloud Policy JHC School Health Services Revision 3. Ms. Black read aloud Policy JHCC Contagious Diseases Revision 2. A lengthy discussion followed. The policies would be brought back for a second reading.

FY2017-2021 Capital Improvement Plan RequestsFY2017-2021
Capital
Improvement
Plan Requests

Dr. Gutekanst introduced this item. Dr. Gutekanst stated as part of the budget development process, the school administration has discussed and identified capital items for submission. The capital list has been developed in collaboration with school and town staff. Dr. Gutekanst noted that the 2017-2021 CIP is representative of a lot of significant work from Anne Gulati, Director of Financial Operations in consultation with school principals and directors as well as David Davidson, Needham Director of Finance. Dr. Gutekanst stated this document is incredible ambitious Capital Plan. Dr. Gutekanst added that on October 20th the School Committee would vote a draft FY2017-2021 Capital Improvement Plan, the Town Manager would then meet with Superintendent and Ms. Gulati to discuss the plan as she begins to shape the Capital Plan for the town.

Dr. Gutekanst stated there are two components to the Capital Plan, technology/equipment and school facilities/buildings, both driven by the District Goals and are reflective of the District's identified needs. Dr. Gutekanst summarized items included in the plan. Dr. Gutekanst pointed out that the needs of the school department have to be balanced with other town capital needs and available resources. Dr. Gutekanst stated he is also proposing the continued implementation of capital cost to be included in the operating budget. Dr. Gutekanst concluded by noting there are an incredible number of needs for School Committee's consideration, guidance and direction. Dr. Gutekanst stated that he would schedule a budget liaison meeting to talk about FY16 budget and the 2017 Operating Budget as well. Discussion followed.

ACTION ITEMSApprove Award of Contract for Special Education TransportationApprove Award of
Contract for
Special
Education
Transportation

Upon recommendation of the Superintendent that the Needham School Committee award a contract to Van Pool Transportation, LLC for the 2015/2016 school year as submitted.

A motion was
made:

Seconded
Vote 6-0-0

Approve Needham Booster Club FY16 BudgetApprove Needham
Booster Club
FY16 Budget

Upon recommendation of the Superintendent that the Needham School Committee approves the FY16 Needham Booster Club budget as submitted.

A motion was
made:

Seconded
Vote 6-0-0

Approve Minutes of the Meetings of September 8, 2015 and Joint Meeting with PPBC of September 8, 2015Approve Minutes
of the Meetings

Upon recommendation of the Superintendent that the Needham School Committee approves the minutes of the meetings of September 8, 2015 and Joint Meeting with PPBC of September 8, 2015 as submitted.

A motion was
made:

Seconded
Discussion
Vote 6-0-0

Accept Donations

Accept Donations

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

A motion was
made:

Seconded
Discussion
Vote 6-0-0

School Committee CommentsSchool Committee
Comments

Ms. Longo Carter stated that Wellesley College is starting a new Lecture Series on current issues in public education. The first lecture will be held on Thursday, October 22 at 7:30 in Alumnae Hall. The Lecture Series is called the Diane Silvers Ravitch Lecture and the description is How to Ruin or Revive Public Education.

Ms. Nicols stated that the 4th Annual Needham Diversity Summit takes place on Saturday, October 17, 2015, 8:30 am - 3:30 pm at the Pollard Middle School.

Mr. Greis noted as Liaison to the Newman Elementary School he attended a school-wide assembly on what's new at the school and playground safety. Mr. Greis stated it was a pleasure to attend the event and he looks forward to his year of being with the Newman School.

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

A List of
Documents

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

At approximately 9:01 p.m., a motion was made to adjourn the School Committee meeting of September 29, 2015.

Adjournment

A motion was
made:

Seconded
Vote 6-0-0

Respectfully submitted by:
Cheryl Gosmon, Note Taker

**Needham School Committee
Needham, Massachusetts 02492
November 3, 2015**

Agenda Item: **Action**

Accept Donations

Action Recommended:

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

NEEDHAM SCHOOL COMMITTEE

Agenda Item#: _____ **Date:** November 3, 2015

Item Title: Approve School Department Donations

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

• Elizabeth L. Gardner Charitable Trust donation to benefit the NHS Gardner Memorial Scholarship	\$6,764.30
• Ronald Lichtenstein and Karen Smith-Lichtenstein, Walpole, MA donation to benefit the Chloe Malast Memorial Scholarship	\$100.00
• Needham Soccer Club, Inc., Needham, MA donation to benefit NHS Athletics	\$408.88
• Brian McKay, Needham, MA donation of 60 chairs, 2 sixty-inch flower tables, and 1 24"x48" table to benefit the KASE program	Est. Value \$2,114.00
• Chris and Frederica Lalonde, Needham, MA donation of 33 L.L. Bean camp chairs to benefit the Mitchell Elementary School	Est. Value \$630.00
• MIAA, Franklin, MA donation to benefit NHS Athletics	\$168.00
• Vending machine proceeds to benefit the NHS Student Council	\$79.00
• Anonymous donation to benefit the NHS Anime Club	\$25.00
• Proceeds from bake sale to benefit the NHS Anime Club	\$303.68
• Proceeds from bake sale to benefit the NHS World Languages Spain Trip	\$49.36
• Proceeds from bake sales to benefit the NHS French Club	\$150.02
• Proceeds from bake sale to benefit the Speech & Debate Club	\$65.00
• Proceeds from bake sale to benefit the Shanghai Needham Exchange Club	\$91.49
• Proceeds from bake sale to benefit the NHS Korean Club	\$80.72
• Proceeds from bake sale to benefit NHS Habitat for Humanity	\$51.50
• Proceeds from toolbox fundraiser to benefit NHS Habitat for Humanity	\$430.00
• Proceeds from bake sale to benefit <i>Even A Rag Like This</i>	\$121.30
• Proceeds from bake sale to benefit <i>The Advocate</i>	\$82.15

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

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

School Committee: Consent Calendar

Respectfully Submitted,

Anne Gulati

Director of Financial Operations

**Needham School Committee
Needham, Massachusetts 02492
November 3, 2015**

Agenda Item: **Action**

Approve FY16 Budget Transfers

Action Recommended:

Upon recommendation of the Superintendent that the Needham School Committee approves the FY16 budget transfers as submitted.

NEEDHAM SCHOOL COMMITTEE

Agenda Item #: _____

Date: November 3, 2015

Item Title: FY 2015/16 Budget Transfers

Item Description: Transfer of FY15 budget allocations between line items in the following amounts:

Salaries	(\$10,498.90)
Purchase of Service	\$4,200.00
Expenses	\$6,298.90
Capital Outlay	<u>\$0.00</u>
Net Change:	\$0.00

Issues: Under Massachusetts General Law Chapter 71, Section 34, and School Committee Policy #DBK, the School Committee is empowered to make changes in allocations between line items within its budget, once approved by Town Meeting. The Superintendent, assisted by the Director of Financial Operations, authorizes line item transfer changes of less than \$25,000; the School Committee authorizes changes in excess of \$25,000.

Recommendation/Options: The attached line item budget transfers are provided for information purposes.

Rationale: The attached line item budget transfers are requested to more accurately reflect expenses to be incurred during this fiscal year.

Implementation Implications:

Supporting Data: Attached listing of requested line-item budget transfers within the FY16 Operating Budget.

School Committee (circle one)

☒ Action ☐ Information ☐ Discussion ☐ Consent Calendar

Central Administrator Town Counsel Sub-Committee: _____

Will report back to School Committee (date): _____

Respectfully Submitted,

Anne Gulati

Anne Gulati
Director of Financial Operations

G/L ACCOUNT #	DEPARTMENT	DESCRIPTION	DEBIT	CREDIT	NET	NOTE
<u>SALARIES</u>	<u>SALARIES</u>					
0001.3400.040.40.2210.099.99.520.010.5174.300.01	High School	Fringe Benefits		\$1,248.90	-\$1,248.90	Reallocate High School Fringe Benefit to Newman Out of State Travel
0001.3400.040.40.2210.099.99.520.010.5174.300.01	High School	Fringe Benefits		\$450.00	-\$450.00	Reallocate High School Fringe Benefit to Special Ed All Other Expenses
0001.3132.005.21.2353.099.99.520.010.5110.300.01	Curriculum Development	Salaries		\$1,520.00	-\$1,520.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3132.005.22.2353.099.99.520.010.5110.300.01	Curriculum Development	Salaries		\$1,520.00	-\$1,520.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3132.005.23.2353.099.99.520.010.5110.300.01	Curriculum Development	Salaries		\$1,520.00	-\$1,520.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3132.005.24.2353.099.99.520.010.5110.300.01	Curriculum Development	Salaries		\$1,520.00	-\$1,520.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3132.005.25.2353.099.99.520.010.5110.300.01	Curriculum Development	Salaries		\$1,520.00	-\$1,520.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3400.040.40.2210.099.99.520.010.5174.300.01	High School	Fringe Benefits		\$1,200.00	-\$1,200.00	Reallocate High School Fringe Benefit to Professional Development Professional and Technical
	SUBTOTAL SALARIES		\$0.00	\$10,498.90	-\$10,498.90	
<u>PURCHASE OF SERVICE</u>	<u>PURCHASE OF SERVICE</u>					
0001.3133.005.10.2440.099.99.520.030.5380.300.04	General Services	Purchase of Service	\$3,000.00		\$3,000.00	Reallocate General Services Ed Supplies to Purchase of Service
0001.3110.005.10.2357.099.99.520.030.5300.300.04	Professional Development	Professional and Technical	\$1,200.00		\$1,200.00	Reallocate High School Fringe Benefit to Professional Development Professional and Technical
	SUBTOTAL PURCH OF SVC		\$4,200.00	\$0.00	\$4,200.00	
<u>EXPENSE</u>	<u>EXPENSE</u>					
0001.3250.005.25.2357.090.99.520.030.5720.300.06	Newman	Out of State Travel	\$1,248.90		\$1,248.90	Reallocate High School Fringe Benefit to Newman Out of State Travel
0001.3530.010.10.2110.099.99.520.030.5780.300.06	Special Education	All Other Expense	\$450.00		\$450.00	Reallocate High School Fringe Benefit to Special Ed All Other Expenses
0001.3410.040.40.3510.099.99.520.030.5780.300.06	Athletics	In State Travel	\$1,092.00		\$1,092.00	Reallocate General Supplies In State Travel to Athletics In State Travel
0001.3133.005.40.2440.099.99.520.030.5710.300.06	General Services	Gen. Op. In State Travel		\$1,092.00	-\$1,092.00	Reallocate General Supplies In State Travel to Athletics In State Travel
0001.3400.040.40.3520.099.99.520.030.5780.300.06	High School	Other Expenses	\$381.97		\$381.97	Reallocate High School Ed Supplies to All Other Expenses
0001.3400.005.40.2430.035.99.520.030.5510.300.05	High School	Educational Supplies		\$381.97	-\$381.97	Reallocate High School Ed Supplies to All Other Expenses
0001.3133.005.10.2430.099.99.520.030.5510.300.05	General Services	Ed Supplies		\$3,000.00	-\$3,000.00	Reallocate General Services Ed Supplies to Purchase of Service
0001.3660.005.21.2430.080.99.520.030.5510.300.05	World Languages	Ed Supplies	\$1,400.00		\$1,400.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3660.005.22.2430.080.99.520.030.5510.300.05	World Languages	Ed Supplies	\$1,400.00		\$1,400.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3660.005.23.2430.080.99.520.030.5510.300.05	World Languages	Ed Supplies	\$1,400.00		\$1,400.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3660.005.24.2430.080.99.520.030.5510.300.05	World Languages	Ed Supplies	\$1,400.00		\$1,400.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3620.005.21.2430.035.99.520.030.5510.300.05	Science Center	Ed Supplies	\$400.00		\$400.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3620.005.22.2430.035.99.520.030.5510.300.05	Science Center	Ed Supplies	\$400.00		\$400.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3620.005.23.2430.035.99.520.030.5510.300.05	Science Center	Ed Supplies	\$400.00		\$400.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3620.005.24.2430.035.99.520.030.5510.300.05	Science Center	Ed Supplies	\$400.00		\$400.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3620.005.25.2430.035.99.520.030.5510.300.05	Science Center	Ed Supplies	\$400.00		\$400.00	Reallocate Curriculum Dev Salaries to World Language and Science Center Ed Supplies
0001.3400.005.40.2410.035.99.520.030.5517.300.05	High School	Textbooks		\$95.84	-\$95.84	Reallocate Ed Spplies to Textbooks
0001.3400.005.40.2430.035.99.520.030.5510.300.05	High School	Ed Supplies	\$95.84		\$95.84	Reallocate Ed Spplies to Textbooks
	SUBTOTAL EXPENSES		\$10,868.71	\$4,569.81	\$6,298.90	
	SUBTOTAL		\$15,068.71	\$15,068.71	\$0.00	

**Needham School Committee
Needham, Massachusetts 02492
November 3, 2015**

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
November 3, 2015**

Agenda Item: **Information Items**

Permanent Public Building Committee Minutes:

September 21, 2015

September 28, 2015

October 6, 2015

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: September 21, 2015

Time: 7:00 PM

Location: PSAB

Attendance

PPBC Members: Present: George Kent, Natasha Espada, Roy Schifilliti,
Peter Schneider
Absent: Stuart Chandler, Paul Salamone, Irwin Silverstein

Hank Haff (Project Manager)
Phaldie Taliep (Project Manager)

User Representatives: Heidi Black School Committee, H.S. & Hillside Rep.
Aaron Sicotte HS Assist. Principal, H.S. Rep.
Susan Neckes School Committee, Hillside Rep.

Other Attendees: Cal Olson Drummey Rosane Anderson
Don Walter Dore & Whittier Architects
Jason Boone Dore & Whittier Architects
Connie Barr School Committee, Chair
Michael Greis School Committee
Kim Marie Nichols School Committee
Aaron Pressman School Committee
Dan Gutekanst School Superintendant
Ann Gulati School Finance Director
John Connelly Finance Committee

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee was sent the minutes from the August 24th and September 8th PPBC meetings. Mr. Kent made a motion that the Committee approve the minutes of these two meetings. Mr. Schneider seconded the motion. The motion was then voted upon and approved unanimously.

B. High School Cafeteria Expansion

Heidi Black (School Committee), Aaron Sicotte (H.S. Assist. Principal) and Cal Olson (DRA) attended the meeting.

Mr. Taliep reported on the progress of the project. The 90% Construction Documents have been sent to Daedalus and DRA's cost estimator CostPro. Estimates should be available by October 5th at which time they will be reconciled and a report sent to the Committee by October 16th for discussion at the October 19 PPBC meeting. It was

requested that the reconciled cost estimate be sent out as soon as possible to allow more informed discussions before the Special Town Meeting in November. The reconciled estimates will be the basis of the information presented to Town Meeting for construction funding.

The exterior plans were reviewed. A change in the plan deleting some of the paving and seating will reduce the costs. The technology consultant reduced the estimated costs from \$250,000 to \$150,000. The number of projectors, screens and monitors has been reduced; and is being reviewed in greater detail.

The General Contractor pre-qualification process is underway. Six companies sent in their qualifications on July 29th. They were Colantonio, Inc., GTC Construction, Maron Construction, Northern Contracting, O'Connor Construction and Paul J. Rogan, Inc. References are being checked. It is expected that three to five companies will be pre-qualified.

DRA will be presenting another PSS for additional services which include a technology consultant.

Handouts: Schedule, Drawings

C. Hillside School Feasibility Study

Heidi Black, Susan Neckes (School Committee), Don Walter and Jason Boone (Dore & Whittier) attended the meeting.

Mr. Haff reported that the Preferred Schematic Report (PSR) process has started. The PDP submission is still being reviewed by the MSBA.

Mr. Walter indicated that six options were submitted to the MSBA on September 2nd and the Committee has to move to one preferred option by December. A preferred option is expected to be chosen by October 6th with a public presentation being scheduled on September 28th. The PSR is anticipated to be delivered to the MSBA by December 1, 2015. He reviewed the various site options for the Committee.

The MSBA approved enrollment is 430 students even though today's Hillside enrollment is 467 students at the beginning of this school year. The current program allows for this flexibility because the new school program is based upon the lower end of NPS class size.

Of the three landowners of the parcels needed for Option C3, a new building at Hillside, only two are willing to sell their parcels at this time. All three parcels would be needed to go forward with this option. Negotiations on the Central Avenue parcels are positive and ongoing. There have been positive discussions with the Wellesley Town Manager regarding using some of Wellesley's land for green play space.

The current cost estimates range from the low of Option A (Capital Improvement Plan only), cost of \$13,086,000 to a high of \$91,227,000 for Option B1 (Addition & Renovation at Hillside Elementary School site, which include the building of temporary

swing space at DeFazio). The MSBA would not reimburse any portion of modular classroom use.

Site mitigation costs are included in all of the Hillside estimates. An under-slab depressurization system would have to be installed in Option C3. MDL continues to treat the soil at their site and at the school.

The DeFazio baseball field nearest the proposed school or swing space site used for construction staging would be out of commission for three years, from the start of the project construction to the recovery of the field.

The traffic study on Central Ave is in process. Some information should be available next week. Traffic counts are being taken on West Street and Central Ave. Attendees expressed a concern of adding a third school on Central Ave and its impact on the early morning traffic.

Redistricting studies have been conducted for each of the options. Options that include Hillside (Option C3) and Central Avenue (Option J3) would not need redistricting. Major redistricting is required for a DeFazio (Option E1a) or DeFazio & High Rock (Option E2a + H3).

Ms. Black made a motion to remove Options A (Hillside CIP only) and B1 (Hillside addition/renovation with swing space) from future consideration at this time as they do not provide value to the Town and do not meet the educational requirements. Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously, by both committees.

Various concerns were expressed by the audience. Some of the questions were; what would become of the Hillside School, disruption on Sunset Road, the length of the construction period, what costs would be reimbursed by the MSBA, what the project contingency would be, would traffic lights be required at Central Ave site, time constraints regarding the moving of current tenants of the Central Ave property.

A second preferred alternative may have to be noted in the PSR.

Handouts: Preliminary Cost Evaluation, Presentation

D. Adjournment

The meeting was adjourned at 9:40 PM.

The next PPBC meeting will be on Monday, September 28, 2015 at 7:00 PM, at the Broadmeadow School.

These minutes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: September 28, 2015

Time: 7:00 PM

Location: Broadmeadow

Attendance

PPBC Members:

Present: George Kent, Stuart Chandler, Natasha Espada,
Paul Salamone, Peter Schneider
Absent: Roy Schifilliti, Irwin Silverstein

Hank Haff (Senior Project Manager)

User Representatives:

Heidi Black
Susan Neckes

School Committee, H.S. & Hillside Rep.
School Committee, Hillside Rep.

School Committee Members:

Connie Barr
Michael Greis
Kim Marie Nicols
Aaron Pressman
Andrea Longo Carter

School Committee, Chair
School Committee
School Committee
School Committee
School Committee

Other Attendees:

Dan Gutekanst
Ann Gulati
Don Walters
Michele Rogers
Jason Boone
Emily Roy

School Superintendent
School Finance Director
Dore & Whittier Architects
Dore & Whittier Architects
Dore & Whittier Architects
Dore & Whittier Architects

Public Attendees:

See attached sign-in sheets

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Hillside School Feasibility Study

Heidi Black, Susan Neckes (School Committee), Don Walter, Michele Rogers, Jason Boone and Emily Roy (Dore & Whittier) attended the meeting. Many residents also attended the meeting. (Sign-in sheets attached to minutes)

Dore & Whittier reviewed the current status of the project. The MSBA Feasibility Study process was reviewed. The Preferred Schematic Report Phase of the Feasibility Study will be finished at the end of 2015 when a preferred option will be presented to the MSBA. The Preliminary Design Program (PDP) Report which included an Educational Program and Space Summary, Site Assessment and Preliminary Evaluation of Alternatives was submitted to the MSBA on September 1st. It is still under review.

There are currently four options being considered for the Preferred Schematic Report. The options are Option C3 (New School at Hillside dependant on purchase of three land

parcels and swing space at DeFazio), Option E1A (K-5 School at DeFazio), Option E2A (6th Grade School at DeFazio and renovated High Rock K-5 School) and Option J3A (New School on Central Avenue dependant on land purchase).

The land purchase of the three Hillside parcels has run into difficulties as one of the landowners is unwilling to sell at this time. The Central Avenue land negotiations are proceeding positively.

Redistricting studies have been conducted for each of the options. Options that include Hillside (Option C3) and Central Avenue (Option J3) would not need redistricting. Major redistricting is required for a DeFazio (Option E1A) or DeFazio & High Rock (Option E2A + H3).

The Preferred Site is scheduled to be presented to the Board of Selectmen on October 13 for a vote. The Preferred Schematic Report (PSR) is scheduled to be submitted for approval at the November 16th PPBC meeting and submitted to the MSBA on December 1st.

The PSR will include a final evaluation of the remaining Alternatives and selection of a Preferred Option and further updates to the site plan building plans and systems. This would then be reviewed through a MSBA Facilities Assessment Sub-Committee process and submitted for approval at the January 2016 MSBA Board Meeting. Once approved by the MSBA the project would move into Schematic Design on the preferred option allowing for the initiation of a robust schematic design and development of a Project Budget. This would lead to a Project Scope and Budget Agreement to be approved at the MSBA Board meeting of July 2016. The next step includes a Town Vote in November 2016 Special Town Meeting and an override election, where project funding for the balance of design and construction will be sought.

The public was invited to express their opinions on the project. Ms. Louise Miller noted that the Finance Committee is scheduled to have meetings on October 7th and October 21st where the project will be discussed. Several concerns were expressed by the public including; lower percentage of walking population for the Central Ave and DeFazio school options, greater distance to public transportation at other sites, Central Avenue traffic congestion, Central Avenue site being near a flood zone, new school on Central Avenue could displace water towards houses, some feel the Hillside site is the place for the new school despite added costs, Central Avenue site does not have adequate green space, safety issues crossing Central Avenue, if Central Ave chosen there would be too many schools on Central Avenue, most kids will not be able to walk or bike to school, might lose feeling of Community, feel that the process is being rushed to deliver PSR to MSBA by December.

The presentation attendees were broken down into 4 groups and shown the Hillside site, the DeFazio site, the DeFazio/High Rock sites and the Central Ave site. Comments were recorded and answered. The slide presentation will be uploaded to the Needham Public School website.

The meeting was recorded and shown on the Needham Channel. Please visit www.needhamchannel.org to view a replay of the meeting video.

Handouts: Agenda, Power Point show handout

B. Adjournment

The meeting was adjourned at 8:50 PM.

The next PPBC meeting will be on Tuesday, October 6, 2015 at 7:00 PM, at the Broadmeadow School.

These minutes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.

Sign In Sheet	
Hillside Elementary School - Feasibility Study	
School Committee and Permanent Public Building Committee	
Date: September 28, 2015	Joint Meeting and Presentation
Location: Broadmeadow Elementary School	121 Broad Meadow Rd, Needham, MA

Name	Address or Affiliation
Miriam Rovner	48 Cynthia Rd
Larry Capodilupo	19 Colonial Rd
Anne Weinstein	3 Carey Rd
Heidi Buehler	15 Whetters Rd
Matt Borkell	BOS
Mary + Will Payne	11 Sunset Rd
Naomi Goldman	Newman School
Peter J Schmitt	PPBC
Betsy Rauch	Newman School
Betsy Dittie	Broadmeadow School
Carolyn S. Jones	PCA - THM
Michael Hertz	Hillside Elem.
Alex Bejian	41 Cynthia Rd
Karen Price	THM
Emily Cooper	56 Lee Rd
Molly Proctorius Holme	128 Garden St.
Davri Hammer	7 Shiloh
WALT WOOD	140 PARLISH RD
Philip Murray	453 Warren Road
Laurie Hutcheson	384 Hillcrest Rd
Lynne Melia	553 Central Ave
Josh Melia	553 Central Ave.
Katherine Calzada	Hillside Elementary
michele fox	Hillside (103 Cynthia)
Susan Ghod	574 Central Ave

Sign In Sheet	
Hillside Elementary School - Feasibility Study	
School Committee and Permanent Public Building Committee	
Date: September 28, 2015	Joint Meeting and Presentation
Location: Broadmeadow Elementary School	121 Broad Meadow Rd, Needham, MA

Name	Address or Affiliation
M.A. Mannelli	Cynthia Rd Resident
Bob Braman	⁷⁶ Lawton Rd Resident/TM Member
Hua Dong	6 sunset Resident
Dawn Byciff	105 Broad Meadow Rd.
Raymond Demissian	682 Central Ave
Les Rezzie	225 West St
D. O'Neil	75 Kinwell St.
Elizabeth Bloom	30 Neholten Street
Sally Gough	31/Man St
J. in Salem	106 Pausk Rd. Central Ave
M. E. E. E.	97 Cynthia Rd
TOM JAGGS	67 CLARKE RD
Leslie Wilson	21 Oak Hill
Ken Wivster	88 C. W. & C. W.
Aubrey Goodman	807 Great Plain
Sarah Nunes	54 Ware Rd
Sara Federow	146 Sath St.
Sara Suckaro	16 Celato Rd
Julie Mard	29 Pershing Rd
Kristen Cohen	32 Lindbergh Ave
Jeff Greenstar	62 Cynthia Rd
Anne Dickatt	17 Carey
Amy Faidt	79 Richardson Dr.
Mareisa Gilman	18 Tillotson Rd
Marianne Cooley	Resident

Sign In Sheet

Hillside Elementary School - Feasibility Study

School Committee and Permanent Public Building Committee

Date: September 28, 2015

Joint Meeting and Presentation

Location: Broadmeadow Elementary School

121 Broad Meadow Rd, Needham, MA

Name	Address or Affiliation
Barry Miller	17 Cephalo Rd
Andrew Newman	8 Cephalo Rd
Bree Shems	41 Rolling Lane
Moe Handel	3 Rosemary St.
Jillian Erdos	3 Sunset Rd
Joe Lipchitz	
Tony Cephalo	2 Seavey Rd
Amy Rubin	73 Cynthia Rd.
Cheryl Hulst	73 Cynthia Rd
Jo-Ann + Rich Rosen	39 SUNSET RD
Donna Tashjian	34 Sunset Rd.
Chrissy Silverman	44 Lewis St
Kim Marie Nicols	12 Crescent Rd / School Committee
Dennis Skipitaris	526 Central Ave.
Anne Gulatz	School Dept.
VAN SPIES	Town Mtg
Erik Saaby	64 Hillside Ave
Lauren Weitzen	26 Virginia Rd
Kathleen Weitzen	66 Eaton Rd
Daniel Burns	6 LOUART DR
Susan Milner	
Mary Bruel	87 Thornton Rd
Rich Lanza	182 MA Pk
Emma Murphy	Needham Times

Sign In Sheet

Hillside Elementary School - Feasibility Study

School Committee and Permanent Public Building Committee

Date: September 28, 2015

Joint Meeting and Presentation

Location: Broadmeadow Elementary School

121 Broad Meadow Rd, Needham, MA

Name	Address or Affiliation
Kathryn Copley	PFDC
Clair Windsor	Newell Ave - Hillside parent
John C. Rana	TMM
John Petroselli	Newman Parent
Sue Cotton	Resident
Brendan Manning	Resident (Hillside Parent)
Andrea Carter	School Committee
Allison Coburn	Hillside Parent
Louise Miller	Finance Committee
Karen Bejian	Resident - Cynthia Rd
Matt Snow	Resident Sunset Rd
Seema Meloni	Resident - Damon Rd
Michael Kascak	Hillside Principal
Meg Rosenbaum	Hillside Parent
Andrew Woods	Hillside Parent
David Blacklock	Town Meeting
Tracey Rtoechelles	Resident
Zhanna Pekelis	31 Sunset Rd
Susan Dana	213 Hunnewell St
Yulai Yang	6 Sunset Rd
Kimberly McCollum	843 Great Plain Ave
David Bookston	49 Dale Street
Louise Mergend	Finance Committee Analyst
Diana Faryniarz	361 Dedham Ave ECC-PTC

Sign In Sheet

Hillside Elementary School - Feasibility Study

School Committee and Permanent Public Building Committee

Date: September 28, 2015

Joint Meeting and Presentation

Location: Broadmeadow Elementary School

121 Broad Meadow Rd, Needham, MA

Name	Address or Affiliation
Grace Lee	94 Jarvis Circle
Howard Chow	39 Border Rd
Matt Gwarrere	6 Elliot Rd
Joyce McElforty	3 Meadbrook Road
Steph Borrelli	106 Parus Rd
Andrew Pittman	75 Prince St / JM member
Liz Lee	42 Blacksmith
Jill D.D.H.	7 William St
Ellen Winston	89 Cynthia Rd
Vanessa Gilbreth	15 Kingsbury St.
Allison Van Dorn	5 Border Road
Mark Pelly	121 Newell Ave
Jen Schragg Stein	15 Abbot St
Heather Salerno	302 Nehoiden
David Zarraga	46 Sunset rd.
Helena Bialski	117 Booth St Needham
Peter Resnick	15 Lovatt Dr.
Mine Ertugrul	117 Sutton Rd.
Rebecca Carrier (Steinwagner)	17 Hollow Ridge Rd Needham
Kevin Day	28 Sunset Rd

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: October 6, 2015

Time: 7:00 PM

Location: Broadmeadow School

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Natasha Espada,
Paul Salamone, Peter Schneider
Absent: Roy Schifilliti, Irwin Silverstein

Hank Haff (Senior Project Manager)

User Representatives: Heidi Black School Committee, H.S. & Hillside Rep.
Susan Neckes School Committee, Hillside Rep.

School Committee Members: Connie Barr School Committee, Chair
Heidi Black School Committee, PPBC H.S. & Hillside Rep.
Michael Greis School Committee
Andrea Longo Carter School Committee
Susan Neckes School Committee, PPBC Hillside Rep.
Kim Marie Nicols School Committee
Aaron Pressman School Committee

Other Attendees: Dan Gutekanst School Superintendent
Ann Gulati School Finance Director
Don Walters Dore & Whittier Architects
Michele Rogers Dore & Whittier Architects
Fayssal Hussein Nitsch Engineering
Nick Havan Nitsch Engineering

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Hillside School Feasibility Study

Heidi Black, Susan Neckes (School Committee), Don Walter, Michele Rogers (Dore & Whittier), Fayssal Hussein and Nick Havan (Nitsch Engineering) attended the meeting. The School Committee and several residents also attended the meeting.

Dr. Barr reported that many emails, expressing concern and opinions, were received by the School Committee after the Public Meeting held on September 28th and summarized the comments. The Hillside Feasibility study started with a review of twenty options which have been reduced to four options to date. The Central Avenue site became available in June 2015 when the current owner approached the Town to see if there was interest in acquiring the site. The site has since been thoroughly studied by the design team.

Dore & Whittier reviewed the current status of the project. There are currently four options being considered; the options are Option C3 (New School at Hillside dependant on purchase of three land parcels and swing space at DeFazio), Option E1A (K-5 School at DeFazio), Option E2A & H3 (6th Grade School at DeFazio and renovated High Rock as K-5 School) and Option J3A (New School on Central Avenue dependant on land purchase).

A draft forty page traffic study was received from Nitsch Engineering on October 5th. The results of the study were presented to the PPBC and School Committee. A draft copy of the report will be posted on the Town web site. Mr. Husseini and Mr. Havan from Nitsch reviewed the traffic study done at the Central Avenue and Hillside sites. Federal traffic guidelines were used to determine adequate sightlines for access and egress to the Central Avenue site. Existing conditions were studied at both Hillside School and the Central Avenue site. The conclusion is that the Central Avenue site is a viable site for a school from a traffic point of view. The main parking lot at Central Avenue has 100 parking spaces. Access to the site by car is proposed at the highest portion of the road. The sight lines at this entry/exit drive exceed AASHTO standards for stopping sight distance and intersection sight distance. The drive aisle queue can accommodate 57 cars at drop off and pick up, getting cars off of Central Avenue. It is possible to double the queue aisle in certain places in the parking lot allowing up to 76 vehicles waiting for pick-up.

25% of the school population would be able to walk to the Central Avenue site. 30% are able to walk to the Hillside School site. Five buses will be needed to drop students off in the proposed bus loop off Sunset Road, four Needham buses and one METCO bus. The supply receiving area would be near the cafeteria at the back of the school near the bus loop. Recommendations for the site would be have a left and right turn lane at the school exit. The Chief of Police requested that there be only one crosswalk at the Central Avenue site. The intersection does not warrant a new traffic light, but if requested the engineers could study the effect of adding a flashing light.

The Central Avenue site has more space for traffic to circulate within the site than the current Hillside School. Sheila Hemway indicated that Cefalo and Sunset roads are similar to the Broadmeadow School streets used for bus drop off and pick up. The roads only become a problem when cars or landscapers obstruct the streets during the start and end of the school day.

To be considered for Massachusetts School Building Authority funding, a preferred option needs to be submitted to them by December 1, 2015 to meet their timeline.

A purchase and sale agreement is expected to be signed this week. A ballpark figure is in the range of \$7 million, for acquisition and demolition expenses. Acquisition of all three properties at Hillside School is not possible at this time. This could delay an Option C3 Hillside at Hillside by at least one additional year.

Each of the School Committee members voiced their views on the four remaining options. It was determined that the two committees take independent votes on any motions. It was noted that Ms. Black and Ms. Neckes sit on both the School Committee and PPBC for this project.

Ms. Black made a motion for the School Committee to remove C3 (New School at Hillside dependant on purchase of three land parcels and swing space at DeFazio) and E2A & H3 (6th Grade School at DeFazio and renovated High Rock as K-5 School). Mr. Silverstein seconded the motion.

Ms. Nicols made a motion to the School Committee for an amendment to the previous motion, to split the two options independent of each other. Ms. Longo Carter seconded the motion. The motion was then voted upon by the School Committee and approved unanimously. 7 in favor 0 against 0 abstentions

Ms. Black made a motion to the PPBC that the previous motion be split in two. Mr. Silverstein seconded the motion. The motion was then voted upon by the PPBC and approved with two nay votes. 5 in favor 2 against 0 abstentions

Ms. Black made a motion to the School Committee that Option C3 (New School at Hillside dependant on purchase of three land parcels and swing space at DeFazio) be eliminated from further consideration. Ms. Longo Carter seconded the motion. The motion was then voted upon by the School Committee and approved with one nay vote from Ms. Nicols. 6 in favor 1 against 0 abstentions

Ms. Black made a motion to the PPBC that Option C3 (New School at Hillside dependant on purchase of three land parcels and swing space at DeFazio) be eliminated from further consideration. Mr. Silverstein seconded the motion. The motion was then voted upon by the PPBC and approved with two abstentions by Mr. Schifilliti and Mr. Schneider. 5 in favor 0 against 2 abstentions

Ms. Black made a motion to the School Committee that E2A & H3 (6th Grade School at DeFazio and renovated High Rock as K-5 School) be eliminated from further consideration. Mr. Greis seconded the motion. The motion was then voted upon by the School Committee and approved unanimously. 7 in favor 0 against 0 abstentions

Ms. Black made a motion to the PPBC that E2A & H3 (6th Grade School at DeFazio and renovated High Rock as K-5 School) be eliminated from further consideration. Ms. Espada seconded the motion. The motion was then voted upon by the PPBC and approved unanimously. 7 in favor 0 against 0 abstentions

The PPBC will meet again on October 19th and the School Committee on October 20th. It is expected that votes for the final recommendation of a preferred site will be made at these meetings.

The meeting was recorded and shown on the Needham Channel. Please visit www.needhamchannel.org to view a replay of the meeting video.

Handouts: Draft Traffic Report, Evaluation Matrix (draft 10.6.15)

Following the Hillside discussion the School Committee and the PPBC separated their respective meetings to address other business in separate rooms at Broadmeadow.

B. High School Cafeteria Expansion

The Committee reviewed an invoice from Drummey Rosane Anderson in the amount of \$44,366.40 for services thru September 2015. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #2 from Drummey Rosane Anderson in the amount of \$22,660.00 for additional design and technology services. The PSS was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The cost estimate work is in progress and will be available to the PPBC before the October 19th meeting. It was agreed that the contingency amount should be reduced.

The pre-qualifications of the General Contractors is ongoing. Mr. Taliep will be going into Boston to DCAM to review the six companies. The sub-committee will have their recommendations for the October 19th meeting.

C. Rosemary Pool

The Committee reviewed an invoice from Bargmann Hendrie & Archetype in the amount of \$11,000.00 for services thru August 2015. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schneider seconded the motion. The motion was then voted upon and approved unanimously.

The project will be on the agenda for the October 19th meeting. Bargmann Hendrie & Archetype gave a presentation to the Park & Recreation Commission at their September 28th meeting. The PPBC expects to have a recommendation on the preferred pool program by October 19, 2015.

D. Hillside School Feasibility Study

The Committee reviewed PSS #4 from Dore & Whittier Architects in the amount of \$34,050.00 for additional site survey work and wetland delineation work. The PSS was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

E. Approval of Minutes

The Committee was sent the minutes from the September 21st and September 28th PPBC meetings. Mr. Kent made a motion that the Committee approve the minutes of these two meetings. Ms. Espada seconded the motion. The motion was then voted upon and approved with one abstention.

F Adjournment

The meeting was adjourned at 9:20 PM.

The next PPBC meeting will be on Monday, October 19, 2015 at 7:00 PM, at the Public Services Administration Building.

These minutes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.