NATICK PUBLIC SCHOOLS
School Committee Meeting
June 19, 2017
7:15 PM
School Committee Room, 3rd Floor Town Hall

Posted In Accordance with Provisions of M.G.L. Chapter 30A, Sections 18-25

- Roll Call

- Pledge of Allegiance

- Moment of Silence

PUBLIC SPEAK

A period not exceeding 15 minutes during which time any individual may voice an opinion or concern on any school-related issue that is not on the agenda. During public speak there will not be an opportunity for debate of issues raised.

ACTION ITEMS

1. Approval of Invoices for Kennedy Middle School Building Project
2. Approval of School Committee Minutes: Executive Session Minutes of May 22, 2017 & June 5, 2017 and regular meeting minutes of May 22, 2017 and June 5, 2017
3. Approval of Policies: Responsible Use Policy - Staff, Responsible Use Policy - Student, Cell Phone Use, Public Gifts to the Schools, Acceptance and Use of Gifts, Grants and Donations

Teaching and Learning

Chairman's Report

- Subcommittee/Liaison Updates

- Report on warrants signed

    1. Warrant Review - 06-19-17

Superintendent's Report

1. Recognition of Tenacity Challenge Team

2. Fine & Performing Arts Audit - Anna Nolin
   Click Here for Fine & Performing Arts Audit Report
   Click Here for Fine & Performing Arts Presentation

3. RTI Goal Update - Tim Luff & Anna Nolin
   Click Here for RTI Presentation

4. Capital Plan Update

5. FY'17 Budget Update

6. Quarterly Staffing Report

7.   Kennedy Middle School Building Project Update

8.   2017-2018 Draft Goals

Correspondence/Information:

Members Concerns

•   School Committee

•   Teacher Representative

•   Student Representative

EXECUTIVE SESSION

1.   None

FUTURE MEETING DATES/AGENDA ITEMS

June 26 -School Committee Retreat - Goals
July 31 - Retreat
August 2 - Retreat
August 14
August 28

Agenda items will be addressed in an order determined by the chair.

ITEM TITLE: Approval of Invoices for Kennedy Middle School Building Project

ITEM SUMMARY:

ATTACHMENTS:

Description	File Name	Type
KMSB Inovoices - May 31, 2017	Kennedy_Middle_School_-_Invoices.pdf	Cover Memo

Monthly Vendor Invoice Package and Budget Update
from Compass Project Management, Inc.

COMPASS
PROJECT MANAGEMENT

Project: **Natick JFK Middle School**   **Financial Period Ending:** May 31, 2017

To: Peter Gray   pgray@natickps.org
        Steve Meyler   smeyler@natickps.org

CC: Jeff D'Amico   jdamico@compasspminc.com
        Tony Pina   apina@compasspminc.com
        Tim Bonfatti   tbonfatti@compasspminc.com

Approved by:

Jeffrey D'Amico

Jeff D'Amico, Project Manager
Compass Project Management, Inc.

1. **Compass Recommends the following Invoice(s) for payment this month:**

Invoice no.	Vendor	$Amount
CPM 61-04	Compass	10,222.00
0001B-1605.00	Ai3	65,697.00
0001E-1605.00	Ai3	2,017.84
	Total	**77,936.84**

Vendor # *73271*

Invoice #

Invoice Date

Amount $

Account #

P.O. #

2. **Reporting Updates:**

   - **Project Budget Status Report column M** – has been updated to calculate the remaining amount *Available to Commit or Spend*.

3. **New Commitments and Budget Transfers:**

   - **Ai3 Contract** – has been posted in the total amount of $557,275. This includes $480,177 in Basic Services and $77,098 in Extra Services. We made some budget transfers to reconcile the budget to Ai3's contract as follows:

Change no. / Description	From CODE	From Description	To CODE	To Description	Change Amount
Reconcile budget to Ai3 contract	00020000	A&E - Feasibility Study	00030000	Environmental & Site	19,823.00
Reconcile budget to Ai3 contract	00040000	Other	00030000	Environmental & Site	7,275.00

Compass will draft MSBA Budget Revision Request (BRR) no. 1-SC (for soft costs) to reflect these transfers, route for signatures and submit to the MSBA.

ITEM TITLE: Approval of School Committee Minutes: Executive Session Minutes of May 22, 2017 & June 5, 2017 and regular meeting minutes of May 22, 2017 and June 5, 2017

ITEM SUMMARY:

ATTACHMENTS:

Description	File Name	Type
School Committee Meeting Minutes - May 22, 2017	05-22-17.docx	Cover Memo
School Committee Meeting Minutes - June 5, 2017	06-05-17.docx	Cover Memo

Natick Public Schools
SCHOOL COMMITTEE MINUTES
May 22, 2017

The School Committee held a meeting on Monday, May 22, 2017 at 6:30 p.m. Chair Tabenkin called the meeting to order at 6:50 p.m. in the Training Room, 3rd floor, Town Hall.

Members Present: Paul Laurent, David Mangan, Julie McDonough, Donna McKenzie, Hayley Sonneborn, Lisa Tabenkin

Members Absent: Firkins Reed

Others Present: Peter Sanchioni   Superintendent of Schools
                    Timothy Luff   Assistant Superintendent
                    Marianne Davis   Director of Human Resources
                    Sharon Reilly   Recording Secretary

Mr. Laurent moved to enter Executive Session to discuss strategy in respect to Collective Bargaining (EAN) in accordance with the provisions of Chapter 30A, Section 21(a) of the Massachusetts General Laws. Ms. Sonneborn seconded. By roll call vote all members were in favor of entering into Executive Session.

At 7:15, p.m. the School Committee returned to the School Committee Room for its regular meeting. Others who joined at this time included:

                    Peter Gray   Director of Finance
                    Ratnakar Amaravadi   Teacher Representative
                    Will Cuozzo   Student Representative
                    Hannah Savoia   Student Representative

Public Speak

Chair Tabenkin asked if anyone wished to come forward for Public Speak.   No one came forward.

Members Concerns

Chair Tabenkin announced that the After Prom Party was once again an amazing success. She introduced Kim Chamberlain and Jennifer Hall, Chairs of the After Prom Party, who came forward and spoke about the event.   They were thrilled that 582 students attended the party this year. They had over 150 volunteers working through the night form midnight through 5:00 a.m. They were overwhelmed by the exorbitant support they received from the community.   Planning for this party is a year-long commitment that is parent driven with many volunteers. It was a wonderful evening for the students, keeping them safe in a fun environment on prom night. They reported that the students were very well behaved and represented

the community very well.   Members of the School Committee thanked all who were involved in making this a successful evening.

Homework Procedures –K-12

Mr. Brian Harrigan, Principal of Natick High School, introduced four Natick High School seniors: Joyce Libbin, Rebecca Jacobs, Tatiana Slotnick, and Adam Tabenkin. These students participated with Mr. Harrigan in a year-long Independent Study Class where they met once per week and focused on how our students at Natick High School are experiencing stress. The students came forward and presented the work they did over the course of the year in this study group:

They:
- Organized and ran a stress table at the Wellness Fair

- Read *Overloaded and Underprepared* and discussed in class

- Read a variety of articles on homework and student stress

- Led focus groups with students

- Survey of students (NHS and MetroWest) – received over 1200 responses.

They provide the following outline and spoke to these sources of stress.

- Social Stress
    - Bullying
    - Social Media
    - Transitions
- Outside Stress
    - Extracurricular Activities
    - Standardized Testing
    - College Process

- Assessments
    - Grades
    - Projects and Tests
    - Academic Integrity
- Homework
    - Volume of HW
    - Value of HW
    - Time Management

The students presented their recommendations to reduce stress and spoke to the following:
- Academic Support
    - Workshops
    - CDS, Study hall, Cafeteria study
    - Quieter workspaces
    - Emphasis on HW value
    - Time management calculator

- Self-Advocacy
  - Introduction in 9th grade

- Transitions
  - Music in hallway transitions
  - Freshman orientation
- Social Support
  - Therapy dog
  - Trusted adults
  - Raise student participation

The students responded to questions from Committee members. Committee members thanked the students for their amazing and informative presentation.

The Principals (Elementary, Middle School and High School) provided comprehensive presentations on the value and efficiency of homework which focused on designing homework tasks that inform instruction and advance student learning. Throughout the year, latest research on homework has been reviewed, practices of other districts were examined, and input/surveys from all constituents were conducted. All this led to their outlined recommendations and procedures which will be operationalized next year. Dr. Sanchioni urged Committee members to review the information and forward him any questions they may have.

NHS Therapy Dog

Mr. Brian Harrigan introduced Ms. Tara McDonald, NHS School Librarian, who came before the School Committee to speak to Natick High School's new Therapy Dog, a gift from the class of 2017. Ms. McDonald provided some background information on the dog and the purpose she will serve. Ms. McDonald will also be the caregiver of the dog, bringing her to and from her home every day.

The dog is a 5-month-old, Labradoodle chosen for her temperament and hypoallergenic qualities. She will start her job this year as the NHS Service Dog. The dog is currently in training to become a licensed therapy dog. Therapy dogs are highly obedient service animals trained to provide affection and comfort to people.

The purpose for Dog's inclusion at NHS is to:

- Reduce students' stress and anxiety

- Facilitate students' learning lessons in responsibility, respect, and empathy

- Strengthen sense of school community

Numerous research-based studies on incorporating service dogs into school settings have shown many student benefits.

Ms. McDonald provided the School Committee with copies of a letters going to faculty members and parents as well as procedures to be followed for students and faculty. The Class of 2017 will shortly be voting on a name for the dog.

Elementary Principals Professional Practice Goal – Literacy Presentation

Ms. Karen Ghilani, Principal of Bennett-Hemenway School, Mr. Kirk Downing, Principal of Brown School, Ms. Jordan Hoffman, Principal Johnson School and Ms. Susan Balboni, Principal of Memorial School came before the School Committee to present their progress towards their Professional Practice Goal – Literacy Instruction).

Topics covered included:
- Time on Task for Literacy
- Examination of Common Assessments
- Examination of Intervention & Use of Literacy Specialists
- Data Team Practices
- Technology & Literacy
- Teachers4Teachers Training
- Classroom Literacy Resources
- Recommendations for the Future

Questions were asked and responded to. Principals were commended for their work in this area.

Update on Kennedy Middle School Building Committee

Dr. Sanchioni reported that the Kennedy Middle School Building Committee will be meeting this Thursday at 6:30 p.m. On Wednesday, May 31, the first community forum on the Kennedy Middle School Project, will be held at Kennedy at 7:00 p.m. Residents of the neighboring streets have been invited to attend as well as other interested parties.

Report on Warrants Signed

In accordance with School Committee Procedures, Mr. Gray reviewed the following warrants signed by the School Committee Chair:

Warrant Type	Warrant Number	Date Signed	Amount
Accounts Payable	2017-46S	05/8/2017	$ 470,652.64
Accounts Payable	2017-47S	05/8/2017	$ 530,127.74

If anyone wishes to review the details regarding any of these warrants please feel to contact Mr. Gray.

Subcommittee/Liaison Updates

Ms. Sonneborn reported that she recently attended a Natick Together for Youth (NTY) meeting and was very impressed with their work. They are currently looking for nominations for their Community Champion Award - someone who embodies the NTY mission. If anyone has any nominations, please forward to them by this Friday. Secondly, they are in the beginning stages of creating a Task Force around

the opting out initiative for a marijuana dispensary in the town. It will be important for community members to get involved in legislation around dispensaries. Anyone interested in being on this Task Force should reach out to Katie Sugarman.

At 10:10 p.m., Mr. Mangan moved to adjourn. Mr. Laurent seconded.   It was unanimously approved.

Attest:_____

Peter Sanchioni, Ph.D.
Superintendent
Secretary to the School Committee

Sharon Reilly
Recording Secretary

Documents provided in Novus Agenda
Report on Warrants Signed
Literacy Presentation
NHS Report on "How Do We Reduce Student Stress"
Homework Procedures Presentations – HS, MS, Elementary
NHS Therapy Dog Presentation

Natick Public Schools
SCHOOL COMMITTEE MINUTES
June 5, 2017

The School Committee held a meeting on Monday, June 5, 2017 at 6:30 p.m. Chair Tabenkin called the meeting to order at 6:30 p.m. in the Training Room, 3rd floor, Town Hall.

Members Present: Firkins Reed, Paul Laurent, Julie McDonough, Donna McKenzie, Lisa Tabenkin

Hayley Sonneborn arrived at 6:55 p.m.

David Mangan arrived at 7:15 p.m.

Others Present:
Peter Sanchioni   Superintendent of Schools
Anna Nolin   Assistant Superintendent
Timothy Luff   Assistant Superintendent
Cathleen Collins   Finance Committee
Sharon Reilly   Recording Secretary

Mr. Laurent moved to enter Executive Session to discuss strategy in respect to litigation in accordance with the provisions of Chapter 30A, Section 21(a) of the Massachusetts General Laws. Ms. Reed seconded. By roll call vote all members present were in favor of entering into Executive Session.

At 7:10, p.m. the School Committee returned to the School Committee Room for its regular meeting. Others who joined at this time included:

Peter Gray   Director of Finance
Will Cuozzo   Student Representative
Hannah Savoia   Student Representative

Public Speak

Chair Tabenkin asked if anyone wished to come forward for Public Speak. No one came forward.

2017 Master Teachers

Dr. Anna Nolin announced the recipients of the Master Teacher Grants for 2017, generously awarded by Natick Education Foundation (NEF). Natick Public Schools are able to offer a Master Teacher grant to the following teachers:

Michael Albert - Brown Elementary School, Grade 3 Project Focus: Inquiry Based learning through Genius Hour

Amanda Buck - Kennedy Middle School, Grade 8, Math & Science Focus: Project-Based Learning in STEM Education

Melissa Curtin - Brown Elementary School, Grade 3 Focus: Genius Hour: Inquiry Based Learning & Passion Projects

Nicholas DiAntonio - Natick High School, Grade 10, Geometry Focus: Co-teaching Model and Implementation

Sue Earner - Natick PreSchool Focus: Importance of Play in the Classroom with focus on language and literacy skills

Tina Kelly - Wilson Middle School, Grades 5-8, Math Focus: Differentiating Classroom Instruction in Math for to Engage All Learners

Lorraine Magee Johnson Elementary School, Grade 3 Focus: Global Connections: Engaging in Authentic Literacy Experiences

Benjamin Maki - Natick High School, Grade 10, Geometry Focus: Co-teaching Model and Implementation

Nicole Papasso - Wilson Middle School, Guidance Focus: Empowering teachers to support students with mental health issues in the classroom.

The fellowship is for one year. Fellows will be paid $1,000 each for personal compensation and also be reimbursed/supported in one professional development (PD) experience related to their project focus area.

The following recipients were present and spoke to their areas of focus: Michael Albert, Lorraine Magee, Sue Earner, Tina Kelly, Nicole Papasso, Amanda Buck and Nick DiAntonio.

Ms. Rosemary Driscoll from the Natick Education Foundation was present and came forward expressing her affection for this program and is pleased with the strength of the faculty.

The School Committee thanked the Natick Education Foundation for their ongoing generosity.

Policy Review

Drafts of the following policies were provided to the School Committee for their review:

- Responsible Use Policy Staff
- Responsible Use Policy – Student
- Cell Phone Use Policy
- Public Gifts to the Schools Policy
- Acceptance and Use of Gifts, Grants and Donations Policy

Mr. Dennis Roche presented the transition from the former *Acceptable Use Policy* to the new *Responsible Use Policy* as follows:

Currently we have an Acceptable Use Policy (AUP) in place.

- Acceptable Use Policies:
  - Focus on unacceptable behavior
  - List of don't do this, don't do that

- Our current AUP applies to both:
  - Our Students
  - Faculty and Staff

- Responsible Use Policies :
  - Focus on expected behavior
  - Sets positive expectations for proper use
  - Based on our curriculum of Digital Citizenship

- Recognize the need for a different policy for students and our faculty & staff.

- Transitioning from AUP to RUP is one more indicator of advancing our digital journey as a school district.

- Digital Citizenship is the ability to think critically, behave safely and participate responsibly in a digital world

- Educating staff, students and parents on what responsible use of Online and Digital Technologies look like when teaching and in learning.

Dr. Sanchioni asked Committee members to forward any questions they may have on these policies which will be brought back for approval at the meeting of June 19, 2017.

Innovation Team Report

Ms. Grace Magley highlighted many of the programs that were offered this year in the Natick Public Schools through the Innovation Team Process. The Natick Innovation teams solve the most challenging problems in the classrooms by evaluating innovative practices and tools. Problems are identified and innovative solutions are found through a process of collaboration, collective inquiry, data collection and transparency. Ms. Magley responded to questions from the Committee.

Kennedy Middle School Building Project Update - Review and Approval of Educational Plan

Dr. Sanchioni reported that the first public forum on the plans for a new/renovated Kennedy Middle School was held on May 31st. It was a very informative session where comments/concerns from the community were heard. It is his hope that the exact footprint of the school will be identified and presented at the next forum scheduled for July 12th at 7:00 p.m. at Kennedy.

Dr. Sanchioni announced there have been some changes in the makeup of the Kennedy Middle School Building Committee and asked for the School Committee's approval of these changes:

- Richard Foley, a School Committee appointee has resigned from the Committee.
- Bruce Evans has become the Finance Committee's designee to the Committee.

- John Cicciarielli is being recommended to switch to the School Committee's designee (vacancy left by Richard Foley). Mr. Cicciarielli was previously the Finance Committee's designee, however, he is no longer on the Finance Committee.

Ms. Reed moved to approve the outlined changes to the Kennedy Middle School Building Committee. Ms. McDonough seconded. It was unanimously approved.

Kennedy Middle School Educational Plan

Dr. Sanchioni provided an overview of the Educational Plan for the proposed Kennedy Middle School. The Educational Plan came about as a result of many meetings with many stakeholders. Dr. Sanchioni requested that the School Committee approve this plan knowing that there will be multiple permutations going forward. The following documents were provided:

1. Grade & School Configuration

2. Class Size Policies

3. School Scheduling Method

4. Teacher & Methodology Structure

5.Teacher Planning & Collaboration

6. Lunch Programs & Dining

7. Technology

8. Performing Arts

9. Visual Arts

10. Physical Education

11. Kennedy Building Special Ed ELL

12. Vocations & Technology

Mr. Laurent moved to approve the Kennedy Middle School Educational Plan. Mr. Mangan seconded. It was unanimously approved.

Enrollment Update - June 1, 2017

A copy of the June 1 enrollment report was provided. No significant changes at this time.

To Appoint School Committee Representative to Fire Chief Screening Committee

Chair Tabenkin requested the School Committee's approval to appoint former School Committee Member, Dirk Coburn, as the School Committee's designee on the Fire Chief Screening Committee. Mr. Laurent moved to approve this appointment. Mr. Mangan seconded. It was unanimously approved.

Report on Warrants Signed

In accordance with School Committee Procedures, Mr. Gray reviewed the following warrants signed by the School Committee Chair:

Warrant Type	Warrant Number	Date Signed	Amount
Accounts Payable	2017-48S	05/22/2017	$ 373,294.60
Accounts Payable	2017-49S	05/22/2017	$ 457,970.23
Payroll	24	05/22/2017	$ 2,122,417.23

If anyone wishes to review the details regarding any of these warrants please feel to contact Mr. Gray.

Approval of Staffing Changes

Dr. Sanchioni requested that the School Committee approve the following changes to the FY'18 staffing. There will be no budget impact. The reductions and changes in other positions provide an offset in funds and still allow for compliance in other areas.

Addition:
Add (.5 ELL) Teacher/Asst. Principal: +$35,180*

Reduction:
Reduce (1.0) ELL Para: -$24,500

Reduce (0.1) Physical Therapist: -$6,000

Change (.3) Occupational Therapist to (.3) Occupational Therapy Asst: -$6000

Ms. Reed moved to approve these changes. Mr. Laurent seconded. It was unanimously approved.

Subcommittee/Liaison Updates

Chair Tabenkin and Mr. Laurent provided an update on the Financial Planning Committee. They have begun to meet again with the past two meetings focusing on the charge and structure of the Committee. They are working on how the Town and School Department can work more cohesively and collaboratively in developing the budgets. Mr. Laurent reported that five students from Babson will be working with the Finance Committee on a research project for more effective modeling, looking out 5-10 years and by looking at some of the activities 5-10 years in the past. The Financial Planning Committee is more than likely going to have some sponsorship elements and input on this project.

Members Concerns

Mr. Laurent attended the 93rd Annual Transfer of Flags Ceremony held on May 24th and found it to be profoundly moving. A wonderful event to kick off Memorial Day. Kudos to the American Legion and Natick Public Schools on putting together this event.

Ms. Reed attended Natick High School's Class Night this past Wednesday and was overwhelmed with the incredible generosity of this community in offering scholarships to support students going off to college. Over $180K was provided in scholarships.

Ms. McKenzie and Ms. Tabenkin attended Natick High School graduation this past Friday. It was a beautifully orchestrated event. Student and staff speeches were phenomenal. A night the community should be proud of.

Mr. Luff announced that the annual Natick Special Olympics will be held at Memorial Field on Wednesday, June 7 at 9:15 a.m.   He encouraged members of the community to attend.

Approval of Donation

Mr. Gray requested that the School Committee approve the following donation:

Source/Donation	Amount/Value	Purpose
Natick Area Interfaith Clergy Association	$509.00	Friends of Natick METCO

Mr. Laurent moved to approve this donation with gratitude. Ms. McDonough seconded. It was unanimously approved.

Approval of 2017-2018 School Committee Meeting Schedule

Ms. Reed moved to approve the following 2017-2018 School Committee meeting schedule:

2017

August	Monday	August	14
	Monday	August	28
September	Monday	September	11
	Monday	September	25
October	Monday	October	16
November	Monday	November	6
	Monday	November	20
December	Monday	December	4
	Monday	December	18

2018

January	Monday	January	8
	Monday	January	22
February	Monday	February	5
	Monday	February	26
March	Monday	March	12
	Monday	March	26
April	Monday	April	9 – Reorganization Meeting
	Monday	April	23
May	Monday	May	7
	Monday	May	21
June	Monday	June	4
	Monday	June	18

Mr. Laurent seconded. It was unanimously approved.

Approval of Invoices from Compass Project Management

Mr. Gray requested the School Committee's approval of the following invoices from Compass Project Management for the Kennedy Middle School project:

Invoice # CPM61-02 – March 31, 2017 $10,222.00
Invoice # CPM61-03 – April 30, 2017 $10,222.00

Mr. Laurent moved to approve these invoices. Ms. Sonneborn seconded. They were unanimously approved.

Approval of School Committee Minutes of May 8, 2017

Ms. Reed moved to approve the School Committee meeting minutes of May 8, 2017. Ms. McKenzie seconded. They were unanimously approved.

At 8:45 p.m., Mr. Laurent moved to adjourn. Mr. Mangan seconded. It was unanimously approved.

Attest:_____

Peter Sanchioni, Ph.D.
Superintendent
Secretary to the School Committee

Sharon Reilly
Recording Secretary

<u>Documents provided in Novus Agenda</u>
Memorandum outlining changes to FY'18 Staffing
Request to Approve Donation
Draft of 2017-2018 School Committee Meeting Schedule
Request to approve Invoices from Compass Project Management
Outline of Education Plan for Kennedy Middle School Building Project
Draft School Committee Minutes of May 8, 2017
Warrant Review - 06-05-17
Innovation Team Report Presentation
Draft Policies: Responsible Use Policy - Staff, Responsible Use Policy - Student, Cell Phone
      Use, Public Gifts to the Schools, Acceptance and Use of Gifts, Grants and Donations
Listing of 2017 Master Teachers

Correspondence/Information:
Enrollment Update - June 1, 2017

ITEM TITLE: Approval of Policies: Responsible Use Policy - Staff, Responsible Use Policy - Student, Cell Phone Use, Public Gifts to the Schools, Acceptance and Use of Gifts, Grants and Donations

ITEM SUMMARY:

ATTACHMENTS:

Description	File Name	Type
Cell Phone Policy	Cell_Phone_Policy.pdf	Cover Memo
Responsible Use Policy-Student	Responsible_Use_Policy_-_Student.pdf	Cover Memo
Responsible Use Policy - Staff	Responsible_Use_Policy-Staff.pdf	Cover Memo
Public Gifts to the Schools Policy	KCD_-_Public_Gifts_to_Schools_-_Revised.doc	Cover Memo
Acceptance and Use of Gifts, Grants and Donations Policy	GBEBC_-_Acceptance_and_Use_of_Gifts__Grants_and_Donations_-_Revised.doc	Cover Memo

CELL PHONE POLICY

Use of a cell phone by an employee is permitted only during non-instructional time, unless previously approved by the school principal.

When on an approved call, employees should withdraw to an non-instructional, non-student area where the conversation will not be overheard. Employees should ensure that their friends and family members are aware of this policy.

Ringers and audible alerts should be turned off in the classroom.

Employees should not communicate with students from their personal cell phone, except when authorized by the principal or athletic director.

The NPS is not responsible for the loss of personal cell phones brought into the workplace.

Employees who are required to drive to various locations during the workday are expected to refrain from using their phone while driving. Safety must come before all other concerns. Employees should make every effort not to use their phone when driving on school property. Regardless of the circumstances, employees are strongly encouraged to pull off to the side of the road and safely stop their vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees required to place themselves at risk to fulfill business needs. Employees who are charged with violations of this policy resulting from the use of their phone while driving will be solely responsible for all liabilities that result from that action.

Adoption Date:

Natick Public Schools
Student Responsible Use Policy

Purpose

The purpose of the Natick Public Schools (NPS) Student Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor students online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Students should have no expectation of privacy regarding their use of NPS equipment, network, and/or Internet access or files, including email.

Email accounts are provided to all students in our 1:1 program, grades 7. 12, to encourage student and teacher collaboration. Email accounts issued to students are archived to ensure student safety.

NPS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

Summary

Natick Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all **Online and Digital Technologies (ODT)** in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT technologies in a safe and responsible way. NPS utilizes resources from Common Sense Education for our Digital Citizenship curriculum.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. Students should also reference the student handbook for additional policies and guidelines.

Jurisdiction

This policy is in effect:

- When NPS-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-NPS devices access the district network or district resources; or,
- at home, or other locations, if the improper use creates a hostile environment at school for any student and/or cause disruption or disorder within the school.

Student Responsible Use Guidelines

When using NPS Online and Digital technologies (ODT); I will always be a good digital citizen. By signing this policy, I acknowledge that I understand the following:

I am responsible for practicing positive digital citizenship.
- ❑ **I** will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- ❑ I will be honest in all digital communication.
- ❑ I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

I am responsible for keeping personal information private.
- ❑ I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- ❑ I will not meet anyone in person that I have met only on the Internet.
- ❑ I will be aware of privacy settings on websites that I visit.
- ❑ I will abide by all laws, this Responsible Use Policy and all District security policies.

I am responsible for my passwords and my actions when using District accounts.
- ❑ I will not share any school or district usernames and passwords with anyone.
- ❑ **I** will not access the account information of others.
- ❑ I will log out of unattended equipment and accounts in order to maintain privacy and security.

I am responsible for my verbal, written, and artistic expression.
- ❑ I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.

I am responsible for treating others with respect and dignity.
- ❑ I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- ❑ **I** understand that bullying in any form, including cyber bullying, is unacceptable.

I am responsible for accessing only educational content when using NPS technology.
- ❑ **I** will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent. I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- ❑ I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

I am responsible for respecting and maintaining the security of NPS digital resources and networks.
- ❑ **I** will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the district.
- ❑ I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any NPS computers, tablets, smartphones, or other internet devices.
- ❑ **I** know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on NPS equipment.
- ❑ I will not use the NPS network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling NPS equipment.
- ❑ I understand that vandalism in any form is prohibited.
- ❑ I will report any known or suspected acts of vandalism to the appropriate authority.
- ❑ **I** will respect my and others' use and access to NPS equipment.
- ❑ I am responsible for respecting the works of others.
- ❑ I will follow all copyright guidelines.
- ❑ I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- ❑ **I** will not download illegally obtained music, software, apps, and other works.
- ❑ I understand all NPS trademarks, logos and symbols are for school district use only.

I am responsible for the data I create and for protecting it.
- ❑ I understand the school district provides me with a Google account to save and store all my data and files.
- ❑ **I** understand it is my responsibility to backup and protect any data or files that I create.
- ❑ I understand I should not save or store personal data or files on any device.
- ❑ **I** understand that the school district may re-image any computer at anytime to maintain the equipment in good working order.

Consequences for Irresponsible Use

Misuse of NPS online and digital technologies (ODT) may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will tailor any disciplinary action to the specific issues related to each violation.

Disciplinary action may also be taken when a student intentionally directs at the school online speech that is understood by school officials to threaten, harass and intimate a staff member or fellow student, even when such online action originated, and was disseminated, off-campus without the use of school resources.

Students are welcome to take and post pictures online in their uniforms and/or with the school logo, recognizing that those images should display appropriate decorum and not conduct unbecoming of the team/school. Disciplinary action may also be taken if students post pictures online in their uniforms and/or with the school logo, that display conduct unbecoming of the team/school and/or that disrupts the operation of the school.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or district accounts.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the district, its affiliates, or employees. Students under the age of 18 should only access NPS network accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use outside of school.

Natick Public Schools
Staff Responsible Use Policy

Purpose

The purpose of the Natick Public Schools (NPS) Staff Responsible Use Policy (RUP) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the RUP clarifies the educational purpose of district technology.

NPS uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor user online activities and access, review, copy, and store or delete any communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of NPS equipment, network, and/or Internet access or files, including email.

Email accounts are provided to all employees. All employees are required to use their school issued email accounts for all communications with students or when conducting school business. This will ensure compliance with email archiving regulations, which are required by law.

NPS will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to websites, applications, including, but not limited to, email, data management and reporting tools, and other web applications.

Summary

Natick Public Schools believes in a Digital Citizenship model for supporting safe and responsible use of all **Online and Digital Technologies (ODT)** in teaching and learning. An important part of this is that we are able to show others what that responsible use looks like.

Because we know this is important for us all, we ask everyone, the staff, students and volunteers working at our schools to agree to use the internet and other ODT in a safe and responsible way. NPS utilizes resources from Common Sense Education for our Digital Citizenship curriculum.

All staff are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, use of cell phones, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive

personal information. Employees should also reference the [Educator Ethics Protocol](#) which provides a useful framework for decision making around what is and is not responsible, ethical conduct.

Jurisdiction

This policy is in effect:
- When NPS-provided equipment (laptops, tablets, etc.) is used on or off school property;
- When non-NPS devices access the district network or district resources; or,
- at home, or other locations, if the improper use creates a hostile environment at school for any student/employee and/or cause disruption or disorder within the school.

Employee Responsible Use Guidelines

If you are supervising students using technology, be vigilant in order to ensure students are meeting the provisions outlined in the RUP.

Digital Citizenship
- ❏ I understand all employees are responsible for modeling and actively practicing positive digital citizenship.
- ❏ I understand any employee using classroom technology are explicitly required to teach students about positive digital citizenship.
- ❏ I understand what employees do and post online must not disrupt school activities or compromise school safety and security.

Privacy
- ❏ I will not share personal information about students or employees including, but not limited to, names, home addresses, date of birth, telephone numbers, student ID numbers, employee numbers, and visuals.
- ❏ I understand the transfer of student information shall be only through approved District information systems. Email and collaborative documents are not secure methods for transmitting student data.
- ❏ I will be aware of privacy settings on websites that I visit.
- ❏ I will abide by all laws, this Responsible Use Policy, and all District security policies.

Passwords
- ❏ I understand that under no circumstances are District passwords to be shared with others, including other District staff or students.
- ❏ I will log out of unattended equipment and accounts in order to maintain privacy and security.

Professional Language
- ❏ I will use professional language in all work-related communications including email, social media posts, audio recordings, conferencing, and artistic works.

Cyberbullying
- ❏ I understand bullying in any form, including cyber bullying, is unacceptable both in and out of school.
- ❏ I will report all cases of bullying to the building principal or district administrator.

Inappropriate Material
- ❏ I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent while at school or while identified as a District employee.
- ❏ I understand exceptions may be made in an appropriate educational context.
- ❏ I understand the use of the District network for illegal, political, or commercial purposes is strictly forbidden.
- ❏ I understand transmitting large files that are unrelated to District business and disruptive to the District network is prohibited.

Security
- ❏ I understand all users are responsible for respecting and maintaining the security of District electronic resources and networks.
- ❏ I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- ❏ I will not try to bypass security settings and filters, including through the use of proxy servers.
- ❏ I will not install or use illegal software or files, including unauthorized software or apps, on any District computers, tablets, smartphones, or new technologies.

Equipment and Network Safety
- ❏ I will take all reasonable precautions when handling District equipment.
- ❏ I will report any technical issues I am experiencing to the Technology Services Department in a timely fashion.
- ❏ I will use caution when downloading files, opening emails, clicking on links or opening attachments as these could be a phishing attack and contain viruses or malware.
- ❏ I understand vandalism in any form is prohibited and must be reported to the appropriate administrator and/or technical personnel.

Data Storage and Backup
- ❏ I understand the school district provides me with a Google account to save and store all my data and files.
- ❏ I understand it is my responsibility to backup and protect any data or files that I create.
- ❏ I understand I should not save or store personal data or files on any device.
- ❏ I understand that the school district may re-image any computer at anytime to maintain the equipment in good working order.

Copyright and Trademarks
- ❏ While there are fair use exemptions (http://www.copyright.gov/fls/fl102.html), I understand I must respect intellectual property.
- ❏ I will follow all copyright guidelines (http://copyright.gov/title17/) when using the work of others.
- ❏ I will not download illegally obtained music, software, apps, and other works.
- ❏ I understand all NPS trademarks, logos and symbols are for school district use only.

Consequences for Irresponsible Use

Misuse of NPS ODT may result in restricted access or account cancellation. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against employees, including personnel action and/or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

NPS makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts. Users are responsible for any charges incurred while using District devices and/or network.

NPS also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to accept gifts and offers of equipment or services under $5,000 in value for the schools in the name of the Committee. These gifts will be reported to the School Committee on a regular basis, but at least annually. In the case of gifts from industry, business, or special interest groups, no advertising or promotion may be involved in any donation to the schools, except as in keeping with the naming rights policy, or upon approval of the School Committee.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

Ownership of Donations

Any donations to the District, whether in cash or in kind, that are accepted in accordance with this Policy, automatically become the property of the District.

All proposals to the School Committee for donations from staff and the general public require relevant departmental and administrative approval prior to being presented. District employees, applying for grants and/or seeking donations or outside funding for education services, professional development, and/or materials, must receive prior approval from the Superintendent or Designee, before submitting applications for funding. Donations may not be spent or used in the school unless and until they have been accepted on behalf of the District by a vote of the School Committee, subject to the exceptions stated below. Donations that are accepted by the School Committee will ordinarily be accepted without condition or restriction, unless the School Committee approves a proposed condition or restriction as being in the interest of the District. All donations accepted by the School Committee will become the property of the District to be used as the Natick Superintendent deems appropriate and are subject to the same controls and laws that govern the use and disposal of other school-owned property. Monetary donations will be placed in accounts as needed and in compliance with applicable laws. Donations of capital in excess of the greater of $35,000 or the applicable statutory threshold at the time of the proposal will require an analysis as to whether compliance with applicable public bidding and/or purchasing laws is required. The District will comply with all such laws where applicable, including the conduct of any required processes to request proposals in advance of final approval.

School Committee Approval

Donations may not be spent or used in the District unless they have been accepted by a vote of the School Committee, except in the following circumstances when District personnel are authorized to accept donations on behalf of the School Committee:
   1. **The Superintendent/Principal is authorized to accept grants on behalf of the Committee from the federal, state, county, or local governmental agencies, private**

foundations, corporations, or private organizations when the District or a staff member has applied for the grant with the prior approval of the Superintendent/ Designee.

2. In-kind contributions may be accepted by the District only upon the advance approval of the School Committee. In determining whether to grant such approval, the School Committee will consider such factors as it deems relevant, including any safety considerations and any costs of installing or maintaining the property and its usefulness to the educational program. The School Committee may condition its acceptance of a contribution in kind on the agreement of the donor to bear the costs of installing or maintaining the property to be offered in kind, or may condition its acceptance upon any other condition that the School Committee determines to impose.

3. Donations of time and personal services by parents and other Natick residents shall not be subject to this policy. This exemption shall apply to individual volunteerism only and shall not extend to donations of services by employees and agents of businesses or commercial entities, which shall be treated the same as donations of money or other contributions of economic value under this policy.

Donations of cash may be accepted for the purpose(s) specified by the donor, upon approval by the School Committee. Donations in-kind that are subject to conditions or restrictions imposed by the donor will not be accepted by the School Committee or the Superintendent/Principal or any other District official, as the case may be. However, the School Committee will consider donor requests for the use and assignment of donated property before accepting contributions in kind.

Student Donations & Gifts

Conditions for Acceptance of Donations or Fundraising Proceeds

The School Committee reserves the right to reject any donation or proceeds from fundraising if it finds that the donation would not serve the interests of the District. The School Committee will normally accept only those gifts that benefit the District as a whole or all the same classes in a subject or grade level within the school (e.g., those that strengthen the scope and sequence of the curriculum or the many co-curricular and support programs), subject to the limited exceptions listed below. The School Committee will consider the overall interests of the District in reviewing each circumstance, but generally will not accept donations or proceeds from fundraising under the following circumstances:

1. The targeted purpose is incompatible with existing or planned curriculum, programs, or educational goals of the District.

2. The donation or fundraised proceeds would result in an unreasonable inequity among classes or groups of students within the District that are protected by applicable anti-discrimination laws (e.g., gender, race, religion, sexual orientation or disability).

3. The donation or purpose for fundraising would constitute an operating expense and result in a recurring cost to the District such as the salary or benefits for a staff position, or ongoing maintenance or support of equipment or materials, or would create a cost to the District to terminate or eliminate the staff, equipment or materials {e.g., unemployment). Funding for ongoing maintenance must accompany any donation of capital or capital purchased through fundraising.

4. The donation or purpose for fundraising may require special supplies, maintenance, or installation, or entail other significant costs not covered by the donation or funds raised.

5. The donation or purpose for fundraising would involve unreasonable advertising or promotion of a commercial interest.

6. The donation or purpose for fundraising would support a program that has been discontinued or any program, equipment or materials, or a capital item that was proposed but not funded through the District's budget. The Committee recognizes that any policy statement on this topic will not be comprehensive in its resolution of all questions and situations. The Committee expects, from time to time, to render specific decisions, including policy exceptions, when it deems circumstances so warrant. Moreover, the Committee may amend this Policy from time to time at its sole discretion.

Reference: Mass General Laws, Ch 71, 37A

Mass General Laws, Ch 44, 53A, as amended

ACCEPTANCE AND USE OF GIFTS, GRANTS AND DONATIONS

Gifts

The acceptance of gifts worth $50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than $50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth $50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than $50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of $20 value is the same as 1 gift of $80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than $10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth $50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to $150 or several class gifts in a single year with a total value up to $150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the $50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

Faculty and Employee Fundraising

The School Committee recognizes that easy access to social media has given rise to many opportunities for employees of the school district to raise money for a myriad of worthy causes for our schools and children and the School Committee supports these efforts. The School Committee has concerns, however, that the school district might be portrayed, unintentionally, in a less than positive light, where the money is ultimately flowing through, and whether or not the building principal/Superintendent have approved of the activity. The School Committee, therefore, directs the following:

1. Any employee of the school district, before engaging in any fund-raising activity through the internet, social media, crowd sourcing websites and/or web site access will first fill out the "Permission to Fund-Raise" form, available at each school and on the Natick Public Schools' website, and submit for approval by both the building principal AND the Superintendent of Schools. The activity may proceed only after procurement of BOTH signatures.

2. The employee must list any percentage that the fundraising website takes as part of gross revenues.

3. The employee must write out exactly the wording to be used on the website or social media tool for the fund-raising activity. All monies collected must be accounted for by each building principal.

4. Anything donated to a school or school employee is considered property of Natick Public Schools and must go to School Committee for acceptance.

This policy is meant to provide protection for both the school district and the employee, and refers only to those fund-raising activities that are undertaken by staff in their capacity as an employee of the school district. This policy is in no way meant to limit fund-raising activities that are personal in nature and are not connected to the school system or a particular school.

Legal Ref: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

CROSS REFS.:   KHA, Public Solicitations in the Schools
                   JP, Student Donations and Gifts
LEGAL REFS.:   M.G.L. 268A et al

ITEM TITLE: Warrant Review - 06-19-17

ITEM SUMMARY:

ATTACHMENTS:

Description	File Name	Type
Review of Signed Warrants -June 19, 2017	Warrant_Review_-_06-19-17.pdf	Cover Memo

Natick Public Schools

13 East Central Street
Natick, Massachusetts 01760
FAX (508) 647-6506   *Building the Future, One Child at a Time*

Peter H. Gray
Director of Finance

June 19, 2017

FROM: Peter H. Gray
               Director of Finance

TO: Natick School Committee

SUBJECT: Warrant Review – June 19, 2017

In accordance with School Committee Procedures, the Chairperson reviewed and signed the following warrants:

Warrant Type	Warrant Number	Date Signed	Amount
Accounts Payable	2017-51S	06/05/2017	$ 500,698.06
Payroll	25	06/05/2017	$ 2,021,656.63

If you wish to review the details regarding any of these warrants please feel to contact me.

The Natick Public Schools does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability.

ITEM TITLE: Recognition of Tenacity Challenge Team

ITEM SUMMARY:

ITEM TITLE: Fine & Performing Arts Audit - Anna Nolin
ITEM SUMMARY: **Click Here for Fine & Performing Arts Audit Report**
                   Click Here for Fine & Performing Arts Presentation

ITEM TITLE: RTI Goal Update - Tim Luff & Anna Nolin

ITEM SUMMARY: **Click Here for RTI Presentation**

ITEM TITLE: Capital Plan Update
ITEM SUMMARY:

ATTACHMENTS:

Description	File Name	Type
Capital Plan Update	Summer_2017_Capital_Projects_(1).pdf	Cover Memo

Summer 2017 Capital Projects
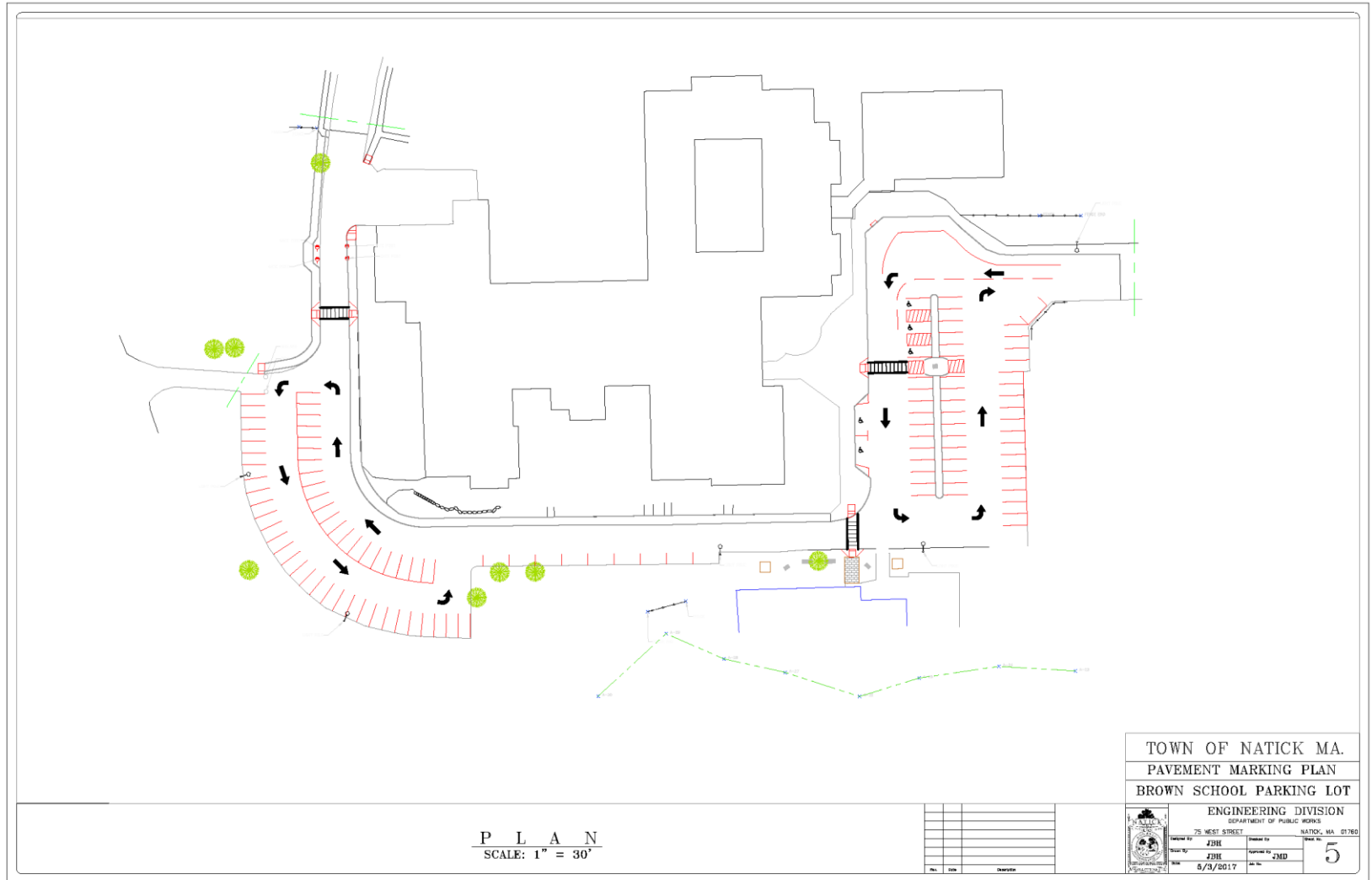
Brown Elementary
Parking Lot Improvements

Total Funding - $290,000

The five year capital plan published in December 2016 proposed $250K for the Brown sidewalks, since then it was decided that the ADA access from Hartford street to the school should be coordinated with the new Kennedy school site improvements thus eliminating $150K from the original proposal of $250K.

The facilities department recommends retaining $100K of the original allocation to continue with sidewalk and roadway improvements around the school and reallocate $150K to two other projects, the replacement of the Johnson exterior doors (Fall FY18) and the expansion of the high school irrigation system.

Timeline: May 2017 engineering design complete
            June 2017 advertise the project, bids due June 21
            June 2017 sign a contract
            August 2017 project completed

Brown Parking Lot Design

TOWN OF NATICK MA.
PAVEMENT MARKING PLAN
BROWN SCHOOL PARKING LOT

ENGINEERING DIVISION
DEPARTMENT OF PUBLIC WORKS
75 WEST STREET   NATICK, MA 01760

Designed By: JBH   Checked By:
Drawn By: JBH   Approved By: JMD
Date: 5/3/2017   Job No: Sheet No: 5

P L A N
SCALE: 1" = 30'

High School Irrigation

Total Funding - $155,000

The original irrigation project proposed in 2016 in the amount of $55K was to tie into the existing domestic water supply at the high school and provide irrigation to the immediate front of the school only. In light of the severe drought Natick experienced this past summer installing a dedicated well onsite would ensure irrigation could continue even during a water ban.

The facilities department is proposing to reallocate $100K of the capital budget to install a well at the high school and expand the irrigation project to cover the entire front of the school, the left side of the building where the preschool playground is located and to the right near the parking lot.

Timeline: April 2017 engineering design complete
                May 2017 advertise the project
                June 2017 contract awarded
                August 2017 project completed

Johnson Playground Replacement

Total Funding- $125,000

The Johnson school playground is scheduled to be replaced this summer. This project would replace the existing playground elements and new fibar mulch to meet all current playground standards. The existing Johnson school playground has elements for kids ages 5-12. The design and installation will be coordinated closely with the school principal and recreation department.

Timeline: May 2017 design complete
            June 2017 contract signed
            August 2017 project completed

Johnson Playground

UPRIGHT GREEN   ACCENT BLUE   DECK BLUE   ROTO SPRING GREEN/SKY BLUE/BLUE   HDPE SKY BLUE   HDPE BLUE-WHITE   SHADE NONE   ROOF SKY BLUE   CABLE BLACK   MAX-APEX SPRING GREEN

JOHNSON ELEMENTARY SCHOOL OPTION 1
NATICK, MA 01760

642-106168B

New England Recreation Group
203 Southwest Cutoff, Northborough MA 01532
800-861-1209
Email: nerg@nerecgroup.com
Website: www.nerecgroup.com

play&park structures
A PLAYCORE Company

401 Chestnut Street
Chattanooga, TN 37402
800.727.1907
playandpark.com

Lilja Modular Classrooms

Total Funding - $2,425,000

The Lilja modular project will add six classrooms to the existing school and add approximately 7,000 S.F. The project broke ground on May 30 and is scheduled to be completed by August 25.

As part of this project we are replacing both playgrounds. The new playgrounds will be located at the rear of the school on the existing playground site and will provide elements for ages 5-12. The space for the younger student will be separated by a four foot fence. Playground cost is $178,895.

Timeline: May 2017 design complete
                  June 2017 contract signed
                  August 2017 project completed

Lilja Playground

ITEM TITLE: FY'17 Budget Update

ITEM SUMMARY:

ATTACHMENTS:

Description	File Name	Type
FY'17 Budget Update	FY17_Budget_Memo_Year_End_6-19-17_SC.pdf	Cover Memo

Peter H. Gray, MCPPO
Director of Finance
(508) 647-6491

To: Natick School Committee

From: Peter H. Gray, Director of Finance

Date: June 19, 2017

Re: FY17 Budget Update

As you are aware the FY17 budget will officially close on June 30th. We have analyzed all of our accounts and are providing you with our projected year-end balance based on the following practices and assumptions:

On May 3rd we issued a request to all departments to provide the business office with encumbrances for any expenses they would be anticipating by June 30th. An encumbrance is a process to identify funds for an authorized future purchase. With this information we are able to project what balances (if any) would be available on June 30th. In addition if an account was projected to be overspent we require documentation as to why the account was overspent as well as what other sources (such as identifying available funds from another account that showed a balance remaining) would be utilized.

We have identified the following two accounts that due to unanticipated spending will be overspent for FY17:

> SPED Transportation- $150,000
> SPED Legal Fees - $100,000

Both of these accounts will require additional offsets from our Circuit Breaker revolving account. This account is specifically designed for addressing these issues. After utilizing these offsets we will still have an appropriate balance to address any future SPED issues.

On page 2 is a summary of our projected year end balances. If you have any questions please let me know.

FY17 Year to Date Projected Balance as of June 30, 2017

Salaries	$ 44,446,984
Expenses	$ 13,324,799
Total	$57,771,783
FY17 Budget	$ 57,778,570
Projected Balance	$ 6,787

ITEM TITLE: Quarterly Staffing Report
ITEM SUMMARY:

ATTACHMENTS:

Description	File Name	Type
Quarterly Staffing Report - June 2017	FY_17_06-30-17_FTE_s.pdf	Cover Memo

Natick Public Schools Operating Budget vs Actual FTE at 06/30/17

Salary & Wage Budget July 1, 2016	655.6
Actuals as of October 1, 2016	660.9
Actuals as of December 31, 2016	660.9
Actuals as of March 31, 2017	660.9
Actuals as of June 30, 2017	660.9
Variance from / to Approved Budget	5.3

School Staff	FY17 Approved Positions	FY17 Approved Budget	FY17 Revised Budget	"Actual" as of 12/31/16	"Actual" as of 3/31/17	"Actual" as of 6/30/17	Variance from Budget	Comments
Elementary Classroom Teachers	1.2	120.9	121.8	122.9	122.9	122.9	1.1	+1 Memorial Grade 2
Middle School Classroom Teachers	5.0	106.6	106.8	106.8	106.8	106.8	0.0	
High School Classroom Teachers	4.0	92.2	92.0	91.4	91.4	91.4	-0.6	Shifted FTE's between HS & Alt Ed
High School Dept Heads		3.6	3.6	3.6	3.6	3.6	0.0	
Middle School Department Heads		2.0	2.0	2.0	2.0	2.0	0.0	
Librarians & Assistants		11.8	11.8	11.8	11.8	11.8	0.0	
Special Education Teachers	1.0	62.9	60.9	61.5	61.5	61.5	0.6	Shifted FTE's between HS & Alt Ed
Guidance Counselors / Psychologists	2.5	28.0	28.1	28.1	28.1	28.1	0.0	
Nurses	1.0	13.0	13.0	13.0	13.0	13.0	0.0	
Medical & Therapeutics Services	1.4	26.1	26.1	28.8	28.8	28.8	2.7	Increase in ABA Techs & BCBA
Paraprofessionals	1.0	109.0	110.5	111.0	111.0	111.0	0.5	
Special Education Paraprofessionals	1.0	80.6	80.6	79.0	79.0	79.0	-1.6	IEP driven changes
Non-Special Education Paraprofessionals		1.0	1.0	1.0	1.0	1.0	0.0	
Building Support		1.0	1.0	1.0	1.0	1.0	0.0	
FEIP'S		5.0	5.0	5.0	5.0	5.0	0.0	
KEIP'S		9.9	9.9	12.0	12.0	12.0	2.1	+2 Broww
Tutor - Grade 2 Classroom		0.0	0.0	0.0	0.0	0.0	0.0	
Lunchroom Monitor		6.0	6.0	6.0	6.0	6.0	0.0	
On-Line Training Coordinator		1.6	2.0	1.0	1.0	1.0	-1.0	Kennedy position closed
Virtual Education Supervisor		1.0	1.0	1.0	1.0	1.0	0.0	
High School Tutor		1.0	2.0	2.0	2.0	2.0	0.0	
High School Student Supervisor		0.4	0.4	0.4	0.4	0.4	0.0	
High School Wellness Center		1.6	1.6	1.6	1.6	1.6	0.0	
High School Student Community Coach			0.0	1.0	1.0	1.0	1.0	+1 NHS Community Coach (budgeted)
Administrative & Clerical Staff		26.6	27.3	27.3	27.3	27.3	0.0	
Sub-Total - School Staff	**17.1**	**602.6**	**603.9**	**608.2**	**608.2**	**608.2**	**4.3**	
Administrative Staff (FTE's)								
Principals & Vice Principals		16.0	16.0	16.0	16.0	16.0	0.0	
District-Wide Administration		6.0	6.0	6.0	6.0	6.0	0.0	
District-Wide Instruction		5.2	5.2	5.2	5.2	5.2	0.0	
District-Wide Administration & Finance Staff		12.0	12.6	13.6	13.6	13.6	1.0	+1 Curriculum/HR Administrative Assistant
Information Technology		12.0	12.0	12.0	12.0	12.0	0.0	
Sub Total - Admin Staff	**0.0**	**51.2**	**51.8**	**52.8**	**52.8**	**52.8**	**1.0**	
Grand Total	**17.1**	**653.8**	**655.6**	**660.9**	**660.9**	**660.9**	**5.3**	

ITEM TITLE: Kennedy Middle School Building Project Update

ITEM SUMMARY:

ITEM TITLE: 2017-2018 Draft Goals

ITEM SUMMARY:

ATTACHMENTS:

Description	File Name	Type
Draft 2017-2018 Goals	District_Goals_2017-18.pdf	Cover Memo

NATICK PUBLIC SCHOOLS

(DRAFT)

2017-2018 DISTRICT GOAL STATEMENTS

OVERARCHING GOALS

Continue to refine and evaluate the overarching goals of the district.

Identify 8 – 10 course outcomes as power standards for the grade level or course using these outcomes:

- Implement writing across the curriculum, which serves as a common assessment for many teachers.
- Pioneer carefully selected technologies to advance *deeper* learning *for all students*.
- Utilize PLCs to empower our staff to examine all practices in light of their impact on *deeper* learning *for students*
- Engage PLCs in the virtuous cycle of data analysis by examining common assessments aligned to the Power Standards

PURPOSE

"Our purpose is to educate all the students we serve to high levels through high-quality instruction."

	GUIDING PRINCIPLES	GOAL STATEMENTS
1.	Continuous Improvement	Curriculum audit for Social Studies
2.	Best Practices and Continuous Improvement	**Profile of a Natick Graduate**: *What does it takes for students to succeed in college, career and life?* To answer this question, at each level we will create a "profile of a graduate" and involve multiple stakeholders, including the School Committee, in the development process of this profile.
3.	Communication and Community Collaboration	Complete a Parent Satisfaction survey for the MS
4.	Care and Community, and Best Practices	Continue training our staff around Project Based Learning. Grades K-4 develop a grade level performance based assessment linked to our standards.
5.	Continuous Improvement	Kennedy Building Project – keep on time and under budget
6.	Communication and Community Collaboration	Execute a survey for parents who live in Natick and have removed their students from the public schools.
7.	Response to Intervention (RTI)	Continue staff training to implement student led IEPs
8.	Best Practices and Continuous Improvement	Develop a PK–6, technology skills continuum to prepare students for a larger 1:1 deployment.
9.	Pioneers in Technology	During the 2017 – 2018 school year we will educate and raise awareness with all faculty and staff on the importance of implementing best practices to ensure Data Privacy across the district. We will then use COSN's Trusting Learning Environment Framework to guide us, and by year's end submit all evidence to COSN to earn the Trusted Learning Environment Seal.
10	Communication & Outreach	Create district publicity/media kit to include public communications guide, district profile, informational graphics, redesigned e-newsletters and new collateral (ex. leadership track, recruitment brochure, and district brand book) for greater sharing across traditional and digital media with the community.

ITEM TITLE: Future Meetings

ITEM SUMMARY: **<u>June 26</u>** -School Committee Retreat - Goals
July 31 - Retreat
August 2 - Retreat
August 14
August 28