

NATICK PUBLIC SCHOOLS
School Committee Meeting
October 2, 2023
6:00 PM
School Committee Room, Third Floor, Town Hall

Posted Date: Thursday, September 28, @ 4:15 PM

Open Meeting 6:00PM, Executive Session 6:05PM, Open Session 6:30PM Virtual Meeting Accessed Via: <https://us06web.zoom.us/j/2038566119?pwd=TmtsdxgXenQ0YXRLN1FicHVpd3hEZz09> Meeting ID: 203 856 6119 Passcode: 987179 One tap mobile +13126266799,,2038566119# US (Chicago) +16465588656,,2038566119# US (New York) Dial by your location +1 312 626 6799 US (Chicago) +1 646 558 8656 US (New York) Meeting ID: 203 856 6119 Find your local number: <https://us06web.zoom.us/j/2038566119?pwd=TmtsdxgXenQ0YXRLN1FicHVpd3hEZz09> . If any member of the public, attending the meeting virtually, wishes to take advantage of public speak, they should email the School Committee Chair, Shai Fuxman (sfuxman@natickps.org), one hour prior to the start of the meeting. Your email should include your name, town and your request to be called upon during the public speak portion of the agenda. The School Committee Chair will then announce your name and you will be unmuted and prompted to turn on your video for your opportunity to share your remarks. Per our public speak policy, each speaker will have up to 3 minutes.

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

OPEN SESSION

- Roll Call
- Pledge of Allegiance
- Moment of Silence
- Announcements
-

EXECUTIVE SESSION - this portion of the meeting is not open to the public
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1. To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigation position of the public body and the chair so declares.

PUBLIC SPEAK

Public Speak is scheduled for a period of fifteen minutes. Each speaker will be permitted a maximum of three minutes during which time they can speak about topics within the scope of responsibility of the School Committee. All remarks will be addressed through the School Committee Chair. Public Speak is not a time for debate or response to comments by the School Committee.

- Teacher Representative
- Student Representative

CONSENT AGENDA

1. Approval of Attendance Officers
2. Approval of High School Drama Equipment as Surplus

CHAIRMAN'S REPORT

1. Presentation on Possible Charter Commission - Paul Joseph Review of Town Governance
2. Rededication of Memorial Field
3. School Committee Goals
4. Orientation for School Committee RE: Superintendent Search

SUBCOMMITTEE/LIAISON UPDATES

1. Policy Subcommittee - Review Draft Policies for Second and Final Reading - First Readings are also included

SUPERINTENDENT'S REPORT

1. End of Year close out (FY23) (Matthew Gillis)
2. Berlin/Prague/Krakow/Budapest - Student Travel Tour for February Vacation 2024

ACTION ITEMS

1. Approve Policies - JL Student Welfare; KI Visitors to Schools; ADR Wellness
2. Approve Proposed Rededication Natick Memorial Field
3. Approve Berlin/Prague/Krakow/Budapest - Student Travel for February Vacation
4. Non-binding Approval for Governance Review
5. Approve Composition of Superintendent Screening Committee
6. Approve School Committee Goals

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

ITEM TITLE: Approval of Attendance Officers
DATE:
ITEM TYPE: Action
ITEM SUMMARY: Approval of Attendance Officers
BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
Approval of Attendance Officers	Supervisors_of_Attendance_2023-2024.docx_10.2.pdf	Cover Memo



**Natick Public Schools
Central Office**

Bella Wong, Superintendent
Timothy Luff, Deputy Superintendent
Matthew Gillis, Assistant Superintendent of Finance
Sue Balboni, Asst. Superintendent of Teaching, Learning & Innovation

October 2, 2023

To: School Committee

From: Timothy Luff, Deputy Superintendent of Schools

Re: Appointment of Supervisors of Attendance

According to Chapter 76, Section 19 of the Massachusetts General Laws, each School Committee must employ a supervisor of attendance. A supervisor of attendance has the power to locate and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

I am requesting your approval to appoint the following staff members as supervisors of attendance:

Preschool – MaryBeth Kinhead
Ben Hem – Ben Gatto
Brown – Aidan McCann
Johnson – Brenna Turner
Lilja – Jovanne Buckmire
Memorial - Pat Marra
Kennedy - Megan Hatt
Wilson – Susan D'Agostino
NHS – Matt Strother

Natick Public Schools does not discriminate on the basis of race, creed, color, sex, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, or homeless status.

Natick Schools Central Office:

13 East Central Street
Natick MA 01760
<http://www.natickps.org>

508-647-6500 (phone)
508-647-6506 (fax)
www.facebook.com/natickps

ITEM TITLE: Approval of High School Drama Equipment as Surplus
DATE:
ITEM TYPE: Action
ITEM SUMMARY: High School Drama Equipment
BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
High School Drama Equipment as Surplus	HS_Surplus_10-2-23.pdf	Cover Memo

From: Blocker, Josepha jblocker@natickps.org
Subject: Re: Table & Radial Saws
Date: September 8, 2023 at 9:20 AM
To: Bryan Leblanc bleblanc@natickma.org
Cc: Galvin, Zachary zagalvin@natickps.org, Tim Luff tluff@natickps.org, Bella Wong belwong@natickps.org, Gillis, Matthew matgillis@natickps.org, Jon Marshall jmarshall@natickma.org

JB

Thanks Bryan. Okay, then please consider the email sent. I have copied the relevant text below.

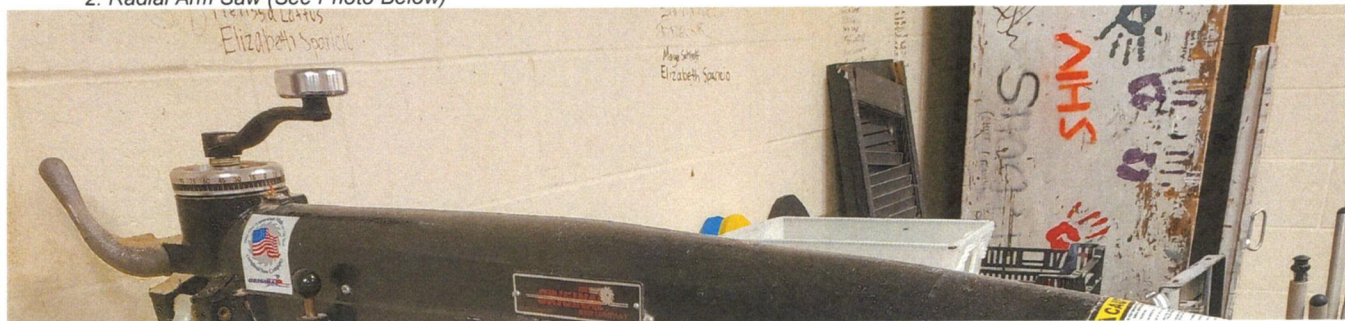
Dear Superintendent Wong and Deputy Superintendent Luff,

Natick High School would like to declare surplus the following two items from the drama department set building stage craft room at Natick High School:

1. Table Saw (See Photo Below)



2. Radial Arm Saw (See Photo Below)





We have Investigated all options within the town to move these to schools or town department shops; and no department in town is interested or in need in taking possession of these two items. At this point we request that the Superintendent's Office declare them surplus, so that we may work with Brian Lynch to sell "them through an authorized online auction site, consistent with M.G.L. c. 30B, sec. 15, and all Town of Natick surplus supply disposal protocols.

Best,

Josepha Blocker
Principal
Natick High School

ITEM TITLE:	Presentation on Possible Charter Commission - Paul Joseph Review of Town Governance
DATE:	10/2/2023
ITEM TYPE:	Action
ITEM SUMMARY:	
BACKGROUND INFORMATION:	
RECOMMENDATION:	

ITEM TITLE:	Rededication of Memorial Field
DATE:	10/2/2023
ITEM TYPE:	Action
ITEM SUMMARY:	NHS Memorial Field - Rededication NHS Memorial Field
BACKGROUND INFORMATION:	
RECOMMENDATION:	

ITEM TITLE:	School Committee Goals
DATE:	10/2/2023
ITEM TYPE:	Action
ITEM SUMMARY:	School Committee Goals
BACKGROUND INFORMATION:	
RECOMMENDATION:	

ITEM TITLE: Orientation for School Committee RE: Superintendent Search
DATE: 10/2/2023
ITEM TYPE: Action
ITEM SUMMARY: NESDEC Orientation Packet
BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
NESDEC Orientation Packet	NESDEC_School_Committee_Orientation_Packet_10.2.pdf	Cover Memo



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

NATICK PUBLIC SCHOOLS SUPERINTENDENT SEARCH

ORGANIZATIONAL GUIDE OCTOBER 2, 2023

1. **Overview** of search process
2. **Communication**
 - Name school department liaison(s)
 - Name official spokesperson for superintendent search
3. **Timeline** – Review, refine, approve
4. **Needs Assessment Process**
 - Focus Groups
 - Interviews
 - Online Survey
5. **Informational Letter**
 - Review
 - Determine Approval Process
 - Review salary range
6. **Advertisements (decisions):**
 - Review options
7. **Screening Procedures:**
 - Role of School Committee (discuss, clarify)
 - Role of consultants (discuss, clarify)
 - Screening of candidates (School Committee/Screening Committee)
8. **Meeting of School Committee/Screening Committee**
 - Interview/selection workshop
9. **Other matters?**
 - Example of contract for candidates
 - Job description
 - Informational documents for candidates (budget summary, organizational chart, etc.)
 - District website address for linkage

TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT NATICK PUBLIC SCHOOLS

For Review Only:
Working Draft
As of September 25, 2023

Task	RESPONSIBILITIES	DATE(S)
Orientation Meeting/ Overview of Process	SCHOOL COMMITTEE (decisions) (NESDEC provides guidelines) - Name Liaison - Approve Timeline - Discuss letter/ads/application - Establish salary range - Determine Composition of Screening Committee	October 2, 2023
Anticipated Start Date for New Superintendent	SCHOOL COMMITTEE	July 1, 2024
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads; SCHOOL COMMITTEE/LIAISON: Final approval; NESDEC website announcement posted as soon as info is available.	Text approved by By October 16, 2023
Distribute Letter, Advertise, Post Vacancy on Web Sites, Begin Recruiting	NESDEC Website and Recruiting Network	By October 17, 2023
School Committee approval of focus groups	School Committee determine focus groups/interviews - Admin; Staff; Community/ Parents. District schedules and notifies public, etc.	October 16, 2023
Community Needs Assessment	NESDEC conducts online survey, focus groups/interviews and develops candidate profile.	October 30 to November 17, 2023
Candidate Profile Submitted	SCHOOL COMMITTEE/NESDEC	By December 4, 2023
Screening Committee Selection: Advertise/Recruit and Select Members.	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	By November 20, 2023
Begin Review of Applications – (i.e. Application Deadline)	NESDEC	December 7, 2023
Complete/Organize Applicant Files	NESDEC	December 11-12, 2023
1st Interview/Selection Workshop with Screening Committee (2-3 hrs)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	December 14, 2023
2nd Screening Committee Workshop (1-2 hrs)	Meeting 2: Review applications, affirm interview schedule	December 19, 2023
Preliminary Interviews of Selected Applicants	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	January 2-11, 2024
Determine Candidates to Recommend to School Committee by Date Noted	SCREENING COMMITTEE candidates listed alphabetically	January 12, 2024
First Agreement in Principle with Finalists and Verify Credentials	NESDEC	On or about January 15, 2024
Announce Finalists	SCHOOL COMMITTEE	January 22, 2024
Finalist Interviews and candidate visits to Natick	SCHOOL COMMITTEE (NESDEC will set up interviews and notify candidates of status)	Orientation with school committee for finalist interviews January 22, 2024 Finalist Interviews January 23-26, 2024
Visits to Finalists' Districts (Optional)	SCHOOL COMMITTEE (NESDEC will set up visits)	TBD
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	By January 29 2024
Select Superintendent	SCHOOL COMMITTEE	By January 31 2024



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**NATICK PUBLIC SCHOOLS
SUPERINTENDENT SEARCH
THE COMMUNITY FOCUS GROUPS
A NESDEC Guide for Action**

The Focus Group serves a number of purposes in the executive search process. First, it seeks to establish those areas where members of the community and the school system feel should be priorities for the new executive. Second, it affords an opportunity for the various constituent groups who will be working with the consultant to have some worthwhile input into the search process. Finally, it should help in establishing a profile of those characteristics and skills which will best match the specific needs of the school system at the present time. The Focus Group is not an evaluation of either the school system or any personnel in the system! The goal of the participants is to be future oriented. It should also be noted that sometimes information is collected which represents incorrect perceptions. It is very important that the School Committee know about these incorrect perceptions because, unfortunately, they can be the basis on which the community makes judgments about the schools unless they are corrected.

The question usually arises: "Who should be involved in the Focus Groups?"

Keeping in mind economy of time, the major objective should be to involve people who represent a larger group. This increases the potential for getting a better cross section of opinion from the community. While there is probably no group that needs to be excluded from the process, the general aim should be to encourage representation from as many groups as possible that will interact with the executive on the job. Experience has shown that the following are in a strong position to make a contribution:

- School Committee
- Faculty
- Teacher Association Leadership
- Support Staff
- Students
- Administrators
- Supervisors/Department Chairpersons
- Parent-Teacher Organizations
- Booster Club
- Clergymen's Council
- Senior Citizens
- City or Town Executive/First Selectman/Mayor
- Town or City Council/other Town or City Government Committees

- Finance Committee
- Police/Fire Personnel
- Local Private Schools
- Real Estate Board
- Private or State Human Service Organizations that operate within the community
- Business Representatives/Chamber of Commerce
- Service Clubs; Community Groups
- Intermediate School Organizations/Collaboratives, etc.

While no community can ever involve all of the organizations listed above, it should be remembered that the more complete the sampling of opinion can be, the more valid it will be.

We would recommend that a formal written invitation be sent to any groups to be involved in the focus groups. The invitation should indicate a location (in-person or virtual), date, and time when the consultant will be available to talk with the representatives. In the interest of time, many of the organizations can be grouped together, for example:

Service Clubs, Local Non-School Officials, School Administrators, etc.

Each Focus Group should be set up for approximately one hour.

Enclosed are sample invitations to community groups. They may be revised to meet your needs.



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DRAFT OF PRESS RELEASE

Superintendent Search Process Underway – Parents and Community Invited to Participate

Natick Public Schools has engaged the New England School Development Council (NESDEC) to assist them in the search process for a new Superintendent of Schools.

An integral part of the process involves parent and community participation in focus groups. The groups are designed to obtain participant input about the attributes, experience and knowledge that the new superintendent should possess. The groups also provide an opportunity for participants to identify immediate tasks which the new superintendent should address.

The focus group sessions for parents, community members, school council and PTA, etc. will be conducted at the _____ on _____ and _____. Each group will last approximately 1 – 1 ½ hours.



New England School Development Council

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Sample letter to community groups/parents/town officials, etc.

Dear:

The search for a new superintendent of schools is well underway. A very important part of the process is to solicit community input about the attributes, experiences and desired goals for a new superintendent. This will be of valuable assistance to the School Committee and the Screening Committee as they interview the candidates.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with the New England School Development Council (NESDEC), will meet with interested staff, parents and community members in focus groups. Participation in a focus group will require about 1 – 1 ½ hours. The date and time are listed below. All Natick citizens are welcome to attend and to participate. No previous sign-up is required.

The Focus Group will be held on _____ at _____ p.m. in/at the _____.

Additionally, if you are unable to attend one of these sessions, the consultants would be pleased to receive your comments in writing. Direct them to: Dr. Sally Dias and Dr. Judith Paolucci, NESDEC, Natick Superintendent Search, 28 Lord Road, Marlborough, MA 01752.

Natick Public Schools wants and values your opinions. We hope you will take advantage of this opportunity to participate.

Sincerely,



New England School Development Council

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DRAFT OF SCHOOL POSTING

An Invitation to Participate in the Superintendent Search Focus Groups

As most people in the community are aware, we have begun the process of searching for a new Superintendent of Schools. To that end, Natick Public Schools has engaged the services of the New England School Development Council (NESDEC) to assist in this important task.

Dr. Sally Dias and Dr. Judith Paolucci, a search consultant with NESDEC, will be assisting the School Committee throughout the search process. As part of the process, NESDEC will be conducting a series of focus groups on _____ and _____.

Focus groups are an important part of the process because they are designed to obtain the input of teachers, support staff, administrators, School Committee members, parents and community members about the attributes, experience and knowledge they believe the new superintendent should possess. The focus groups also provide an opportunity for participants to identify immediate tasks upon which the new superintendent should concentrate.

Each focus group session will last approximately 1 – 1 ½ hours.

The schedule is as follows:

<u>Day</u>	<u>Time</u>	<u>Location</u>
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Natick Public Schools and NESDEC hope that you will be able to participate.



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DRAFT PRESS RELEASE

Superintendent Search Process Underway – Parents Invited to Participate

Natick Public Schools has engaged the New England School Development Council (NESDEC) to assist in the search process for a new Superintendent of Schools.

An integral part of the process involves parent participation in virtual focus groups. The groups, conducted via internet videoconference, are designed to obtain participant input about the attributes, experiences, and desired goals for a new superintendent.

The virtual focus group sessions for parents will be held on **date/time; date/time; and date/time. Each session will last approximately one hour.**

[Links for focus groups go here]

PLEASE NOTE: Seats for these virtual focus groups are limited and will be filled on a “first come/first served” basis.

Parents who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXX.**

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools wants and values your opinions. We hope you will take advantage of these opportunities to participate.



New England School Development Council

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Sample Letter to Parents' Groups

Dear **XXXXXX**:

The search for a new superintendent of schools is well underway. An important part of the process is to solicit community input about the attributes, experiences, and desired goals for a new superintendent. This will be of valuable assistance to the School Committee and the Screening Committee as they interview the candidates.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with the New England School Development Council (NESDEC), will meet with interested **parents** in virtual focus groups conducted via internet videoconference. Participation in a virtual focus group will require about an hour.

The virtual focus group sessions for **parents** will be held on **date/time; date/time; and date/time**.

[Links for focus groups here]

Please note seats for these virtual focus groups are limited and will be filled on a "first come/first served" basis.

Parents who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXX**.

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools wants and values your opinions. We hope you will take advantage of these opportunities to participate.

Sincerely,



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DRAFT PRESS RELEASE

Superintendent Search Process Underway **Community Members Invited to Participate**

Natick Public Schools has engaged the New England School Development Council (NESDEC) to assist them in the search process for a new Superintendent of Schools.

An integral part of the process involves community participation in virtual focus groups. The groups, conducted via internet videoconference, are designed to obtain participant input about the attributes, experiences, and desired goals for a new superintendent.

The virtual focus group sessions for community members will be held on **date/time and **date/time**. Each session will last approximately one hour.**

[Links for virtual focus groups here]

PLEASE NOTE: Seats for these virtual focus groups are limited and will be filled on a "first come/first served" basis.

Community members who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXX.**

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools wants and values your opinions. We hope you will take advantage of these opportunities to participate.



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Sample Letter to Community Groups/Municipal Officials/Community At Large

Dear **XXXXXX**:

The search for a new superintendent of schools is well underway. An important part of the process is to solicit community input about the attributes, experiences, and desired goals for a new superintendent. This will be of valuable assistance to the School Committee and the Screening Committee as they interview the candidates.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with the New England School Development Council (NESDEC), will meet with interested **community members** in virtual focus groups conducted via internet videoconference. Participation in a virtual focus group will require about an hour.

The virtual focus group sessions for **community members** will be held on **date/time and date/time**.

[Links for virtual focus groups here]

Please note seats for these virtual focus groups are limited and will be filled on a "first come/first served" basis.

Community members who would prefer to provide input via an online survey, are invited to visit the following link: **XXXXXXX**.

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools wants and values your opinions. We hope you will take advantage of these opportunities to participate.

Sincerely,



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DRAFT OF SCHOOL POSTING

An Invitation to Teachers and Staff to Participate in Superintendent Search Virtual Focus Groups

As you are aware, we have begun the process of searching for a new Superintendent of Schools. To that end, Natick Public Schools has engaged the services of the New England School Development Council (NESDEC) to assist in this important task.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with NESDEC, will be assisting the School Committee throughout the search process. As part of the process, NESDEC will be conducting an online focus group with faculty and staff on **date/time**.

This virtual focus group is an important part of the process because they are designed to obtain your input regarding the attributes, experiences and desired goals for a new superintendent.

Faculty and staff wishing to participate in the virtual focus group are invited to visit the following link on **[DATE AND TIME]: XXXXXXX**

Those who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXXX**.

Natick Public Schools and NESDEC hope that you will be able to participate.

Thank you.



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Sample Letter to Administrators

An Invitation to the Leadership Team to Participate in a Superintendent Search Virtual Focus Group

Dear **XXXXXX**:

As you are aware, the School Committee has begun the process of searching for a new Superintendent of Schools. To that end, Natick Public Schools has engaged the services of the New England School Development Council (NESDEC) to assist in this important task.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with NESDEC, will be assisting the School Committee throughout the search process. As part of the process, NESDEC will be conducting an online virtual focus group for the Leadership Team on **[DATE AND TIME]**.

This virtual focus group is an important part of the process because it is designed to obtain the input of school administrators regarding the attributes, experiences and desired goals for a new superintendent.

School Administrators wishing to participate in the virtual focus group are invited to visit the following link on **[DATE AND TIME]**: **XXXXXXX**

Administrators who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXX**.

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools and NESDEC hope that you will be able to participate.

Sincerely,



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DRAFT OF PRESS RELEASE – SURVEY

Superintendent Search Process Underway – Parents and Community Invited to Participate

Natick Public Schools has engaged the New England School Development Council (NESDEC) to assist them in the search process for a new Superintendent of Schools.

An integral part of the process involves parent and community participation in an online survey. The survey is designed to obtain participant input about the attributes, experience, and knowledge that the new superintendent should possess. The survey also provides an opportunity for participants to identify immediate tasks which the new superintendent should address.

Please access the survey at: **[link here]**

The survey will be open from **[start date]** through **[end date]**.

All comments from the online survey are considered anonymous. NESDEC will organize responses by group (administrators, staff, parents, community members, students, etc.). The responses will be provided to the School Committee in a community needs assessment report, which will be used to inform the *Successful Candidate Profile*.

The Natick School Committee appreciates the public's involvement in the Superintendent Search process and looks forward to hearing community members' views.



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NATICK PUBLIC SCHOOLS SUPERINTENDENT OF SCHOOLS SEARCH

CONSULTANT, SCREENING COMMITTEE, AND SCHOOL COMMITTEE ROLES

CONSULTANT/NESDEC'S ROLE: Search and Facilitate. As the Executive Search firm retained by the School Committee, NESDEC's scope of services includes assisting the School Committee in all aspects of the search by conducting a communitywide needs assessment, preparing customized recruiting materials, advertising and outreach, use of NESDEC's proprietary state, regional and national network, developing a unique *Successful Candidate Profile*, managing the entire application process, arranging interviews, credential verification on finalists, facilitating an Agreement in Principle with finalists, and other related services as may be agreed to by the School Committee and NESDEC. In addition, NESDEC provides assistance to the Screening Committee including orientation workshops, tailored screening materials, secure access to application dossiers, interview preparation, scheduling interviews and, if requested, facilitating the determination of a slate of recommended candidates for consideration by the School Committee.

SCREENING COMMITTEE'S ROLE: Screen and Recommend. As the name applies, the role of the Screening Committee is to serve as the preliminary screen in the Superintendent Search Process. Appointed by the School Committee or designee, the Screening Committee assists the School Committee by identifying a manageable number of applicants who most closely match the needs of the district and the attributes being sought. It reviews the credentials and related materials submitted by all applicants for the position and selects the most promising candidates (typically 6-8) for preliminary screening interviews. After the interviews have been conducted, the Screening Committee determines a slate of candidates (usually 3-4) in alphabetical order to recommend for further consideration by the School Committee. The Screening Committee does so by comparing each candidate to the needs of the school and district that emanated from the *Communitywide Needs Assessment* and the desired attributes contained in the *Successful Candidate Profile*. It is important to note that much of the Screening Committee's work may be done in executive (non-public) session and that all members of the Screening Committee are expected to abide by the rules established for confidentiality.

SCHOOL COMMITTEE'S ROLE: Select and Appoint. The role of the School Committee is to select and appoint the Superintendent of Schools.



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NATICK PUBLIC SCHOOLS SUPERINTENDENT SEARCH COMPOSITION OF THE SCREENING COMMITTEE

1. Approximately 9-11 people with this suggested profile:

(Please note guidance relating to potential conflict of interest.)

- A central office administrator (e.g., asst. supt. might have the best overview)
- A principal (someone with a broad knowledge of district)
- A teacher from a level different than the principal
- A member of the support staff
- A public official (hopefully, an influential member of the Finance Committee--or, possibly a selectman?)
- A senior citizen (preferably a long-time resident whose children went through the schools or who has grandchildren in the schools)
- An elementary parent
- A middle school parent
- A high school parent
- A business person (perhaps ask the Chamber of Commerce to select someone or just pick one)
- A member of the School Committee
- A student (Student Advisory Council representative to the School Committee)

Try, insofar as possible, to achieve some kind of mix to help make your screening committee somewhat representative of the community. Members of the screening committee could serve in more than one role from the above list.

Select a manageable number of people to serve, ideally 9-11. Larger groups minimize the degree of participation by individual members. The chairman should be someone who is able to keep the group focused not only on the interview process, but also on the time allotted for each interview. To avoid tie votes, an odd number of members work best.

Send a letter to each group that will be represented and invite them to select a representative. Include the interview schedule and a deadline for response. Ask for responses far enough in advance so you will have time to replace someone that has volunteered, but then finds he or she is unable to participate.

All members who agree to serve must be available for all the interview dates that appear on the timeline including the date the screening committee will receive and screen applications. This will provide all candidates with the same opportunity for consideration as a finalist.

In your letter of invitation, include an overview of the interview process as well as the scope of authority the screening committee will have. Those volunteering will need to understand clearly the role they will play during this important part of the process. Only the School Committee and the consultant will be responsible for researching the credentials, work experience and background of the candidates. Also, the

School Committee must reserve to itself the right to add or delete to the number of candidates to be interviewed as finalist.

2. Hints

- Try to name people who understand and know the community.
- Try to name people who are open-minded and truly interested in helping the school system find a quality leader.

3. Timeframe for service and other matters

- Conduct hour-long interviews with approximately eight-ten candidates in a week to ten-day timeframe. Possibly a Saturday session and two or three evening sessions.
- The consultant usually conducts a 2 ½ hour training session for screening committee members sometime during the week preceding the interviews. Process, questioning techniques, feedback forms, etc. will be reviewed and interview questions will be developed.
- A list of names, addresses, telephone numbers, email addresses of those agreeing to serve should be given to the School Committee or subcommittee chairs.



February, 11, 2013

Arthur Bettencourt, Ed.D.
Executive Director
New England School Development Council
28 Lord Road
Marlborough, MA 01752

Dear Dr. Bettencourt:

This guidance is provided in response to your inquiry regarding whether inclusion of a principal or teacher on a search committee for a school district superintendent position presents a conflict of interest under M.G.L. Ch. 268A, section 19(a).

M.G.L. c. 268A, Section 19(a) prohibits a municipal employee from participating in a matter if the employee has a financial interest in that matter. It is not entirely clear that a teacher or principal would be considered a municipal employee for these purposes. Arguably, a teacher or principal has a financial interest tied to the selection of a superintendent. However, on the other hand, it could also be asserted that the superintendent usually does not have direct control over a school's finances, which may be set by a school committee. The MA Ethics Commission has not opined directly on these issues, and I did not find an analogous opinion that would clearly apply in these circumstances.

However, if it were interpreted that these were municipal employees and a superintendant did have a sufficiently direct connection to present a conflict, there are two exceptions which might be applied to avoid a violation of Section 19(a). As an initial matter, M.G.L./Section 19(b)(1) provides that it is not a violation of the conflict of interest rule if "the municipal employee first advises the official responsible for the appointment to his position of the nature and circumstances of the particular matter and makes full disclosure of such financial interest, and receives in advance a written determination made by that official that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee." That exception would appear to permit a teacher or principal to participate in the search and selection process if the participation was properly disclosed in advanced and approved in writing by the "official responsible for the appointment" (presumably the School Committee or similar body).

Further, 930 C.M.R. 6.23 ("Exemption Permitting Persons Serving as Members of Public Boards Pursuant to Legal Requirement that the Board Have Members with a Specified Affiliation to Participate Fully in Determinations of General Policy") provides



exceptions to the conflict of interest laws, permitting municipal employees to serve as members of certain boards pursuant to legal requirements that the boards have members with a specified affiliation to participate in determinations of general policy. The Regulation states: "This exemption applies where a public board is legally required by statute, executive order, regulation, ordinance, by-law, warrant article, or comparable legal requirement to have members who are affiliated with a specific entity, industry, constituency or stakeholder group." Therefore, if by law, a search committee is required to include school faculty and administrators, then the participating committee members (including a teacher or principal) would appear to qualify for this exception to the conflict of interest law. This analysis also appears to be consistent with industry guidance which recommends including faculty, teachers and/or administrators in the ordinary course, in these selection processes.

This information is provided for information and guidance purposes only. We recommend that individual school districts who are considering the inclusion of principals, teachers, or administrators on a search committee for a superintendant additionally seek a legal opinion from the Town Counsel, City Solicitor, or other legal advisor for the municipality. Additionally, the school district might consider seeking an advisory opinion from the MA Ethics Commission.

Please do not hesitate to contact me directly if you have further questions in this regard.

Sincerely yours,

Jeanne M. Colachico

Jeanne M. Colachico
Principal



**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	
Title or Position:	
Agency/Department:	
Agency address:	
Office Phone:	
Office E-mail:	
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	
What responsibility do you have for taking action or making a decision?	
Explain your relationship or affiliation to the person or organization.	
How do your official actions or decision matter to the person or organization?	

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. ____ Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

SAMPLE LETTER for the SCREENING COMMITTEE INVITATION

Dear _____:

Natick Public Schools has hired the New England School Development Council (NESDEC) to assist with the search for a new Superintendent of Schools.

In the next few weeks, the School Committee intends to appoint a Screening Committee to assist in the superintendent search process. While the School Committee has the sole authority to appoint the superintendent, it may wish to have the benefit of input from a Screening Committee made up of various members of the community and schools. The Screening Committee will review applications, interview candidates and recommend several candidates to the School Committee for further consideration.

Natick Public Schools invites (*GROUP/ORGANIZATION*) to recommend (one) member to serve on the Screening Committee. The individual recommended should be available to attend several evening meetings including all the candidate interview sessions, and he/she should understand that much of the business of the Screening Committee will require a high degree of confidentiality as potential candidates' names and application materials will be reviewed and discussed. A copy of the search timeline is enclosed for your convenience. Please contact me no later than (*DATE*) to inform me of (*GROUP/ORGANIZATION's*) recommendation for its representative on the Screening Committee.

The first meeting of the Screening Committee is tentatively scheduled for _____ at _____ p.m. (*LOCATION*), at which time a NESDEC search consultant will facilitate a training workshop. The consultant will also assist in reviewing applications, and in the selection of candidates the Screening Committee wishes to interview. The interview schedule, agenda and questions will also be developed. As you can see, many tasks must be accomplished during the meeting so members should plan to be available for approximately three hours.

In subsequent meetings, it is anticipated the Screening Committee will interview a total of approximately 8-10 candidates who best meet the profile that has been established for the superintendent position. At the conclusion of the interviews, the Screening Committee will recommend 3-5 candidates for further consideration by the Natick School Committee.

Selecting a new Superintendent of Schools is an important activity for the entire community, and it requires an extraordinary commitment of time and energy. The School Committee would greatly appreciate (*Group/Organization's*) participation in the process. If you have any questions, please do not hesitate to contact me. I can be reached at (*CHAIR PHONE NUMBER OR EMAIL*).

Very truly yours,

ITEM TITLE: Policy Subcommittee - Review Draft Policies for Second and Final Reading -
First Readings are also included

DATE: 10/2/2023

ITEM TYPE: Action

ITEM SUMMARY: JL Student Welfare - Second and Final Reading
KI Visitors to Schools - Second and Final Reading
ADF - Wellness - Second and Final Reading
JL Student Welfare - First Reading
KI Visitors to Schools - First Reading
ADF - Wellness - First Reading

**BACKGROUND
INFORMATION:**

RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
JL - Student Welfare - Second and Final Reading	Second_and_Final_Reading_JL_-_STUDENT_WELFARE.docx_10.2.pdf	Cover Memo
KI Visitors to Schools - Second and Final Reading	Second_and_Final_Reading_KI_-_VISITORS_TO_THE_SCHOOLS.docx_10.2.pdf	Cover Memo
ADF - Wellness - Second and Final Reading	NPS_Wellness_Policy_2nd_Reading_10.2.pdf	Cover Memo
JL - Student Welfare - First Reading	Policy_JL_first_reading_-_STUDENT_WELFARE.docx_(1)_10.2.pdf	Cover Memo
KI Visitors to Schools - First Reading	KI_-_first_reading_-_VISITORS_TO_THE_SCHOOLS.docx_10.2.pdf	Cover Memo
ADF - Wellness - First Reading	NPS_Wellness_Policy_first_reading_10.2.pdf	Cover Memo

STUDENT WELFARE

Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students under the age of 18 will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A. (Child Protection Act of 1975)

In accordance with the law, the District shall establish the necessary regulations and procedures (Project Alliance) to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The

Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

Food Delivery *on School Grounds*

Food delivery to students from outside private vendors during school hours or during school sponsored after-school activities will not be permitted *on school grounds*.

LEGAL REFS: MGL 71:37L; 148:2A

VISITORS TO THE SCHOOLS

The School Committee encourages parents/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents/guardians to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Each Natick school will schedule and clearly advertise an open-house program(s) each year.
2. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
3. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
4. For security purposes it is required that all visitors report to the main office upon entering and leaving the building and sign a guest log showing arrival and departure times and will be provided a visitors badge which must be worn or displayed. Teachers are required to ask visitors if they have registered in the main office.
5. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
6. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.
7. Principals have the authority to make accommodations for all volunteers.

Food Delivery *on School Grounds*

Food delivery to students from outside private vendors during school hours or during school sponsored after-school activities will not be permitted **on school grounds**.

CROSS REF.: IHBA, Observations of Special Education Programs

WELLNESS POLICY

The Natick Public Schools (NPS) promotes wellness by supporting balanced nutrition, nutrient dense meals and snacks, regular physical activity, and comprehensive health and wellness and physical education programs as part of the total learning environment. NPS acknowledges its responsibility to help students learn, and establish and maintain lifelong healthy eating and activity patterns. Organized and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school. Natick Public Schools addresses the social-emotional health of students by implementing leadership programs; anti-bullying policies and programs; alcohol, tobacco, and drug education; parent education; and staff education. Staff Wellness is also an integral part of the healthy school environment as school staff can serve as daily role models for healthy behaviors.

Goal: NPS students possess the knowledge and skills necessary to make lifelong nutritious food choices and physical activity selections. NPS staff is encouraged to model healthy eating and physical activity.

To meet this goal, NPS has adopted a district-wide commitment to promote sound nutrition practices, physical activity, along with comprehensive health education and health screenings. This policy is designed to effectively use school and community resources and to equitably serve the needs and interests of all students and staff.

The School Health Advisory Committee meets at least quarterly during the school year. The Committee is responsible for reviewing and recommending to the Superintendent and School Committee, districtwide policies that promote student wellness. Committee membership includes: The superintendent, nurse leader, school nurses, school physician, director of health and wellness, food services director, students, parents, prevention specialist, school counselors, board of health director, park and recreation assistant director, a school committee member, and community members who serve youth and their families.

Nutritional Guidelines for Schools

- The Natick Food Service Program will provide meals through the National School Lunch Program (NSLP) and the National School Breakfast Program (NSBP) that:
 - Meet the nutrition requirements established by local, state, and federal statutes and regulations.
 - Are appealing and attractive to students.
 - Are served in a clean and pleasant setting.
 - Encourage student/parental input for meal choices.
 - Incorporate produce from local gardens when feasible.
- **Qualifications of Food Service Staff**

- Qualified nutrition professionals administer the school meal programs. The district provides continuing professional development for all nutrition professionals in schools. Staff development programs include training for the food service director, managers, and cafeteria workers according to their levels of responsibility.

- **Foods in Schools**

Breakfast

- Schools serving breakfast notify parents and students of the availability of the school breakfast program and to the extent possible, arrange bus schedules and offer “grab and go” breakfast or breakfast in the classroom.

Free and Reduced-Priced Meals

- Schools make a concerted effort to eliminate the social stigma attached to, and prevent the overt identification of students eligible for free and reduced-price school meals by using an electronic point of sale system.

A La Carte and Competitive Foods

- The district implements the guidelines of the Nutrition Standards for Competitive Foods and Beverages in Public Schools ([105 CMR 225.000](#)) at all schools.
- Any food served on campus during the day falls under the competitive standards.
- Food delivery to students from outside private vendors during school hours or during school sponsored after-school activities will not be permitted **on school grounds**.

Competitive Foods and Beverages

- The District is committed to ensuring that all foods and beverages available to students on the school campus, support healthy eating. Foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) meet the USDA Smart Snacks in School nutrition standards. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
- See [MA and USDA Competitive Foods and Beverage Nutrition Standards](#).
- Natick Public Schools offers a la carte items as approved on the [A-List-John C. Stalker Institute of Food and Nutrition](#).
- To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs sold to students on campus during the school day meet or exceed the USDA Smart Snacks nutrition standards. These standards apply to all locations and through all services where foods and beverages are sold, e.g., à la carte options in cafeterias, vending machines, school stores, and snack or food carts.

Food Celebrations and Food in the Classroom

- Schools at the Elementary level should discourage celebrations that involve food during the school day to no more than 1 party per class per month. Food served

should meet the competitive foods guidelines. The Natick Food Service office may be consulted for guidance on foods that meet nutritional guidelines or to provide food.

- Foods or beverages are not given as rewards for academic performance or good behavior and are not withheld as a punishment.
- Given concerns about allergies and other dietary restrictions, in accordance with the NPS Life Threatening Food Allergy Policy, schools discourage students from sharing foods or beverages during meal or snack time.
- When using food in the curriculum, teachers must provide information to parents/guardians regarding the proposed use and when applicable, the ingredient list.
- All school related food events/activities require parent/guardian notification at least three days prior to student participation.

Meal Times and Scheduling

- Students are allowed adequate time to eat breakfast and lunch..
- Preferably, lunch should be scheduled between 11:00 am and 1:00 pm.
- Tutoring, clubs, organizational meetings, or other activities should not be scheduled during mealtimes, unless students are allowed to consume lunch during these activities.
- Lunch should be scheduled before recess in the elementary schools to increase food consumed, decrease waste, and improve lunch time behavior.
- Access to hand washing or sanitizing prior to meal periods is available at all schools.
- Schools should take reasonable steps to accommodate tooth brushing needs of students after meal periods.
- Drinking water is available for students to drink at no cost throughout the day.

● **Nutrition Promotion**

Natick Public Schools aims to teach, encourage, and support healthy eating among students- in a coordinated effort among teachers and food service personnel.

Through the classroom and the school breakfast and lunch programs the district-promotes consumption of fruits, vegetables, whole grain products, low and fat-free dairy products, healthy food preparation methods, and health-enhancing activities.

- Include enjoyable, developmentally-appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
- Teach media literacy with an emphasis on food marketing.
- Promote sustainable practices such as composting, recycling, etc..

● **Nutrition Education**

Offered at grade level, sequential, and follows Massachusetts Department of Elementary and Secondary Education (MA DESE) Health Education Standards.

- Promotes health.
- Educates students on the relationship between caloric intake and energy expenditure.

- Integrated throughout the curriculum in subject areas such as math, science, language arts, social studies and art.
- Coordinated effort among teachers and food service personnel.
- Nutrition and hydration information is provided to coaches and student athletes.
- Increase parental awareness and nutrition education via online resources, bulletin boards, and colorful cafeteria displays to guide students to make good food choices. Welcome parents into the lunchroom in elementary schools as scheduling allows.

- **Physical Education**

Physical Education Staff

- Qualifications: Certified Physical Education teacher.
- Provide a sequential, developmentally appropriate program designed, implemented, and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.

PE Classes

- Teacher/student ratios of physical education classes are similar to all other classes.
- Kindergarten students have 45 minutes of PE/week.
- Students in grades 1-4 have 90 minutes of PE/week.
- Students in grades 5-8 have a minimum of 90 minutes of PE/week.
- Students in grades 9-12 have a minimum of 160-240 minutes of PE class/week/per semester of physical education. Students in grades 11 and 12 may choose from PE classes such as: Competitive Team Sports, CPR classes, Recreational Activities for Life, Awake Personal Fitness and/or personal fitness.
- Students spend at least 60% of their physical education class time participating in moderate to vigorous physical activity.
- Students participate in annual fitness tests, administered via FitnessGram.

Recess /Break

- Natick Public Schools acknowledges the importance of physical activity and a break from school work.
- Kindergarten students have a minimum of 20 minutes of supervised recess/daily.
- Students in grades 1-4 have a minimum of 15 minutes of supervised recess/daily.
- Grades 5-8 students have the opportunity to participate in “Laps after Lunch”, a weather and volunteer dependent program that allows time for students to go outside and walk around the school perimeter, providing fresh air and physical activity.

Before School Fitness

- Students in grades K-8 have the opportunity to participate in a morning program that provides a structured physical activity period before the start of the school day.
- High school students have the option to take a physical education class prior to the start of the school day.

General Concepts

- Classroom health education complements physical education by reinforcing the knowledge and self management skills needed to maintain a physically active lifestyle and reduce time spent on sedentary activities.
- Opportunities for physical activity should be incorporated into other subject areas
- Teachers are encouraged to provide short bursts of physical activities between classes or lessons. Short exercises have been posted on YouTube to prompt staff and students.
- Staff should not use physical activity (running laps, push-ups) or withhold opportunities for physical activity (recess, PE or fitness class) as punishment.
- School grounds are equipped with bicycle racks. Students are encouraged to use active transportation to/from school (such as “walk to school day,” “neighborhood walking school buses,” and “safe routes to school”).

- **Health and Wellness**

Health Education Staff

- Qualifications: DESE Certified Health Education Teachers

Health Education Class

- The health curriculum follows the Massachusetts DESE Health Curriculum frameworks.
- All students in grades 5-8 and one grade in high school are enrolled in a health education/wellness class which may include: nutrition education, the importance of proper nutrition in disease prevention, substance use, disordered eating, and sex education.

- **Health Services**

- Minimum of one DESE certified nurse per every school; Strive to reach the recommended level of one nurse per every 250-500 students.
- School nurses promote healthy eating for students and staff with individual and classroom education.
- School nurses are skilled to recognize disordered eating conditions and other nutrition related health problems among students and refer them to their PCP and/or appropriate resources.
- School nurses screen students for height, weight, and BMI as directed by the Massachusetts Department of Public Health (MA DPH). The data is compiled and sent to the MA DPH annually.
- School nurses are responsible for completing annual vision, hearing, SBIRT and postural screening according to Massachusetts General Laws and any other requirements set for by the MA DPH.

- **School Counseling Services**

- Minimum of one DESE certified school counselor per school; Strive to reach the recommended level of one school counselor per 250 students.

- School counselors provide social, emotional, and behavioral support for students, through individual, small group, and whole class interventions, to promote emotional well-being and increase academic performance.
- School counselors remain current on mental health issues including: anxiety, depression, separation/school phobia, divorce, grief, family conflict, physical/sexual/emotional trauma, neglect, suicide, substance use, teasing and/or bullying; peer relations, coping skills, etc.
- School counselors review data on student achievement and development on a continual basis and work with the faculty, students, parents, and/or administration to interpret the data including mental health and social emotional screening.
- School counselors maintain communication with the staff and community about guidance and counseling programs and services.
- School counselors demonstrate the day-to-day ability to anticipate and to resolve problems and crises and consult and collaborate with staff, parents, and outside providers.
- School counselors collaborate with community resources to coordinate care and bridge connections between in school and out of school support services.
- **Staff Wellness**
 - Natick Public Schools (NPS) values the health and well being of every staff member and therefore plans and implements activities and policies that support personal efforts by staff to maintain a healthy lifestyle. NPS believes that staff serve as role models for students. Staff is encouraged to participate in a variety of wellness opportunities throughout the district including: Weight Watchers, Zumba, yoga, boot camp, running clinics, access to the NHS Fitness Center and indoor track, and annual flu immunization clinics.
- **Healthy Fundraising**
 - Schools are encouraged to offer non-food items, such as coupon books, school spirit wear, and items supplied by local businesses.
 - Schools are encouraged to sponsor events, such as car washes, “a-thon” events, family game night, silent auctions, talent shows, road races, and services as part of their fundraising activities.
 - Please refer to the NPS Fundraising Policy.
- **Marketing**
 - Promote nutrition, health or wellness events, such as National School Lunch Week, and American Heart Month.
 - Promote Physical Ability Challenges for School/Family/Community.
- **Natick 180--A Community Substance Use Prevention Coalition**

Natick 180 is a community coalition working to reduce substance use in Natick through substance use/misuse prevention and increasing access to treatment and recovery support services. Natick 180 fosters community conversations about substance use and mental health that are driven by empathy, respect, science and data. More than 12 sectors of the community are represented on the Coalition, including NPS personnel at all levels.

Natick 180 staff participate in middle and high school health classes and also serve as advisors to the Natick Above the Influence (NATI) peer leadership group at NHS.

- **Monitoring and Compliance**

- The Wellness Policy will be evaluated annually to allow for continual assessment and to enact any new state or federal mandates. The School Health Advisory Committee will review the policy and will bring any recommended changes to the attention of the Superintendent and Natick School Committee.
- The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. Each school principal is responsible for ensuring compliance within their school.

Reviewed May 2023

Submitted to Policy Subcommittee June 2023

STUDENT WELFARE

Supervision of Students

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CROSS REF.: IHBAA, Observations of Special Education Programs

First Reading

NPS Wellness Policy

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Goal: NPS students possess the knowledge and skills necessary to make lifelong nutritious food choices and physical activity selections. NPS staff is encouraged to model healthy eating and physical activity:

To meet this goal, NPS has adopted a district-wide commitment to promote sound nutrition practices, physical activity, along with comprehensive health education and health screenings. This policy is designed to effectively use school and community resources and to equitably serve the needs and interests of all students and staff.

The School Health Advisory Committee meets at least quarterly during the school year. The Committee is responsible for reviewing and recommending to the Superintendent and School Committee, district-wide policies that promote student wellness. Committee membership includes: The superintendent, nurse leader, school nurses, school physician, director of health and wellness, food services director, students, parents, prevention specialist, school counselors, board of health director, park and recreation assistant director, a school committee member, and community members who serve youth and their families.

Nutritional Guidelines for Schools

- The Natick Food Service Program will provide meals through the National School Lunch Program (NSLP) and the National School Breakfast Program (NSBP) that:
 - Meet the nutrition requirements established by local, state, and federal statutes and regulations.
 - Are appealing and attractive to students.

- Are served in a clean and pleasant setting.
- Encourage student/parental input for meal choices.
- Incorporate produce from local gardens ~~gardens~~ farms when feasible.

- **Qualifications of Food Service Staff**

- Qualified nutrition professionals ~~will~~ administer the school meal programs. The district ~~will~~ provides continuing professional development for all nutrition professionals in schools. Staff development programs ~~will~~ include training for the food service director, managers, and cafeteria workers according to their levels of responsibility.

- **Foods in Schools**

- o Breakfast

- ~~Schools that serve breakfast to students will notify parents and students of the availability of the school's breakfast program.~~ Schools serving breakfast notify parents and students of the availability of the school breakfast program and to the extent possible, arrange bus schedules and offer "grab and go" breakfast or breakfast in the classroom.
- ~~Schools that serve breakfast will to the extent possible, arrange bus schedules and utilize methods to serve "grab and go" breakfast or breakfast in the classroom.~~
-

- o Free ~~&and~~ Reduced-Priced Meals

- ~~Schools~~ Schools make a concerted effort to eliminate ~~anythe~~ social stigma attached to, and prevent the overt identification of, students ~~who are~~ eligible for free and reduced-price school meals: ~~by using A~~an electronic point of sale system. ~~is used and meals are promoted to all students.~~

- o A La Carte and Competitive ~~f~~Foods

- The district implements the guidelines of the Nutrition Standards for Competitive Foods and Beverages in Public Schools ([105 CMR 225.000](#)) at all schools.
- Any food served on campus during the day falls under the competitive standards. Food delivery to students from outside private vendors during school hours or during school sponsored after-school activities will not be permitted.

- o Competitive Foods and Beverages

- The District is committed to ensuring that all foods and beverages available to students on the school campus, supports healthy eating. ~~The f~~Foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) ~~will~~, meet the USDA Smart Snacks in School nutrition standards. Smart Snacks aim to improve student health and

well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

- See [MA and USDA Competitive Foods and Beverage Nutrition Standards](#).
 - ~~As a Massachusetts school district,~~ Natick Public Schools ~~will only~~ offers a la carte items as approved on the ~~'A List' as posted and updated on the John C. Stalker Institute of Food and Nutrition website.~~ [A-List- John C. Stalker Institute of Food and Nutrition](#).
 - To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs ~~that are~~ sold to students on ~~the school~~ campus during the school ~~day, will meet~~ day meet or exceed the USDA Smart Snacks nutrition standards. These standards ~~will~~ apply ~~into~~ all locations and through- all services where foods and beverages are sold, ~~which may include, but are not limited to,~~ e.g., à la carte options in cafeterias, vending machines, school stores, and snack or food carts.
- o ~~Guidelines for~~ Food Celebrations and Food in the Classroom
- Schools at the Elementary level should discourage celebrations that involve food during the school day to no more than 1 party per class per month. Food served should meet the competitive foods guidelines. The Natick Food Service office may be consulted for guidance on foods that meet nutritional guidelines or to provide food.
 - Foods or beverages ~~that do not meet the competitive food guidelines~~ are not given as rewards for academic performance or good behavior ~~.Food and beverages (including school meals) and~~ are not withheld as a punishment.
 - ~~Given concerns about allergies and other dietary restrictions, Sin accordance with the NPS Life Threatening Food Allergy Policy,~~ schools ~~should~~ discourage students from sharing ~~their~~ foods or beverages during meal or snack time~~ee;~~ ~~given concerns about allergies and other dietary restrictions.~~
 - When using food in the curriculum, teachers must provide information to parents/guardians regarding the proposed use and when applicable, the ingredient list.
 - All school related food events/activities require parent/guardian notification at least three days prior to student participation.
- o Meal Times ~~&and~~ Scheduling
- Students ~~will be~~are allowed adequate time to eat ~~lunch and~~ breakfast and lunch..
 - Preferably, lunch should be scheduled between 11:00 am and 1:00 pm.
 - Tutoring, clubs, organizational meetings, or other activities should not be scheduled during mealtimes, unless students are allowed to consume lunch during these activities.

- Lunch should be scheduled ~~after~~^{before} recess ~~in the elementary schools~~ to increase food consumed, decrease waste, and improve lunch time behavior.
- Access to hand washing or sanitizing prior to meal periods is available at all schools.
- Schools should take reasonable steps to accommodate tooth brushing needs of students after meal periods.
- ~~In accordance with the NPS Life-Threatening Food Allergy Policy, there is no food sharing allowed amongst students.~~
- Drinking water is available for students to drink at no cost throughout the day.

- **Nutrition Promotion**

- Natick Public Schools aims to teach, encourage, and support healthy eating among students: ~~in a coordinated effort among teachers and food service personnel.~~
- Through the classroom and the school ~~breakfast and~~ lunch programs, the district ~~will:~~
 - Promotes ~~consumption of~~ fruits, vegetables, whole grain products, low and fat-free dairy products, healthy food preparation methods, and health-enhancing activities.
 - Include enjoyable, developmentally-appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
 - Teach media literacy with an emphasis on food marketing.
 - Promote sustainable practices such as composting, recycling, etc..

- **Nutrition Education**

- Offered at grade level, sequential, and follows Massachusetts Department of Elementary and Secondary Education (MA DESE) Health Education Standards.
 - Promotes ~~H~~health.
 - ~~Promotes dietary consumption of fruits, vegetables, whole grains, low-fat, and fat-free dairy products.~~
 - Educates students on the relationship between caloric intake and energy expenditure.
 - Integrated throughout the curriculum in subject areas such as math, science, language arts, social studies and art.
 - Coordinated effort among teachers and food service personnel.
 - Nutrition and hydration information is provided to coaches and student athletes.
 - Increase parental awareness and nutrition education via online resources, bulletin boards, ~~and~~ colorful ~~cafeteria~~ displays ~~in café~~ to guide students to make good food choices; ~~W~~Welcome parents into the lunchroom ~~in elementary schools~~ as scheduling allows.

- **Physical Education**

- Physical Education Staff

- Qualifications: Certified Physical Education teacher.
 - Provide a sequential, developmentally appropriate program designed, implemented, and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.
- o PE Classes
- Teacher/student ratios of physical education classes ~~will be~~ similar to all other classes.
 - Kindergarten students have 45 minutes of PE/week.
 - Students in grades 1-4 have 90 minutes of PE/week.
 - Students in grades 5-8 have a minimum of 90 minutes of PE/week.
 - Students in grades 9-12 have a minimum of 160-240 minutes of PE class/week/per semester of physical education. Students in grades 11 and 12 may choose from PE classes such as: Competitive Team Sports, CPR classes, Recreational Activities for Life, Awake Personal Fitness and/or personal fitness.
 - Students spend at least 60% of their physical education class time participating in moderate to vigorous physical activity.
 - Students participate in annual fitness tests, administered via FitnessGram.
- o Recess /Break
- Natick Public Schools acknowledges the importance of physical activity and a break from school work.
 - Kindergarten students have a minimum of 20 minutes of supervised recess/daily.
 - Students in grades 1-4 have a minimum of 15 minutes of supervised recess/daily.
 - Grades 5-8 students have the opportunity to participate in "Laps after Lunch", a weather ~~and~~ volunteer dependent program ~~which that~~ allows time for students to go outside and walk around the school perimeter, ~~thus~~ providing fresh air and physical activity.
- o Before School Fitness
- Students in grades K-8 have the opportunity to participate in a morning program that provides a structured physical activity period before the start of the school day.
 - High school students have the option to take a physical education class prior to the start of the school day.
- o General Concepts
- Classroom health education ~~will~~ complements physical education by reinforcing the knowledge and self management skills needed to maintain a physically active lifestyle and reduce time spent on sedentary activities.

- Opportunities for physical activity should be incorporated into other subject areas
- Teachers are encouraged to provide short bursts of physical activities between classes or lessons. Short exercises have been posted on YouTube to prompt staff and students.
- Staff should not use physical activity (running laps, push-ups) or withhold opportunities for physical activity (recess, PE or fitness class) as punishment.
- School grounds are equipped with bicycle racks. Students are encouraged to use active transportation to/from school (such as “walk to school day,” “neighborhood walking school buses,” and “safe routes to school”).

- **Health and Wellness**

- o Health Education Staff
 - Qualifications: DESE Certified Health Education Teachers
- o Health Education Class
 - The health curriculum follows the Massachusetts DESE Health Curriculum frameworks.
 - All students in grades 5–8 and one grade in high school are enrolled in a health education/wellness class which may include: nutrition education, the importance of proper nutrition in disease prevention, substance use, disordered eating, and sex education.

- **Health Services**

- Minimum of one DESE certified nurse per every school. sStrive to reach the recommended level of one nurse per every 250–500 students.
- School nurses promote healthy eating for students and staff with individual and classroom education.
- School nurses are skilled to recognize disordered eating conditions and other nutrition related health problems among students and refer them to their PCP and/or appropriate resources.
- School nurses screen students for height, weight, and BMI as directed by the Massachusetts Department of Public Health (MassA DPH). The data will be is compiled and sent to the MA DPH annually.
- School nurses are responsible for completing annual vision, hearing, SBIRT and postural screening according to Massachusetts General Laws and any other requirements set for by the Massachusetts-A DPH.

- **School Counseling Services**

- Minimum of one DESE certified school counselor per school. sStrive to reach the recommended level of one school counselor per 250 students.
- School counselors provide social, emotional, and behavioral support for students, through individual, small group, and whole class interventions, to promote emotional well-being and increase academic performance.

- School counselors remain current on mental health issues including: anxiety, depression, separation/school phobia, divorce, grief, family conflict, physical/sexual/emotional trauma, neglect, suicide, substance use, teasing and/or bullying; peer relations, coping skills, etc.
- School counselors review data on student achievement and development on a continual basis and work with the faculty, students, parents, and/or administration to interpret the data including mental health and social emotional screening.
- School counselors maintain communication with the staff and community about guidance and counseling programs and services.
- School counselors demonstrate the day-to-day ability to anticipate and to resolve problems and crises and consult and collaborate with staff, parents, and outside providers.
- School counselors collaborate with community resources to coordinate care and bridge ~~connection~~connections between in school and out of school support services.

- **Staff Wellness**

- Natick Public Schools (NPS) values the health and well being of every staff member and therefore plans and implements activities and policies that support personal efforts by staff to maintain a healthy lifestyle. NPS believes that staff serve as role models for students. Staff is encouraged to participate in a variety of wellness opportunities throughout the district including: Weight Watchers, Zumba, yoga, boot camp, running clinics, access to the NHS Fitness Center and indoor track, and annual flu immunization clinics.

- **Healthy Fundraising**

- Schools are encouraged to offer non--food items, such as coupon books, school spirit wear, and items supplied by local businesses.
- Schools are encouraged to sponsor events, such as car washes, "a-thon" events, family game night, silent auctions, talent shows, road races, and services as part of their fundraising activities.
- Please refer to the NPS Fundraising Policy.

- **Marketing**

- Promote nutrition, health or wellness events, such as National School Lunch Week-- and American Heart Month.
- Promote Physical Ability Challenges for School/Family/Community.

- **Natick 180--A Community Substance Use Prevention Coalition**

- o Natick 180 is a community coalition working to reduce substance use in Natick through substance use/misuse prevention and increasing access to treatment and recovery support services. Natick 180 fosters community conversations about substance use

and mental health that are driven by empathy, respect, science and data. More than 12 sectors of the community are represented on the Coalition, including NPS personnel at all levels. Natick 180 staff participate in middle and high school health classes and also serve as advisors to the Natick Above the Influence (NATI) peer leadership group at NHS.

- **Monitoring and Compliance**

- The Wellness Policy will be evaluated annually to allow for continual assessment and to enact any new state or federal mandates. The School Health Advisory Committee will review the policy and will bring any recommended changes to the attention of the Superintendent and Natick School Committee.
- The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. Each school principal is responsible for ensuring compliance within their school.

Reviewed May 2023

Submitted to Policy Subcommittee June 2023

ITEM TITLE: End of Year close out (FY23) (Matthew Gillis)
DATE: 10/2/2023
ITEM TYPE: Action
ITEM SUMMARY: End of Year Closeout (FY23)
BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
End of Year Close Out (FY23)	FY23__Close_Out_Unaudited_10.2__revised.pdf	Cover Memo



Natick Public Schools

CENTRAL OFFICE

13 East Central Street, Natick, MA 01760

Dr. Bella Wong, Superintendent

Timothy Luff, Deputy Superintendent

Matthew J. Gillis, Assistant Superintendent for Finance

Susan Balboni, Assistant Superintendent for Teaching, Learning, and Innovation

To: Dr. Bella Wong, Interim Superintendent
Natick School Committee

From: Matthew Gillis, Assistant Superintendent of Finance

Date: September 27, 2023

Re: FY23 4th Quarter Financial Report (Unaudited Close Out)

The following pages show the position of the Natick Public Schools as we closed out the prior fiscal year on June 30, 2023. The good news is, overall, we ended FY23 in a good position across all three main funding sources.

There are three main types of funds NPS uses to provide about \$93.5 Million in services to our students. The FY23 General Fund Budget, a group of grant funds expended in FY23, and a combination of revolving/trust funds. A brief summary of all funding sources is below, and the following pages will break out each of the three types of funding sources rolled up in more detail.

Funding Source	Total Expense	% Of Total Exp
FY23 GF Budget Totals	\$ 78,850,804	84.3%
FY23 Grant Spending	\$ 3,433,832	3.7%
FY23 Revolving	\$ 11,290,935	12.1%
Total All Sources	\$ 93,575,571	100.0%

General Fund

We expended 98.81% of the budget, encumbered (had purchase orders, but had not received all invoices) 1.16% of the budget and returned 0.03% unspent to the Town. NPS struggled to fill approximately \$1,000,000 in salaried positions and with an omnibus budget, we expended nearly all of that on non-salary items. See the 1-page excel summary used in the business office in prior years and two GL reports for your reference and more detail. Breakdown by school and line item yields about an 80 page report and I did not want to overload you with information that cannot change

Natick Public Schools does not discriminate on the basis of race, creed, color, sex, age, gender identity, religion, nationality, sexual orientation, disability, pregnancy and pregnancy-related conditions, physical and intellectual differences, immigration status, or homeless status.

at this point. I expect some feedback about the size and scope of GF detail you would like to see in future quarterly reports.

Grants

In FY23, we received a total of 25 grant funds totaling \$3.7M and expended about \$3.43 Million, and we can carryover nearly all unspent to FY24. Some grants get to span multiple fiscal years, some close on August 31, and most state grants close on June 30. Each grant has its targeted purposes and limitations for both obtaining the funds and accepted items expenditures can be made. Tying all these into a single spreadsheet/report is not as simple as it sounds, and the Town Treasurer's Office has struggled with posting revenue received (via bank transfers) to the general ledger. The grant budgets have not been posted to MUNIS and that is something I hope to change in FY24. Expenditures are posted directly to MUNIS typically via payroll and accounts payable warrants. I will work to streamline this summary in FY24 and get it into a better manageable format and routine for all involved.

Revolving Funds & Trust (Gift) Funds

NPS has a robust revolving and gift funds that represent about 12% of total expenditures. Fortunately, the structure of this summary is straight forward. We start with a beginning balance on July 1, add the revenue – subtract the expenditures and then we get an ending balance on June 30. In the aggregate, FY23, closed up approximately \$1.45 M than on July 1 see the bottom of page of the revolving summary. However, you will notice not all funds increased. Some user fee and tuition accounts saw declines and that could be for several reasons. Some gift accounts do not get replenished every year. By law and regulations, user fee based revolving funds have limited/targeted uses generally linked to the intent of the fee. User fees will be included FY25 budget discussions and tracked as how we are doing as FY24 progresses. You can expect to see this report format each quarter going forward.

Natick Public Schools
FY23 General Fund Budget Summary
4th Quarter and Unaudited Close Out

GL Data As Of: 9/25/2023

	FY23 Budget	FY23 Revised Budget	YTD	Encumbered	June 30, 2023 Ending Balance
Salaries	\$ 64,685,991	\$ 64,679,991	\$ 63,625,151		\$ 1,054,840
FT General Fund (GF)					
PT GF Projected					
Specialty Advisors					
Coaches (spring, fall pd.)					
Total Salaries	\$ 64,685,991	\$ 64,679,991	\$ 63,625,151	\$ -	\$ 1,054,840
NON - Salaries					
Admin	\$ 696,668	\$ 702,695	\$ 646,556	\$ 9,908	\$ 46,231
Technology	\$ 1,155,846	\$ 1,295,570	\$ 1,034,667	\$ 91,959	\$ 168,944
Curriculum	\$ 1,124,750	\$ 1,152,141	\$ 1,010,111	\$ 2,813	\$ 139,217
Online Learning	\$ 202,600	\$ 202,600	\$ 310,508	\$ -	\$ (107,908)
Pupil Services	\$ 4,109,252	\$ 4,489,206	\$ 5,213,096	\$ 434,918	\$ (1,158,807)
Transportation	\$ 3,219,669	\$ 3,221,951	\$ 3,249,400	\$ 131,691	\$ (159,139)
Facilities	\$ 2,345,892	\$ 2,508,581	\$ 2,395,243	\$ 200,076	\$ (86,739)
NPS Schools	\$ 1,369,332	\$ 1,457,728	\$ 1,149,232	\$ 56,998	\$ 251,497
Athletics & Activities	\$ 90,000	\$ 90,000	\$ 216,840	\$ -	\$ (126,840)
Revolving Offset					
PrePay Sped Tuition					
	\$ 14,314,009	\$ 15,120,471	\$ 15,225,653	\$ 928,363	\$ (1,033,545)

FY23 GF Budget Totals	\$ 79,000,000	\$ 79,800,462	\$ 78,850,804	\$ 928,363	\$ 21,295
% of Revised Budget			98.81%	1.16%	0.03%

TOWN OF NATICK



YTD REPORT - FY23 CLOSE DESE FUNNCTION

Roll Up

FOR 2023 13

ACCOUNTS FOR: 0001	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1110	SCHOOL COMMITTEE	21,730	125	21,855	24,686.47		-2,831.47	113.0%
1210	SUPERINTENDENT OFFICE	379,509	2,979	382,488	369,114.43		13,374.05	96.5%
1220	ASST SUPERINTENDENT	296,862	159	297,021	253,413.85		43,606.74	85.3%
1230	PUPIL PERSONNEL SERVICES ADMIN	870,038	0	870,038	1,007,307.78	80.00	-137,349.78	115.8%
1410	BUSINESS & FINANCE	767,659	41	767,700	799,984.82		-32,284.50	104.2%
1420	HUMAN RESOURCES	330,740	19	330,759	408,508.45		-77,749.06	123.5%
1430	LEGAL FOR SCHOOL COMMITTEE	142,000	2,345	144,345	61,683.30	7,327.85	75,333.85	47.8%
1450	INFORMATION TECHNOLOGY	1,011,088	358	1,011,446	1,361,668.38	2,500.00	-352,722.29	134.9%
2000	INSTRUCTION	0	19,741	19,741	19,536.55		204.36	99.0%
2110	CURRICULUM	392,622	0	392,622	407,874.78		-15,252.78	103.9%
2210	PRINCIPAL OFFICE	3,942,518	21	3,942,539	4,547,303.44		-604,764.77	115.3%
2220	SCHOOL CURRICULUM LEADERS	494,036	0	494,036	442,280.68		51,755.32	89.5%
2305	TEACHERS	39,415,078	0	39,415,078	38,636,365.70		778,712.30	98.0%
2310	TEACHERS SPECIALIST	2,016,798	0	2,016,798	1,908,685.03		108,112.97	94.6%
2315	INSTRUCTIONAL COORDINATORS	289,802	0	289,802	264,176.18		25,625.82	91.2%
2320	MEDICAL/THERAPEUTIC SVS	3,196,695	10,527	3,207,222	2,997,883.24	8,791.84	200,546.72	93.7%
2325	SUBSTITUTES	747,397	0	747,397	1,001,693.48		-254,296.48	134.0%
2330	PARAPROFESSIONALS/AIDES	4,128,093	0	4,128,093	2,845,581.52		1,282,511.48	68.9%
2340	LIBRARY MEDIA CENTER	601,452	0	601,452	572,001.33		29,450.67	95.1%
2351	PROFESSIONAL DEV LEADERSHIP	128,688	0	128,688	141,271.24		-12,583.24	109.8%
2357	PROFESSIONAL DEV STIPENDS	504,500	18,932	523,432	450,339.52	1,943.72	71,148.47	86.4%
2410	TEXTBOOKS	268,224	20,380	288,604	263,722.75	6,996.65	17,884.44	93.8%
2415	OTHER INST MATERIALS	1,131,195	34,212	1,165,407	1,045,882.86	25,922.14	93,602.26	92.0%
2420	INSTRUCTIONAL EQUIPMENT	72,490	10,152	82,642	61,441.79	16,868.00	4,331.81	94.8%
2430	GENERAL SUPPLIES	286,867	6,520	293,387	254,163.16	3,928.30	35,295.90	88.0%
2440	OTH INSTRUCTIONAL SVS	235,772	2,500	238,272	334,203.38	854.46	-96,785.84	140.6%
2451	CLASSROOM INST TECHNOLOGY	4,100	0	4,100	1,542.74		2,557.26	37.6%
2710	GUIDANCE/SOCIAL WORK	2,476,948	338	2,477,286	2,703,771.16	3,906.00	-230,391.10	109.3%
2720	TESTING & ASSESSMENT	201,100	0	201,100	131,628.86		69,471.14	65.5%
2800	PSYCHOLOGICAL SERVICES	1,395,047	0	1,395,047	1,154,463.73		240,583.27	82.8%
3100	ATTENDANCE	17,000	2,674	19,674	18,720.18	2,395.00	-1,441.68	107.3%
3200	MEDICAL/HEALTH SERVICES	1,415,446	11,600	1,427,046	1,262,114.40	24,400.00	140,531.60	90.2%
3300	TRANSPORTATION	3,286,371	2,282	3,288,653	3,297,072.52	131,690.96	-140,110.27	104.3%
3510	ATHLETIC DEPARTMENT	854,769	0	854,769	1,132,529.00		-277,760.00	132.5%
3520	OTHER STUDENT ACTIVITIES	237,794	0	237,794	403,903.97		-166,109.97	169.9%
4110	CUSTODIAL SERVICES	209,000	10,092	219,092	280,773.64	1,285.50	-62,966.99	128.7%
4120	MAINTENANCE SERVICES	411,000	442	411,442	320,931.69	747.90	89,762.07	78.2%
4130	EQUIPMENT REPAIR/REPLACE	1,223,128	62,353	1,285,481	1,116,582.11	172,054.31	-3,155.48	100.2%
4220	MAINTENANCE OF BUILDINGS	454,764	86,096	540,860	706,691.72	4,770.29	-170,601.95	131.5%
4225	BUILDING SECURITY SYSTEM	40,000	3,706	43,706	28,344.06	21,218.24	-5,856.30	113.4%
4230	MAINTENANCE OF EQUIPMENT	8,000	0	8,000	1,920.19		6,079.81	24.0%
4400	NETWORKING & TELECOMMUNICATION	1,122,792	78,869	1,201,661	883,742.51	184.94	317,733.19	73.6%
5100	EMPLOYEE RETIREMENT	12,954	0	12,954	3,235.20		9,718.80	25.0%
5150	EE SEPARATION COSTS	44,190	0	44,190			44,190.00	0.0%

TOWN OF NATICK



YTD REPORT - FY23 CLOSE DESE FUNNCTION

FOR 2023 13

ACCOUNTS FOR: 0001	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
6200	COMMUNITY SERVICES	22,552	0	22,552	30,649.52	.00	-8,097.52	135.9%
7400	REPLACEMENT OF EQUIPMENT	300,000	60,040	360,040	289,132.75	91,773.79	-20,866.47	105.8%
9100	MA PUBLIC TUITION	182,499	0	182,499	179,517.00	.00	2,982.00	98.4%
9300	NON-PUBLIC TUITION	2,763,117	197,548	2,960,665	3,490,575.83	394,127.53	-924,038.05	131.2%
9310	TUITION NON-PUBLIC RESIDENTIAL	630,522	0	630,522	863,762.49	.00	-233,240.49	137.0%
9400	TUITION OUT COLLABORATAIVE	15,054	155,412	170,466	68,491.38	4,595.44	97,378.78	42.9%
TOTAL GENERAL FUND		79,000,000	800,462	79,800,462	78,850,870.76	928,362.86	21,228.60	100.0%

Backup GL Report to Summary Page

GL Reports can range from 1 page to 82 pages
without line item detail.

TOWN OF NATICK

YTD REPORT - FY23 CLOSE DESE FUNNCTION



FOR 2023 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	79,000,000	800,462	79,800,462	78,850,870.76	928,362.86	21,228.60	100.0%

** END OF REPORT - Generated by Matthew Gillis **

Bottom Line
Summary Page
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TOWN OF NATICK



YTD REPORT - FY23 CLOSE DESE FUNNCTION

FOR 2023 13

ACCOUNTS FOR: 0001 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1110 SCHOOL COMMITTEE							
70111000 511500 SALARIES CLERIC	7,730	0	7,730	9,200.00	.00	-1,470.00	119.0%
70111000 521700 DUES & MEMBERSH	10,000	125	10,125	10,170.89	.00	-45.89	100.5%
70111000 542100 OFFICE SUPPLIES	2,300	0	2,300	636.08	.00	1,663.92	27.7%
70111060 534300 PHOTOCOPYING	1,700	0	1,700	226.08	.00	1,473.92	13.3%
70111060 578001 SCHOOL BAD DEBT	0	0	0	4,453.42	.00	-4,453.42	100.0%
TOTAL SCHOOL COMMITTEE	21,730	125	21,855	24,686.47	.00	-2,831.47	113.0%
1210 SUPERINTENDENT OFFICE							
70121000 511100 SALARIES MANAGE	216,445	0	216,445	235,630.44	.00	-19,185.44	108.9%
70121000 511500 SALARIES CLERIC	77,564	0	77,564	78,706.10	.00	-1,142.10	101.5%
70121000 520900 TRAVEL	20,000	0	20,000	7,782.89	.00	12,217.11	38.9%
70121000 521700 DUES & MEMBERSH	11,500	0	11,500	24,336.55	.00	-12,836.55	211.6%
70121000 534300 PHOTOCOPYING	20,000	0	20,000	863.64	.00	19,136.36	4.3%
70121000 542100 OFFICE SUPPLIES	34,000	2,979	36,979	21,794.81	.00	15,184.67	58.9%
TOTAL SUPERINTENDENT OFFICE	379,509	2,979	382,488	369,114.43	.00	13,374.05	96.5%
1220 ASST SUPERINTENDENT							
70122000 511100 SALARIES MANAGE	149,350	0	149,350	158,380.00	.00	-9,030.00	106.0%
70122000 511400 SALARIES TECHN	92,085	0	92,085	64,916.69	.00	27,168.31	70.5%
70122000 511500 SALARIES CLERIC	6,227	0	6,227	.00	.00	6,227.00	.0%
70122000 521700 DUES & MEMBERSH	45,000	0	45,000	26,487.62	.00	18,512.38	58.9%
70122000 534300 PHOTOCOPYING	1,200	0	1,200	.00	.00	1,200.00	.0%
70122000 542100 OFFICE SUPPLIES	3,000	159	3,159	3,629.54	.00	-470.95	114.9%
TOTAL ASST SUPERINTENDENT	296,862	159	297,021	253,413.85	.00	43,606.74	85.3%
1230 PUPIL PERSONNEL SERVICES ADMIN							
70123000 511400 SALARIES TECHN	0	0	0	110,423.10	.00	-110,423.10	100.0%
70123097 511100 SALARIES MANAGE	161,800	0	161,800	178,255.53	.00	-16,455.53	110.2%

(Food Service Exp)

TOWN OF NATICK

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ACCOUNTS FOR: 0001	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
70123097	511500 SALARIES CLERIC	62,890	0	62,890	65,556.68	.00	-2,666.68	104.2%
70123097	521700 DUES & MEMBERSH	1,268	0	1,268	1,620.00	.00	-352.00	127.8%
70123097	534300 PHOTOCOPYING	100	0	100	12.00	.00	88.00	12.0%
70123097	542100 OFFICE SUPPLIES	2,000	0	2,000	767.72	80.00	1,152.28	42.4%
70123297	511400 SALARIES TECHNI	641,980	0	641,980	650,672.75	.00	-8,692.75	101.4%
TOTAL PUPIL PERSONNEL SERVICES ADMIN		870,038	0	870,038	1,007,307.78	80.00	-137,349.78	115.8%
1410 BUSINESS & FINANCE								
70141000	511100 SALARIES MANAGE	161,798	0	161,798	164,931.17	.00	-3,133.17	101.9%
70141000	511200 SALARIES SUPERV	111,480	0	111,480	134,642.78	.00	-23,162.78	120.8%
70141000	511500 SALARIES CLERIC	272,281	0	272,281	313,071.37	.00	-40,790.37	115.0%
70141000	521700 DUES & MEMBERSH	4,100	0	4,100	.00	.00	4,100.00	.0%
70141000	522500 POSTAGE	25,000	0	25,000	17,064.48	.00	7,935.52	68.3%
70141000	528800 PURCHASE OF SER	102,500	0	102,500	42,943.46	.00	59,556.54	41.9%
70141000	542100 OFFICE SUPPLIES	5,500	41	5,541	3,811.57	.00	1,729.75	68.8%
70141060	534300 PHOTOCOPYING	85,000	0	85,000	123,519.99	.00	-38,519.99	145.3%
TOTAL BUSINESS & FINANCE		767,659	41	767,700	799,984.82	.00	-32,284.50	104.2%
1420 HUMAN RESOURCES								
70142000	511100 SALARIES MANAGE	152,969	0	152,969	158,799.24	.00	-5,830.24	103.8%
70142000	511200 SALARIES SUPERV	80,474	0	80,474	83,567.46	.00	-3,093.46	103.8%
70142000	511500 SALARIES CLERIC	70,297	0	70,297	147,487.38	.00	-77,190.38	209.8%
70142000	521700 DUES & MEMBERSH	250	0	250	3,400.00	.00	-3,150.00	1360.0%
70142000	528800 PURCHASE OF SER	25,000	0	25,000	12,676.93	.00	12,323.07	50.7%
70142000	542100 OFFICE SUPPLIES	1,500	19	1,519	2,538.45	.00	-1,019.06	167.1%
70142000	550500 OCCUPATIONAL HE	250	0	250	38.99	.00	211.01	15.6%
TOTAL HUMAN RESOURCES		330,740	19	330,759	408,508.45	.00	-77,749.06	123.5%
1430 LEGAL FOR SCHOOL COMMITTEE								
70143000	530500 NEGOTIATIONS	2,000	0	2,000	135.30	.00	1,864.70	6.8%
70143000	537000 LEGAL SERVICES	70,000	2,345	72,345	56,048.00	7,327.85	8,969.15	87.6%
70143000	537100 ARBITRATION	20,000	0	20,000	.00	.00	20,000.00	.0%

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ACCOUNTS FOR: 0001 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
70143297 537000 LEGAL SERVICES	50,000	0	50,000	5,500.00	.00	44,500.00	11.0%
TOTAL LEGAL FOR SCHOOL COMMITTEE	142,000	2,345	144,345	61,683.30	7,327.85	75,333.85	47.8%
1450 INFORMATION TECHNOLOGY							
70145908 511200 SALARIES SUPERV	160,196	0	160,196	164,873.06	.00	-4,677.06	102.9%
70145908 511300 SALARIES OPERAT	627,573	0	627,573	850,111.12	.00	-222,538.12	135.5%
70145908 511500 SALARIES CLERIC	69,819	0	69,819	70,586.59	.00	-767.59	101.1%
70145908 542100 OFFICE SUPPLIES	3,500	358	3,858	1,389.21	.00	2,468.88	36.0%
70145908 585300 EQUIPMENT REPLA	150,000	0	150,000	274,708.40	2,500.00	-127,208.40	184.8%
TOTAL INFORMATION TECHNOLOGY	1,011,088	358	1,011,446	1,361,668.38	2,500.00	-352,722.29	134.9%
2000 INSTRUCTION							
70200100 551000 EDUCATIONAL SUP	0	19,741	19,741	19,536.55	.00	204.36	99.0%
TOTAL INSTRUCTION	0	19,741	19,741	19,536.55	.00	204.36	99.0%
2110 CURRICULUM							
70211102 511400 SALARIES PROFES	76,084	0	76,084	75,159.24	.00	924.76	98.8%
70211128 511400 SALARIES PROFES	76,084	0	76,084	73,619.52	.00	2,464.48	96.8%
70211297 511400 SALARIES PROFES	133,939	0	133,939	156,593.91	.00	-22,654.91	116.9%
70211297 511500 SALARIES CLERIC	102,415	0	102,415	100,161.37	.00	2,253.63	97.8%
70211297 542100 OFFICE SUPPLIES	4,100	0	4,100	2,340.74	.00	1,759.26	57.1%
TOTAL CURRICULUM	392,622	0	392,622	407,874.78	.00	-15,252.78	103.9%
2210 PRINCIPAL OFFICE							
70221000 511500 SALARIES CLERIC	1,536	0	1,536	.00	.00	1,536.00	.0%
71221000 511200 SALARIES SUPERV	271,039	0	271,039	275,789.03	.00	-4,750.03	101.8%
71221000 511500 SALARIES CLERIC	106,722	0	106,722	131,470.53	.00	-24,748.53	123.2%
71221000 542100 OFFICE SUPPLIES	2,652	0	2,652	2,101.74	.00	550.26	79.3%

TOWN OF NATICK



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ACCOUNTS FOR: 0001 GENERAL FUND	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
72221000 511200 SALARIES SUPERV	264,246	0	264,246	358,023.39		-93,777.39	135.5%
72221000 511500 SALARIES CLERIC	106,491	0	106,491	112,364.10		-5,873.10	105.5%
72221000 521700 DUES & MEMBERSH	2,298	0	2,298	243.00		55.00	81.5%
72221000 542100 OFFICE SUPPLIES	2,000	0	2,000	1,453.81		546.19	72.7%
73221697 511200 SALARIES SUPERV	138,788	0	138,788	145,300.77		-6,512.77	104.7%
73221697 511500 SALARIES CLERIC	66,702	0	66,702	66,966.08		-264.08	100.4%
73221697 542100 OFFICE SUPPLIES	4,300	0	4,300	4,433.02		-133.02	103.1%
74221000 511200 SALARIES SUPERV	144,820	0	144,820	152,174.11		-7,354.11	105.1%
74221000 511500 SALARIES CLERIC	103,648	0	103,648	112,040.36		-8,392.36	108.1%
74221000 521700 DUES & MEMBERSH	550	0	550			550.00	0%
74221000 542100 OFFICE SUPPLIES	886	0	886	657.96		228.04	74.3%
75221000 511200 SALARIES SUPERV	140,698	0	140,698	256,213.73		-115,515.73	182.1%
75221000 511500 SALARIES CLERIC	93,387	0	93,387	101,183.04		-7,796.04	108.3%
75221000 521700 DUES & MEMBERSH	624	0	624			624.00	0%
75221000 542100 OFFICE SUPPLIES	1,680	0	1,680	1,021.97		658.03	60.8%
76221000 511200 SALARIES SUPERV	118,085	0	118,085	205,966.14		-87,881.14	174.4%
76221000 511500 SALARIES CLERIC	98,099	0	98,099	103,738.22		-5,639.22	105.7%
76221000 542100 OFFICE SUPPLIES	1,640	0	1,640	1,666.55		-26.55	101.6%
77221000 511200 SALARIES SUPERV	393,391	0	393,391	397,680.41		-4,289.41	101.1%
77221000 511500 SALARIES CLERIC	119,380	0	119,380	123,018.86		-3,638.86	103.0%
77221000 521700 DUES & MEMBERSH	1,300	0	1,300			1,300.00	0%
77221000 542100 OFFICE SUPPLIES	10,500	0	10,500	10,126.54		373.46	96.4%
78221000 511200 SALARIES SUPERV	420,434	0	420,434	570,310.34		-149,876.34	135.6%
78221000 511500 SALARIES CLERIC	178,236	0	178,236	204,792.89		-26,556.89	114.9%
78221000 521700 DUES & MEMBERSH	600	0	600	85.00		515.00	14.2%
79221000 511200 SALARIES SUPERV	721,426	0	721,426	720,946.27		479.73	99.9%
79221000 511500 SALARIES CLERIC	408,370	0	408,370	470,922.21		-62,552.21	115.3%
79221000 521700 DUES & MEMBERSH	9,330	0	9,330	6,170.00		3,160.00	66.1%
79221000 542100 OFFICE SUPPLIES	10,660	21	10,681	10,443.37		237.30	97.8%
TOTAL PRINCIPAL OFFICE	3,942,518	21	3,942,539	4,547,303.44		-604,764.77	115.3%

2220 SCHOOL CURRICULUM LEADERS

77222000 511400 SALARIES PROFES	63,148	0	63,148	61,094.40		2,053.60	96.7%
78222000 511400 SALARIES PROFES	29,247	0	29,247	19,497.92		9,749.08	66.7%
79222000 511400 SALARIES PROFES	401,641	0	401,641	361,688.36		39,952.64	90.1%
TOTAL SCHOOL CURRICULUM LEADERS	494,036	0	494,036	442,280.68		51,755.32	89.5%

2305 TEACHERS

70230100 511600 SALARIES PROF G	3,291	0	3,291			3,291.00	0%
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TOWN OF NATICK



YTD REPORT - FY23 CLOSE DESE FUNNCTION

FOR 2023 13

ACCOUNTS FOR: 0001	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
70230101	511400	105,329	0	105,329	.00	.00	105,329.00	.0%
70230297	511300	28,516	0	28,516	32,823.25	.00	-4,307.25	115.1%
70230297	511400	0	0	0	70,000.00	.00	-70,000.00	100.0%
70230297	528800	72,000	0	72,000	39,441.09	.00	32,558.91	54.8%
71230101	511400	2,741,950	0	2,741,950	2,732,502.81	.00	9,447.19	99.7%
71230297	511400	698,267	0	698,267	637,296.50	.00	60,970.50	91.3%
72230101	511400	2,778,281	0	2,778,281	2,671,612.61	.00	106,668.39	96.2%
72230297	511400	483,788	0	483,788	412,660.83	.00	71,127.17	85.3%
74230101	511400	1,367,662	0	1,367,662	917,443.88	.00	450,218.12	67.1%
74230297	511400	218,871	0	218,871	192,323.52	.00	26,547.48	87.9%
75230101	511400	2,196,156	0	2,196,156	2,236,602.79	.00	-40,446.79	101.8%
75230297	511400	347,315	0	347,315	408,069.12	.00	-60,754.12	117.5%
76230101	511400	2,241,968	0	2,241,968	2,366,091.92	.00	-124,123.92	105.5%
76230297	511400	298,402	0	298,402	300,892.53	.00	-2,490.53	100.8%
77230101	511400	5,041,578	0	5,041,578	5,305,227.92	.00	-263,649.92	105.2%
77230297	511400	1,009,096	0	1,009,096	1,036,486.95	.00	-27,390.95	102.7%
77230908	511400	109,467	0	109,467	105,257.10	.00	4,209.90	96.2%
78230101	511400	5,125,097	0	5,125,097	4,974,453.83	.00	150,643.17	97.1%
78230297	511400	1,585,229	0	1,585,229	1,337,977.38	.00	247,251.62	84.4%
78230908	511400	228,432	0	228,432	224,323.84	.00	4,108.16	98.2%
79230101	511400	10,318,739	0	10,318,739	10,075,147.64	.00	243,591.36	97.6%
79230297	511400	1,524,365	0	1,524,365	1,727,098.08	.00	-202,733.08	113.3%
79230797	511400	454,024	0	454,024	436,728.41	.00	17,295.59	96.2%
79230897	511400	261,915	0	261,915	224,488.66	.00	37,426.34	85.7%
79230908	511400	175,340	0	175,340	171,415.04	.00	3,924.96	97.8%
TOTAL TEACHERS		39,415,078	0	39,415,078	38,636,365.70	.00	778,712.30	98.0%

2310 TEACHERS SPECIALIST

71231132	511300	48,705	0	48,705	7,618.98	.00	41,086.02	15.6%
71231132	511400	248,605	0	248,605	171,133.12	.00	77,471.88	68.8%
72231132	511300	78,550	0	78,550	54,928.57	.00	23,621.43	69.9%
72231132	511400	112,139	0	112,139	108,064.70	.00	4,074.30	96.4%
72231396	511400	225,339	0	225,339	199,929.49	.00	25,409.51	88.7%
73231697	511400	182,358	0	182,358	310,742.01	.00	-128,384.01	170.4%
74231132	511300	24,272	0	24,272	.00	.00	24,272.00	.0%
74231132	511400	53,399	0	53,399	88,318.71	.00	-34,919.71	165.4%
75231132	511300	28,481	0	28,481	7,597.62	.00	20,883.38	26.7%
75231132	511400	101,945	0	101,945	100,298.10	.00	1,646.90	98.4%
75231396	511400	53,399	0	53,399	119,567.93	.00	-66,168.93	223.9%
76231132	511300	65,994	0	65,994	18,957.22	.00	47,036.78	28.7%

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ACCOUNTS FOR: 0001	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
76231132	511400 SALARIES PROFES	109,467	0	109,467	105,495.90		3,971.10	96.4%
77231124	511400 SALARIES TECHN	41,119	0	41,119	122,206.29		-81,087.29	297.2%
77231396	511400 SALARIES PROFES	311,646	0	311,646	286,109.17		25,536.83	91.8%
78231124	511400 SALARIES TECHN	221,744	0	221,744	102,690.90		119,053.10	46.3%
79231396	511400 SALARIES PROFES	109,636	0	109,636	105,026.32		4,609.68	95.8%
TOTAL TEACHERS SPECIALIST		2,016,798	0	2,016,798	1,908,685.03		108,112.97	94.6%
2315 INSTRUCTIONAL COORDINATORS								
77231297	511400 SALARIES TECHN	33,752	0	33,752	107,825.90		-74,073.90	319.5%
77238100	511400 SALARIES PROFES	27,409	0	27,409	17,174.04		10,234.96	62.7%
78231297	511400 SALARIES TECHN	145,620	0	145,620			145,620.00	0%
78238100	511400 SALARIES PROFES	35,012	0	35,012	29,095.08		5,916.92	83.1%
79231297	511400 SALARIES TECHN	48,009	0	48,009	110,081.16		-62,072.16	229.3%
TOTAL INSTRUCTIONAL COORDINATORS		289,802	0	289,802	264,176.18		25,625.82	91.2%
2320 MEDICAL/THERAPEUTIC SVS								
70232297	511300 SALARIES OPERAT	473,945	0	473,945	355,878.76		118,066.24	75.1%
70232297	511400 SALARIES PROFES	617,552	0	617,552	812,188.60		-194,636.60	131.5%
70232297	512400 SAL MED/THERA S	181,751	0	181,751			181,751.00	0%
70232297	528800 PURCHASED SERVI	115,180	10,527	125,707	254,331.24	8,791.84	-137,416.28	209.3%
70232297	551000 EDUCATIONAL SUP	980	0	980			980.00	0%
70232597	528800 PURCHASED SERVI	80,700	0	80,700			80,700.00	0%
71232297	511300 SALARIES OPERAT	286,082	0	286,082	57,331.57		228,750.43	20.0%
71232297	511400 SALARIES PROFES	233,378	0	233,378	236,733.68		-3,355.68	101.4%
72322297	511400 SALARIES PROFES	110,524	0	110,524	110,523.92		0.08	100.0%
73232697	511300 SALARIES OPERAT	199,500	0	199,500	178,243.05		21,256.95	89.3%
73232697	511400 SALARIES TECHN	160,198	0	160,198	247,102.12		-86,904.12	154.2%
74232297	511300 SALARIES OPERAT	36,765	0	36,765			36,765.00	0%
74232297	511400 SALARIES PROFES	0	0	0	37,684.11		-37,684.11	100.0%
75232297	511300 SALARIES OPERAT	65,922	0	65,922	72,500.13		-6,578.13	110.0%
75232297	511400 SALARIES PROFES	142,137	0	142,137	150,694.96		-8,557.96	106.0%
76232297	511400 SALARIES PROFES	86,848	0	86,848	89,020.10		-2,172.10	102.5%
77232297	511300 SALARIES OPERAT	36,667	0	36,667	69,899.91		-33,232.91	190.6%
77232297	511400 SALARIES PROFES	77,627	0	77,627	80,521.48		-2,894.48	103.7%
78232297	511300 SALARIES OPERAT	36,667	0	36,667	16,829.87		19,837.13	45.9%
78232297	511400 SALARIES PROFES	151,981	0	151,981	134,917.14		17,063.86	88.8%

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79232297	511300 SALARIES OPERAT	11,926	0	11,926	.00	.00	11,926.00	.0%
79232297	511400 SALARIES PROFES	90,365	0	90,365	93,482.60	.00	-3,117.60	103.5%
	TOTAL MEDICAL/THERAPEUTIC SVS	3,196,695	10,527	3,207,222	2,997,883.24	8,791.84	200,546.72	93.7%
2325 SUBSTITUTES								
70239101	512400 TEACHER SUBSTIT	0	0	0	482,280.19	.00	-482,280.19	100.0%
71239101	512400 BH TEACHER SUBS	76,790	0	76,790	7,577.53	.00	69,212.47	9.9%
72239101	512400 BR TEACHER SUBS	50,911	0	50,911	8,244.00	.00	42,667.00	16.2%
73239101	512400 PRE TEACHERS SU	24,669	0	24,669	.00	.00	24,669.00	.0%
74239101	512400 JO TEACHER SUBS	23,497	0	23,497	.00	.00	23,497.00	.0%
75239101	512400 LJ TEACHER SUBS	99,827	0	99,827	111,062.72	.00	-11,235.72	111.3%
76239101	512400 MM TEACHER SUBS	54,828	0	54,828	17,943.00	.00	36,885.00	32.7%
77239101	512400 KN TEACHER SUBS	100,049	0	100,049	64,471.40	.00	35,577.60	64.4%
78239101	512400 WL TEACHER SUBS	110,991	0	110,991	146,645.34	.00	-35,654.34	132.1%
79239101	512400 HS TEACHER SUBS	205,835	0	205,835	163,469.30	.00	42,365.70	79.4%
	TOTAL SUBSTITUTES	747,397	0	747,397	1,001,693.48	.00	-254,296.48	134.0%
2330 PARAPROFESSIONALS/AIDES								
70233127	511300 SALARIES OPERAT	23,657	0	23,657	24,010.84	.00	-353.84	101.5%
70233297	512400 SUBSTITUTES	168,211	0	168,211	19,896.07	.00	148,314.93	11.8%
71230100	511400 SALARIES INSTRU	0	0	0	30,000.00	.00	-30,000.00	100.0%
71233100	511300 SALARIES OPERAT	2,187	0	2,187	9,417.45	.00	-7,230.45	430.6%
71233101	511300 SALARIES OPERAT	124,191	0	124,191	116,989.58	.00	7,201.42	94.2%
71233297	511300 SALARIES OPERAT	725,188	0	725,188	511,630.07	.00	213,557.93	70.6%
72233100	511300 SALARIES OPERAT	3,804	0	3,804	17,768.34	.00	-13,964.34	467.1%
72233101	511300 SALARIES OPERAT	69,616	0	69,616	36,742.64	.00	32,873.36	52.8%
72233297	511300 SALARIES OPERAT	345,998	0	345,998	193,437.15	.00	152,560.85	55.9%
72233396	511300 SALARIES OPERAT	30,283	0	30,283	.00	.00	30,283.00	.0%
73233697	511300 SALARIES OPERAT	199,358	0	199,358	147,197.27	.00	52,160.73	73.8%
74233100	511300 SALARIES OPERAT	3,965	0	3,965	15,496.92	.00	-11,531.92	390.8%
74233101	511300 SALARIES OPERAT	37,726	0	37,726	38,230.72	.00	-504.72	101.3%
74233297	511300 SALARIES OPERAT	145,867	0	145,867	77,966.15	.00	67,900.85	53.5%
75233100	511300 SALARIES OPERAT	4,005	0	4,005	33,721.44	.00	-29,716.44	842.0%
75233101	511300 SALARIES OPERAT	122,257	0	122,257	1,299.79	.00	120,957.21	1.1%
75233297	511300 SALARIES OPERAT	184,103	0	184,103	115,264.66	.00	68,838.34	62.6%
76233100	511300 SALARIES OPERAT	1,115	0	1,115	11,972.59	.00	-10,857.59	1073.8%

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76233101	511300 SALARIES OPERAT	73,769	0	73,769	41,445.75		32,323.25	56.2%
76233297	511300 SALARIES OPERAT	188,169	0	188,169	114,610.65		73,558.35	60.9%
77233100	511300 SALARIES OPERAT	26,868	0	26,868	58,750.39		-31,882.39	218.7%
77233101	511300 SALARIES OPERAT	11,213	0	11,213	30,658.34		-19,445.34	273.4%
77233297	511300 SALARIES OPERAT	318,442	0	318,442	197,000.98		121,441.02	61.9%
78233100	511300 SALARIES OPERAT	25,105	0	25,105	92,554.70		-67,449.70	368.7%
78233101	511300 SALARIES OPERAT	34,146	0	34,146	61,877.82		-27,731.82	181.2%
78233297	511300 SALARIES OPERAT	508,875	0	508,875	196,496.17		312,378.83	38.6%
79233100	511300 SALARIES OPERAT	652	0	652	5,574.58		-4,922.58	855.0%
79233101	511300 SALARIES OPERAT	47,570	0	47,570	216,716.96		-169,146.96	455.6%
79233297	511300 SALARIES OPERAT	614,868	0	614,868	295,608.63		319,259.37	48.1%
79233797	511300 SALARIES OPERAT	54,900	0	54,900	100,129.63		-45,229.63	182.4%
79233897	511300 SALARIES OPERAT	31,985	0	31,985	33,115.24		-1,130.24	103.5%
TOTAL PARAPROFESSIONALS/AIDES		4,128,093	0	4,128,093	2,845,581.52		1,282,511.48	68.9%
2340 LIBRARY MEDIA CENTER								
70234190	512300 SALARIES PART T	2,827	0	2,827	1,755.00		1,072.00	62.1%
71234190	511300 SALARIES OPERAT	33,797	0	33,797	35,518.40		-1,721.40	105.1%
7234190	511300 SALARIES OPERAT	33,797	0	33,797	37,718.73		-3,921.73	111.6%
74234190	511300 SALARIES OPERAT	27,037	0	27,037	14,359.31		12,677.69	53.1%
75234190	511300 SALARIES OPERAT	33,797	0	33,797	35,676.09		-1,879.09	105.6%
76234190	511300 SALARIES OPERAT	33,797	0	33,797	35,646.46		-1,849.46	105.5%
77234190	511300 SALARIES OPERAT	31,533	0	31,533	34,913.10		-3,380.10	110.7%
77234190	511400 SALARIES PROFES	116,505	0	116,505	110,523.92		5,981.08	94.9%
78234190	511300 SALARIES OPERAT	31,534	0	31,534	31,356.39		177.61	99.4%
78234190	511400 SALARIES PROFES	78,093	0	78,093	75,194.08		2,898.92	96.3%
79234190	511300 SALARIES OPERAT	71,936	0	71,936	51,407.87		20,528.13	71.5%
79234190	511400 SALARIES PROFES	106,799	0	106,799	107,931.98		-1,132.98	101.1%
TOTAL LIBRARY MEDIA CENTER		601,452	0	601,452	572,001.33		29,450.67	95.1%
2351 PROFESSIONAL DEV LEADERSHIP								
70251097	521700 DUES & MEMBERSH	750	0	750	979.00		-229.00	130.5%
70251097	521800 TRAINING & EDUC	20,158	0	20,158	29,546.77		-9,388.77	146.6%
70251138	511400 SALARIES PROFES	107,780	0	107,780	110,745.47		-2,965.47	102.8%
TOTAL PROFESSIONAL DEV LEADERSHIP		128,688	0	128,688	141,271.24		-12,583.24	109.8%

2357 PROFESSIONAL DEV STIPENDS

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70237138 521800 TRAINING & EDUC	500,500	18,932	519,432	446,339.52	1,943.72	71,148.47	86.3%
70237297 528800 PURCHASED SERVI	4,000	0	4,000	4,000.00	.00	.00	100.0%
TOTAL PROFESSIONAL DEV STIPENDS	504,500	18,932	523,432	450,339.52	1,943.72	71,148.47	86.4%
2410 TEXTBOOKS							
70241166 551000 EDUCATIONAL SUP	53,500	8,459	61,959	70,411.33	.00	-8,452.50	113.6%
71241101 551000 EDUCATIONAL SUP	20,500	0	20,500	18,294.80	.00	2,205.20	89.2%
71241132 551000 EDUCATIONAL SUP	12,000	0	12,000	11,235.19	.00	764.81	93.6%
72241101 551000 EDUCATIONAL SUP	11,862	0	11,862	11,816.05	.00	45.95	99.6%
72241132 551000 EDUCATIONAL SUP	12,000	0	12,000	12,293.15	.00	-293.15	102.4%
74241101 551000 EDUCATIONAL SUP	6,336	0	6,336	6,278.77	.00	57.23	99.1%
74241132 551000 TEXT/SOFTWARE R	10,530	0	10,530	8,814.35	991.65	724.00	93.1%
75241101 551000 EDUCATIONAL SUP	18,638	3,074	21,712	19,537.02	.00	2,174.78	90.0%
76241101 551000 EDUCATIONAL SUP	18,748	0	18,748	18,641.82	.00	106.18	99.4%
77241166 551000 EDUCATIONAL SUP	5,000	0	5,000	.00	.00	5,000.00	.0%
79241110 551000 EDUCATIONAL SUP	29,835	6,161	35,996	23,156.36	1,558.95	11,280.69	68.7%
79241114 551000 EDUCATIONAL SUP	22,000	1,490	23,490	20,328.64	1,170.32	1,990.85	91.5%
79241124 551000 EDUCATIONAL SUP	15,075	0	15,075	11,597.81	3,275.73	201.46	98.7%
79241132 551000 EDUCATIONAL SUP	1,200	1,196	2,396	2,308.22	.00	88.18	96.3%
79241134 551000 EDUCATIONAL SUP	15,000	0	15,000	14,821.99	.00	178.01	98.8%
79241136 551000 EDUCATIONAL SUP	16,000	0	16,000	14,187.25	.00	1,812.75	88.7%
TOTAL TEXTBOOKS	268,224	20,380	288,604	263,722.75	6,996.65	17,884.44	93.8%
2415 OTHER INST MATERIALS							
70248166 551000 EDUCATIONAL SUP	395,450	0	395,450	389,315.99	868.80	5,265.21	98.7%
70248297 551000 EDUCATIONAL SUP	50,000	524	50,524	56,944.26	.00	-6,420.68	112.7%
70248992 558000 SUPPLIES	25,000	815	25,815	30,344.15	.00	-4,529.15	117.5%
71248102 551000 EDUCATIONAL SUP	3,335	0	3,335	3,018.84	.00	316.16	90.5%
71248126 551000 EDUCATIONAL SUP	2,052	0	2,052	1,790.62	.00	261.38	87.3%
71248128 551000 EDUCATIONAL SUP	2,052	0	2,052	1,995.52	.00	56.48	97.2%
71248160 534300 PHOTOCOPYING	3,000	0	3,000	339.08	.00	2,660.92	11.3%
71248297 551000 EDUCATIONAL SUP	7,000	0	7,000	6,580.57	.00	419.43	94.0%
71248992 558000 SUPPLIES	7,000	0	7,000	2,179.00	.00	4,821.00	31.1%
72248128 551000 EDUCATIONAL SUP	7,092	0	7,092	2,062.36	.00	37.64	98.2%
72248160 534300 PHOTOCOPYING	7,092	0	7,092	7,027.79	.00	64.21	99.1%

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72248297	551000 EDUCATIONAL SUP	2,101	0	2,101	1,993.20	.00	107.80	94.9%
72248396	551000 EDUCATIONAL SUP	2,000	0	2,000	1,561.57	.00	438.43	78.1%
72248992	558000 SUPPLIES	1,000	0	1,000	3,137.00	.00	-2,137.00	313.7%
73248697	551000 EDUCATIONAL SUP	2,400	0	2,400	2,277.87	.00	1,122.13	53.2%
73248992	558000 SUPPLIES	3,500	37	3,537	2,794.13	.00	742.66	79.0%
74248128	551000 EDUCATIONAL SUP	704	0	704	597.57	.00	106.43	84.9%
74248160	534300 PHOTOCOPYING	6,364	0	6,364	4,292.77	1,848.97	222.26	96.5%
74248297	551000 EDUCATIONAL SUP	1,500	741	2,241	1,142.29	.00	1,098.34	51.0%
74248992	558000 SUPPLIES	2,050	0	2,050	767.04	.00	1,282.96	37.4%
75248102	551000 EDUCATIONAL SUP	3,600	0	3,600	2,866.30	91.40	642.30	82.2%
75248126	551000 EDUCATIONAL SUP	1,600	0	1,600	1,533.94	50.00	16.06	99.0%
75248128	551000 EDUCATIONAL SUP	1,600	0	1,600	1,396.83	.00	203.17	87.3%
75248160	534300 PHOTOCOPYING	10,550	0	10,550	4,291.17	6,000.00	258.83	97.5%
75248297	551000 EDUCATIONAL SUP	2,500	0	2,500	2,265.57	.00	234.43	90.6%
75248992	558000 SUPPLIES	2,500	0	2,500	876.04	.00	1,623.96	35.0%
76248102	551000 EDUCATIONAL SUP	2,665	0	2,665	2,615.63	.00	49.37	98.1%
76248126	551000 EDUCATIONAL SUP	1,640	0	1,640	1,134.51	.00	505.49	69.2%
76248128	551000 EDUCATIONAL SUP	1,640	0	1,640	1,677.57	.00	-37.57	102.3%
76248160	534300 PHOTOCOPYING	7,000	0	7,000	7,589.44	.00	-589.44	108.4%
76248297	551000 EDUCATIONAL SUP	1,000	0	1,000	751.04	78.39	170.57	82.9%
76248992	558000 SUPPLIES	7,000	0	7,000	5,513.11	.00	1,486.89	78.8%
77248102	551000 EDUCATIONAL SUP	10,000	0	10,000	9,193.96	.00	806.04	91.9%
77248110	551000 EDUCATIONAL SUP	7,500	0	7,500	7,391.13	.00	108.87	98.5%
77248114	551000 EDUCATIONAL SUP	5,000	0	5,000	4,494.33	.00	505.67	89.9%
77248120	551000 EDUCATIONAL SUP	8,000	0	8,000	8,096.50	.00	-96.50	101.2%
77248124	551000 EDUCATIONAL SUP	4,000	591	4,591	4,056.12	.00	534.60	88.4%
77248126	551000 EDUCATIONAL SUP	10,000	65	10,065	8,791.98	.00	1,273.02	87.4%
77248128	551000 EDUCATIONAL SUP	7,000	0	7,000	6,581.20	.00	418.80	94.0%
77248134	551000 EDUCATIONAL SUP	14,000	49	14,049	12,392.88	.00	1,656.02	88.2%
77248136	551000 EDUCATIONAL SUP	2,000	0	2,000	1,866.08	.00	133.92	93.3%
77248142	551000 EDUCATIONAL SUP	3,400	0	3,400	3,163.92	.00	236.08	93.1%
77248144	551000 EDUCATIONAL SUP	3,400	0	3,400	2,478.00	.00	922.00	72.9%
77248146	551000 EDUCATIONAL SUP	6,400	0	6,400	4,463.09	.00	1,936.91	69.7%
77248160	534300 PHOTOCOPYING	12,000	0	12,000	1,767.02	.00	10,232.98	14.7%
77248190	551000 EDUCATIONAL SUP	1,500	0	1,500	1,311.09	.00	188.91	87.4%
77248297	551000 EDUCATIONAL SUP	7,500	0	7,500	7,494.22	.00	5.78	99.9%
77248396	551000 EDUCATIONAL SUP	2,000	0	2,000	1,902.56	.00	97.44	95.1%
78248102	551000 EDUCATIONAL SUP	4,000	1,953	5,953	5,851.15	.00	101.85	98.3%
78248110	551000 EDUCATIONAL SUP	5,000	0	5,000	4,037.27	.00	962.73	80.7%
78248114	551000 EDUCATIONAL SUP	2,500	0	2,500	1,038.50	.00	1,461.50	41.5%
78248118	551000 INST MATERIAL T	3,000	519	3,519	3,067.20	.00	451.44	87.2%
78248120	551000 EDUCATIONAL SUP	5,000	1,675	6,675	6,080.56	.00	594.33	91.1%
78248124	551000 EDUCATIONAL SUP	2,000	216	2,216	1,829.37	.00	386.51	82.6%
78248126	551000 EDUCATIONAL SUP	10,000	3,475	13,475	11,608.95	337.83	1,528.61	88.7%

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78248128	551000 EDUCATIONAL SUP	10,000	0	10,000	9,147.68	.00	852.32	91.5%
78248134	551000 EDUCATIONAL SUP	5,000	1,022	6,022	5,219.55	19.31	783.43	87.0%
78248136	551000 EDUCATIONAL SUP	2,000	623	2,623	2,509.27	.00	113.57	95.7%
78248160	534300 PHOTOCOPYING	20,000	1,595	21,595	14,358.30	1,667.50	5,569.40	74.2%
78248297	551000 EDUCATIONAL SUP	9,000	930	9,930	9,211.46	.00	718.54	92.8%
78248102	551000 EDUCATIONAL SUP	58,340	951	59,291	46,297.32	13,384.44	-390.60	100.7%
78248110	551000 EDUCATIONAL SUP	1,200	0	1,200	1,196.67	.00	3.33	99.7%
78248114	551000 EDUCATIONAL SUP	10,000	392	10,392	9,143.65	.00	1,247.85	88.0%
78248124	551000 EDUCATIONAL SUP	16,192	3,208	19,400	16,165.01	.00	3,234.89	83.3%
78248126	551000 EDUCATIONAL SUP	66,650	135	66,785	65,367.87	217.50	1,199.26	98.2%
78248128	551000 EDUCATIONAL SUP	13,485	2,242	15,727	16,181.58	.00	-455.00	102.9%
78248129	551000 EDUCATIONAL SUP	1,550	0	1,550	1,179.34	.00	370.66	76.1%
78248132	551000 EDUCATIONAL SUP	45,750	0	45,750	42,889.56	.00	2,860.44	93.8%
78248134	551000 EDUCATIONAL SUP	6,500	11,461	17,961	1,194.55	.00	5.45	99.5%
78248136	551000 EDUCATIONAL SUP	15,000	0	15,000	4,583.11	.00	1,916.89	70.5%
78248160	534300 PHOTOCOPYING	2,500	540	3,040	2,423.92	.00	10,150.18	32.3%
78248297	551000 EDUCATIONAL SUP	9,500	0	9,500	5,059.02	530.00	3,910.98	58.8%
78248396	551000 EDUCATIONAL SUP	15,800	0	15,800	2,837.31	.00	12,962.69	18.0%
78248797	551000 EDUCATIONAL SUP	10,000	151	10,151	7,908.45	359.54	1,882.67	81.5%
78248897	551000 GENERAL	107,333	306	107,639	97,529.57	468.46	9,640.55	91.0%
TOTAL OTHER INST MATERIALS		1,131,195	34,212	1,165,407	1,045,882.86	25,922.14	93,602.26	92.0%
2420 INSTRUCTIONAL EQUIPMENT								
70242297	587000 REPLACEMENT EQU	10,000	0	10,000	11,747.94	.00	-1,747.94	117.5%
7242101	585300 EQUIPMENT REPLA	6,000	0	6,000	5,581.51	.00	418.49	93.0%
73242697	551000 EDUCATIONAL SUP	1,290	0	1,290	1,363.22	.00	-73.22	105.7%
75242101	585300 EQUIPMENT REPLA	1,200	0	1,200	728.01	.00	471.99	60.7%
77242101	585300 EQUIPMENT REPLA	21,000	0	21,000	14,987.03	.00	6,012.97	71.4%
78242101	585300 EQUIPMENT REPLA	33,000	10,152	43,152	23,025.94	16,868.00	3,257.66	92.5%
79242101	585300 EQUIPMENT REPLA	0	0	0	4,008.14	.00	-4,008.14	100.0%
TOTAL INSTRUCTIONAL EQUIPMENT		72,490	10,152	82,642	61,441.79	16,868.00	4,331.81	94.8%
2430 GENERAL SUPPLIES								
71243101	551000 EDUCATIONAL SUP	41,040	0	41,040	36,334.48	.00	4,705.52	88.5%
71243190	558000 LIBRARY SUPPLIE	2,052	0	2,052	1,862.84	.00	189.16	90.8%

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72243101	551000 EDUCATIONAL SUP	42,000	0	42,000	39,013.69	2,158.43	827.88	98.0%
72243102	551000 EDUCATIONAL SUP	3,413	94	3,507	3,136.66	.00	370.02	89.4%
72243126	551000 EDUCATIONAL SUP	2,100	0	2,100	2,100.00	.00	.00	100.0%
72243190	558000 LIBRARY SUPPLIE	2,100	0	2,100	2,048.78	.00	51.22	97.6%
73243601	551000 EDUCATIONAL SUP	10,500	0	10,500	9,731.65	.00	768.35	92.7%
74243101	551000 INSTRUCTIONAL S	14,080	2,134	16,214	14,950.19	563.34	700.22	95.7%
74243102	551000 INSTRUCTIONAL T	1,144	0	1,144	24.98	24.98	1,094.04	4.4%
74243115	551000 INSTRUCT MATERIA	1,400	0	1,400	1,025.00	.00	375.00	73.2%
74243126	551000 INSTRUCT MATERIA	704	0	704	280.57	.00	423.43	39.9%
74243190	558000 INSTRUCTIONAL M	0	240	240	239.78	.00	.00	100.0%
75243101	551000 EDUCATIONAL SUP	32,000	1,415	33,415	29,329.94	.00	4,084.94	87.8%
75243190	558000 LIBRARY SUPPLIE	0	204	204	203.55	.00	.00	100.0%
76243101	551000 EDUCATIONAL SUP	32,800	0	32,800	30,891.49	636.36	1,272.15	96.1%
76243190	558000 LIBRARY SUPPLIE	17,834	0	17,834	1,311.28	.00	328.72	80.0%
77243101	551000 EDUCATIONAL SUP	8,000	0	8,000	14,942.54	.00	2,891.46	83.8%
77243190	558000 LIBRARY MATERIA	20,000	0	20,000	8,129.46	.00	-129.46	101.6%
78243101	551000 EDUCATIONAL SUP	10,000	45	10,045	16,930.58	528.93	2,540.49	87.3%
78243190	558000 LIBRARY MATERIA	44,060	2,390	46,450	9,633.29	16.26	395.44	96.1%
					32,042.41	.00	14,407.32	69.0%
	TOTAL GENERAL SUPPLIES	286,867	6,520	293,387	254,163.16	3,928.30	35,295.90	88.0%
2440 OTH INSTRUCTIONAL SVS								
70244100	528800 PURCHASED SERVI	202,600	0	202,600	310,508.00	.00	-107,908.00	153.3%
70244215	551000 PPS FIELD TRIPS	450	0	450	450.00	.00	.00	100.0%
71244115	551000 EDUCATIONAL SUP	9,000	0	9,000	7,876.00	.00	1,124.00	87.5%
75244115	551000 LJ INSTRUCT SERV	1,600	0	1,600	1,526.15	72.50	1.35	99.9%
78244115	551000 EDUCATIONAL SUP	10,000	0	10,000	4,211.92	.00	5,788.08	42.1%
79244164	551000 EDUCATIONAL SUP	12,122	2,500	14,622	9,631.31	781.96	4,208.73	71.2%
	TOTAL OTH INSTRUCTIONAL SVS	235,772	2,500	238,272	334,203.38	854.46	-96,785.84	140.6%
2451 CLASSROOM INST TECHNOLOGY								
75245908	551000 EDUCATIONAL SUP	1,600	-1,600	0	.00	.00	.00	.0%
75245908	585300 EQUIPMENT REPLA	0	1,600	1,600	833.00	.00	767.00	52.1%
77245908	551000 EDUCATIONAL SUP	2,500	0	2,500	709.74	.00	1,790.26	28.4%
	TOTAL CLASSROOM INST TECHNOLOGY	4,100	0	4,100	1,542.74	.00	2,557.26	37.6%

2710 GUIDANCE/SOCIAL WORK

TOWN OF NATICK

YTD REPORT - FY23 CLOSE DESE FUNNCTION

FOR 2023 13

ACCOUNTS FOR: 0001	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
71271194	511400 SALARIES PROFES	90,479	0	90,479	149,592.84		-59,113.84	165.3%
72271194	511400 SALARIES PROFES	73,531	0	73,531	70,190.12		3,340.88	95.5%
72271194	511000 EDUCATIONAL SUP	500	0	500	35.39		464.61	7.1%
74271194	511400 SALARIES PROFES	57,760	0	57,760	108,054.12		-50,294.12	187.1%
74271194	511000 EDUCATIONAL SUP	352	0	352	.00		352.00	.0%
75271194	511400 SALARIES PROFES	149,994	0	149,994	151,577.60		-1,583.60	101.1%
75271194	511000 EDUCATIONAL SUP	1,600	0	1,600	263.58	3,856.00	-2,519.58	257.5%
76271194	511400 SALARIES PROFES	75,368	0	75,368	137,439.39		-62,071.39	182.4%
76271194	511000 EDUCATIONAL SUP	1,435	0	1,435	1,424.13		10.87	99.2%
77271194	511400 SALARIES PROFES	348,271	0	348,271	359,125.23		-10,854.23	103.1%
77271194	511500 SALARIES CLERIC	1,500	0	1,500	.00		1,500.00	.0%
77271194	511000 EDUCATIONAL SUP	0	0	0	1,406.03		-1,406.03	100.0%
77271294	511400 SALARIES PROFES	0	0	0	63,643.79		-63,643.79	100.0%
78271194	511400 SALARIES PROFES	341,185	0	341,185	360,642.51		-19,457.51	105.7%
78271194	511500 SALARIES CLERIC	6,000	-6,000	0	.00		.00	.0%
78271194	511000 EDUCATIONAL SUP	0	6,338	6,338	2,952.98		3,385.08	46.6%
78271294	511400 SALARIES PROFES	106,799	0	106,799	102,690.90		4,108.10	96.2%
79271194	511400 SALARIES PROFES	720,338	0	720,338	711,308.98		9,029.02	98.7%
79271194	511500 SALARIES CLERIC	133,405	0	133,405	135,714.37		-2,309.37	101.7%
79271194	511000 EDUCATIONAL SUP	11,900	0	11,900	9,594.86	50.00	2,255.14	81.0%
79271294	511400 SALARIES PROFES	242,273	0	242,273	228,727.40		13,545.60	94.4%
79271794	511400 SALARIES PROFES	114,258	0	114,258	109,386.94		4,871.06	95.7%
TOTAL GUIDANCE/SOCIAL WORK		2,476,948	338	2,477,286	2,703,771.16	3,906.00	-230,391.10	109.3%
2720 TESTING & ASSESSMENT								
70272112	528800 PURCHASE OF SER	175,300	0	175,300	104,044.18		71,255.82	59.4%
70272212	530600 PROFESSIONAL SV	5,800	0	5,800	4,895.00		905.00	84.4%
70272212	551000 EDUCATIONAL SUP	20,000	0	20,000	22,689.68		-2,689.68	113.4%
TOTAL TESTING & ASSESSMENT		201,100	0	201,100	131,628.86	.00	69,471.14	65.5%
2800 PSYCHOLOGICAL SERVICES								
70280131	511400 SALARIES PROFES	172,175	0	172,175	184,492.26		-12,317.26	107.2%
71280131	511400 SALARIES PROFES	198,755	0	198,755	191,110.12		7,644.88	96.2%
72280131	511400 SALARIES PROFES	72,471	0	72,471	72,869.20		-398.20	100.5%
74280131	511400 SALARIES PROFES	51,973	0	51,973	45,287.59		6,685.41	87.1%

TOWN OF NATICK

YTD REPORT - FY23 CLOSE DESE FUNNCTION

FOR 2023 13

ACCOUNTS FOR: 0001	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
75280131	511400 SALARIES PROFES	101,823	0	101,823	.00	.00	101,823.00	.0%
76280131	511400 SALARIES PROFES	221,483	0	221,483	154,058.48	.00	67,424.52	69.6%
77280131	511400 SALARIES PROFES	150,991	0	150,991	102,190.92	.00	48,800.08	67.7%
78280131	511400 SALARIES PROFES	191,230	0	191,230	195,794.04	.00	-4,564.04	102.4%
79280131	511400 SALARIES PROFES	234,146	0	234,146	208,661.12	.00	25,484.88	89.1%
TOTAL PSYCHOLOGICAL SERVICES		1,395,047	0	1,395,047	1,154,463.73	.00	240,583.27	82.8%
3100 ATTENDANCE								
70310000	530600 PROFESSIONAL SE	17,000	2,674	19,674	18,720.18	2,395.00	-1,441.68	107.3%
TOTAL ATTENDANCE		17,000	2,674	19,674	18,720.18	2,395.00	-1,441.68	107.3%
3200 MEDICAL/HEALTH SERVICES								
70320000	511400 SALARIES PROFES	1,253,725	0	1,253,725	1,103,473.69	.00	150,251.31	88.0%
70320000	512400 NURSE SUBSTITUT	19,581	0	19,581	28,475.12	.00	-8,894.12	145.4%
70320000	528000 PURCHASED SERVI	124,000	11,600	135,600	113,213.22	24,400.00	-2,013.22	101.5%
70320000	550100 HEALTH	18,140	0	18,140	16,952.37	.00	1,187.63	93.5%
TOTAL MEDICAL/HEALTH SERVICES		1,415,446	11,600	1,427,046	1,262,114.40	24,400.00	140,531.60	90.2%
3300 TRANSPORTATION								
70330184	511500 SALARIES CLERIC	66,702	0	66,702	47,672.96	.00	19,029.04	71.5%
70330184	533500 TRANSPORTATION	1,313,940	0	1,313,940	1,390,039.97	.00	-76,099.97	105.8%
70330184	533900 MCKINNEY-VENTO	165,000	1,016	166,016	386,495.00	.00	-220,479.50	232.8%
70330297	533500 TRANSPORTATION	1,740,729	1,267	1,741,996	1,472,864.59	131,690.96	137,440.16	92.1%
TOTAL TRANSPORTATION		3,286,371	2,282	3,288,653	3,297,072.52	131,690.96	-140,110.27	104.3%
3510 ATHLETIC DEPARTMENT								
79351181	511200 SALARIES SUPERV	134,035	0	134,035	142,460.05	.00	-8,425.05	106.3%
79351181	511300 SALARIES OPERAT	566,460	0	566,460	710,826.35	.00	-144,366.35	125.5%

TOWN OF NATICK

YTD REPORT - FY23 CLOSE DESE FUNNCTION

FOR 2023 13

ACCOUNTS FOR: 0001 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
79351181 511500 SALARIES CLERIC	64,274	0	64,274	62,402.60	.00	1,871.40	97.1%
79351181 558800 SUPPLIES ATHLET	90,000	0	90,000	216,840.00	.00	-126,840.00	240.9%
TOTAL ATHLETIC DEPARTMENT	854,769	0	854,769	1,132,529.00	.00	-277,760.00	132.5%
3520 OTHER STUDENT ACTIVITIES							
77352101 511400 SALARIES OPERAT	45,536	0	45,536	56,976.51	.00	-11,440.51	125.1%
78352101 511400 SALARIES OPERAT	43,344	0	43,344	59,912.06	.00	-16,568.06	138.2%
79352000 511300 SALARIES OPERAT	71,555	0	71,555	59,713.34	.00	11,841.66	83.5%
79352101 511400 SALARIES OPERAT	57,680	0	57,680	208,423.93	.00	-150,743.93	361.3%
79352172 548600 SUPPLIES	19,679	0	19,679	18,878.13	.00	800.87	95.9%
TOTAL OTHER STUDENT ACTIVITIES	237,794	0	237,794	403,903.97	.00	-166,109.97	169.9%
4110 CUSTODIAL SERVICES							
70411000 514300 SALARIES OPERAT	0	0	0	60,000.00	.00	-60,000.00	100.0%
70411000 558700 CUSTODIAL SUPPL	209,000	10,092	219,092	220,773.64	1,285.50	-2,966.99	101.4%
TOTAL CUSTODIAL SERVICES	209,000	10,092	219,092	280,773.64	1,285.50	-62,966.99	128.7%
4120 MAINTENANCE SERVICES							
70412000 521400 HEAT (OIL & GAS	411,000	442	411,442	320,931.69	747.90	89,762.07	78.2%
TOTAL MAINTENANCE SERVICES	411,000	442	411,442	320,931.69	747.90	89,762.07	78.2%
4130 EQUIPMENT REPAIR/REPLACE							
70413000 521100 ELECTRICITY	1,145,128	62,145	1,207,273	1,040,088.73	171,320.96	-4,137.10	100.3%
70413000 521500 TELEPHONE	78,000	208	78,208	76,493.38	733.35	981.62	98.7%
TOTAL EQUIPMENT REPAIR/REPLACE	1,223,128	62,353	1,285,481	1,116,582.11	172,054.31	-3,155.48	100.2%
4220 MAINTENANCE OF BUILDINGS							
70422000 520200 GENERAL MAINTEN	171,764	60,325	232,089	419,419.97	2,330.00	-189,660.68	181.7%

TOWN OF NATICK

YTD REPORT - FY23 CLOSE DESE FUNNCTION

FOR 2023 13

ACCOUNTS FOR: 0001 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
70422000 522900 GLASS	10,000	100	10,100	4,967.14	.00	5,133.31	49.2%
70422000 523000 ROOF	10,000	0	10,000	13,780.00	.00	-3,780.00	137.8%
70422000 523100 PAINTING	8,000	0	8,000	1,758.95	.00	6,241.05	22.0%
70422000 523200 PLUMBING	30,000	509	30,509	35,861.86	2,440.29	-7,793.60	125.5%
70422000 523300 ELECTRICAL REPA	75,000	17,755	92,755	82,472.17	.00	10,282.98	88.9%
70422000 523400 HVAC	120,000	7,407	127,407	123,782.15	.00	3,624.47	97.2%
70422000 523500 BOILERS	30,000	0	30,000	24,649.48	.00	5,350.52	82.2%
TOTAL MAINTENANCE OF BUILDINGS	454,764	86,096	540,860	706,691.72	4,770.29	-170,601.95	131.5%
4225 BUILDING SECURITY SYSTEM							
70425000 523600 ALARMS	40,000	3,706	43,706	28,344.06	21,218.24	-5,856.30	113.4%
TOTAL BUILDING SECURITY SYSTEM	40,000	3,706	43,706	28,344.06	21,218.24	-5,856.30	113.4%
4230 MAINTENANCE OF EQUIPMENT							
70423000 548400 VEHICLE SUPPLIE	8,000	0	8,000	1,920.19	.00	6,079.81	24.0%
TOTAL MAINTENANCE OF EQUIPMENT	8,000	0	8,000	1,920.19	.00	6,079.81	24.0%
4400 NETWORKING & TELECOMMUNICATION							
70440908 511300 SALARIES OPERAT	291,946	0	291,946	168,549.66	.00	123,396.34	57.7%
70440908 528800 PURCHASE OF SER	401,746	68,800	470,546	439,098.99	184.94	31,262.51	93.4%
70440908 583900 SOFTWARE SYSTEM	187,100	0	187,100	79,576.56	.00	107,523.44	42.5%
70440908 584000 LAN/WAN MAINTEN	242,000	10,068	252,068	196,517.30	.00	55,550.90	78.0%
TOTAL NETWORKING & TELECOMMUNICATION	1,122,792	78,869	1,201,661	883,742.51	184.94	317,733.19	73.6%
5100 EMPLOYEE RETIREMENT							
70510000 517012 LIUNA PENSION C	12,954	0	12,954	3,235.20	.00	9,718.80	25.0%
TOTAL EMPLOYEE RETIREMENT	12,954	0	12,954	3,235.20	.00	9,718.80	25.0%
5150 EE SEPARATION COSTS							

TOWN OF NATICK

YTD REPORT - FY23 CLOSE DESE FUNNCTION

FOR 2023 13

ACCOUNTS FOR: 0001 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
70515100 511400 SICK BUY BACK	44,190	0	44,190	.00	.00	44,190.00	.0%
TOTAL EE SEPARATION COSTS	44,190	0	44,190	.00	.00	44,190.00	.0%
6200 COMMUNITY SERVICES							
70620000 511400 SALARIES TECHNI	22,552	0	22,552	30,649.52	.00	-8,097.52	135.9%
TOTAL COMMUNITY SERVICES	22,552	0	22,552	30,649.52	.00	-8,097.52	135.9%
7400 REPLACEMENT OF EQUIPMENT							
70740101 585300 EQUIPMENT REPLA	300,000	60,040	360,040	289,132.75	91,773.79	-20,866.47	105.8%
TOTAL REPLACEMENT OF EQUIPMENT	300,000	60,040	360,040	289,132.75	91,773.79	-20,866.47	105.8%
9100 MA PUBLIC TUITION							
70910100 535500 TUITION SPECIAL	117,200	0	117,200	179,517.00	.00	-62,317.00	153.2%
70910297 535500 TUITION SPECIAL	65,299	0	65,299	.00	.00	65,299.00	.0%
TOTAL MA PUBLIC TUITION	182,499	0	182,499	179,517.00	.00	2,982.00	98.4%
9300 NON-PUBLIC TUITION							
70930297 535500 TUITION SPECIAL	2,763,117	197,548	2,960,665	3,490,575.83	394,127.53	-924,038.05	131.2%
TOTAL NON-PUBLIC TUITION	2,763,117	197,548	2,960,665	3,490,575.83	394,127.53	-924,038.05	131.2%
9310 TUITION NON-PUBLIC RESIDENTIAL							
70931297 535500 TUITION SPECIAL	630,522	0	630,522	863,762.49	.00	-233,240.49	137.0%
TOTAL TUITION NON-PUBLIC RESIDENTIAL	630,522	0	630,522	863,762.49	.00	-233,240.49	137.0%

TOWN OF NATICK

YTD REPORT - FY23 CLOSE DESE FUNNCTION

FOR 2023 13

ACCOUNTS FOR: 0001	GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
9400 TUITION OUT COLLABORATAIVE								
70940297	535500 TUITION SPECIAL	15,054	155,412	170,466	68,491.38	4,595.44	97,378.78	42.9%
	TOTAL TUITION OUT COLLABORATAIVE	15,054	155,412	170,466	68,491.38	4,595.44	97,378.78	42.9%
	TOTAL GENERAL FUND	79,000,000	800,462	79,800,462	78,850,870.76	928,362.86	21,228.60	100.0%
	TOTAL EXPENSES	79,000,000	800,462	79,800,462	78,850,870.76	928,362.86	21,228.60	

Natick Public Schools

FY23 Grant Fund Summary

4th Quarter and Unaudited Close Out

1/0/1900 0:00 Run Date

GRANTS	DESE Fund	G/L Acct	Grant Awarded Amount	Edgrant made MTRS payment	FY22 YTD Rev	FY22 YTD exp	YTD Ending FY22 Balance	FY23 YTD Revenue	FY23 YTD Expense	6/30/2023 FY23 Ending Balance	Grant Closed Date
FY21 & FY22 GRANTS (FEDERAL)											
FY21 ESSER II	115	152421	\$454,968		421,359	298,012	123,347	-	166,956	(43,609)	8/22/2023
FY22 ESSER III	119	153022	\$1,022,514	10,008	102,251	274,504	(172,253)	315,324	730,313	(587,242)	8/29/2023
FY22 Title II	140	150822	\$85,836		8,508	43,785	(35,277)	76,917	41,641	(1)	5/31/2023
FY22 Title III	180	151722	\$26,952	1,570	4,692	22,266	(17,574)	17,574	894	(894)	8/16/2023
FY22 Title IV	309	150922	\$10,000		1,000	9,366	(8,366)	9,000	634	-	2/27/2022
FY22 SPED IDEA 94-142	240	150122	\$1,329,144		888,815	875,281	13,534	434,706	449,073	(833)	
FY22 SPED ECSE	262	150522	\$33,857		24,529	24,860	(331)	9,474	8,849	294	
FY22 Sped Corrective Action	252	152722	\$305,273		220,347	278,623	(58,276)	84,926	22,952	3,698	
FY22 Kindergarten Curr Dev	264	152822	\$28,447		22,868	29,988	(7,120)	5,579	(1,541)	-	
FY23 GRANTS (FEDERAL)											
FY23 Title I	305	15072023	\$464,052	4,650	-	-	-	200,221	239,356	(39,155)	
FY23 Title II	140	15082023	\$86,906	2,880	-	-	-	8,609	83,467	(74,858)	
FY23 Title III	180	15172023	\$25,166	1,631	-	-	-	2,516	-	2,516	
FY23 Title IV	309	15092023	\$14,772		-	-	-	1,477	-	1,477	
FY23 Evaluate & Select HQIM	161	10282023	\$36,070		-	-	-	3,607	33,099	(29,492)	8/22/2023
FY23 SPED IDEA 94-142	240	15330240	\$1,367,274		-	-	-	867,996	1,046,664	(178,668)	
FY23 SPED ECSE	262	15330262	\$35,837		-	-	-	20,815	25,321	(4,506)	
FY23 GRANTS (STATE)											
FY23 Influence 100	329	10292023	\$1,000		-	-	-	1,000	1,000	-	7/20/2023
FY23 Earmark -Student Attendance Review	195	10252023	\$71,429		-	-	-	7,142	71,429	(64,287)	8/16/2023
FY23 MyCap (Grace Magley)	598	10272023	\$9,000		-	-	-	900	6,403	(5,593)	8/15/2023
FY23 METCO	317	10042300	\$411,772		-	-	-	239,517	410,914	(171,397)	8/22/2023
FY23 METCO Supplemental	317	10042301	\$28,000		-	-	-	28,000	28,000	-	2/1/2023
FY23 METCO-Supplemental Spec Ed	318	10042302	\$31,990		-	-	-	31,990	31,990	-	8/4/2023
FY23 Teacher Diversity	253	10262023	\$23,769		-	-	-	2,376	23,754	(21,378)	8/16/2023
FY23 Teacher Diversity Summer Pack	216	10240300	\$16,058		-	3,589	(3,589)	15,354	11,765	0	12/21/2022
FY23 GRANTS (PRIVATE)											
FY23 TIDES (Grace Magley)	N/A	06532023	\$4,500		-	-	-	4,500	900	3,600	
Total Grant Expenditures									3,433,832		

Money has been received thru Vendor Web, waiting for Treasurer's office to post

Denotes Special Education Program grants

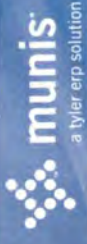
Massachusetts Department of Elementary and Secondary Education

FY23 Grant Revenues Reported on the End of Year Financial Report (reflecting final draw downs as of September 8, 2023)

LEA	District	Type	Approp. No.	Fund C Project No.	Grant name	General education	Special education	Occupational day	Undistributed	Adult education	Grant total
0198	Natick	Federal	7043-1001	305 305-694181-2023-0198	Title I Distribution	\$260,933					\$260,933
0198	Natick	Federal	7043-2001	140 140-558302-2022-0198	Teacher Quality				\$67,516		\$67,516
0198	Natick	Federal	7043-2001	140 140-694182-2023-0198	Teacher Quality				\$83,467		\$83,467
0198	Natick	Federal	7043-3001	180 180-558303-2022-0198	LEP Support				\$3,116		\$3,116
0198	Natick	Federal	7043-3001	180 180-694183-2023-0198	LEP Support				\$4,147		\$4,147
0198	Natick	Federal	7043-4004	309 309-558304-2022-0198	Student Support and Academic Enrichment Grant				\$9,000		\$9,000
0198	Natick	Federal	7043-4004	309 309-694184-2023-0198	Student Support and Academic Enrichment Grant				\$1,477		\$1,477
0198	Natick	Federal	7043-7001	240 240-575070-2022-0198	Sped 94-142 Allocation		\$427,946				\$427,946
0198	Natick	Federal	7043-7001	240 240-710543-2023-0198	Sped 94-142 Allocation		\$1,179,268				\$1,179,268
0198	Natick	Federal	7043-7002	262 262-575072-2022-0198	Sped Early Childh'd Alloc		\$9,143				\$9,143
0198	Natick	Federal	7043-7002	262 262-710544-2023-0198	Sped Early Childh'd Alloc		\$25,073				\$25,073
0198	Natick	Federal	7060-1000	115 115-501738-2021-0198	ESSER II				\$43,609		\$43,609
0198	Natick	Federal	7060-1000	119 119-583109-2022-0198	ESSER III				\$910,255		\$910,255
0198	Natick	Federal	7060-1000	161 161-769277-2023-0198	HQIM Network Support				\$36,070		\$36,070
0198	Natick	Federal	7060-7003	252 252-575074-2022-0198	Sped Corrective Action		\$60,027				\$60,027
0198	Natick	Federal	7060-7004	264 264-575075-2022-0198	Kindergarten Curr Dev		\$3,505				\$3,505
0198	Natick	State	7009-6600	598 598-772601-2023-0198	MyCap (State)				\$6,403		\$6,403
0198	Natick	State	7010-0012	317 317-688261-2023-0198	Racial Imbalance (Metro)				\$28,000		\$28,000
0198	Natick	State	7010-0012	317 317-678081-2023-0198	Racial Imbalance (Metro)				\$411,772		\$411,772
0198	Natick	State	7010-0012	318 318-777650-2023-0198	Racial Imbalance (Metro) Supp Special Ed				\$31,990		\$31,990
0198	Natick	State	7061-9408	216 216-684819-2023-0198	Teacher Diversification Pilot Program				\$15,354		\$15,354
0198	Natick	State	7061-9408	329 329-774895-2023-0198	Influent 100				\$1,000		\$1,000
0198	Natick	State	7010-1192	195 195-693548-2023-0198	Student Attendance Review				\$71,429		\$71,429
0198	Natick	Private	1599-2056	253 253-771564-2023-0198	Teacher Diversification				\$23,754		\$23,754
0198	Natick					\$260,933	\$1,704,962		\$1,748,359		\$3,714,254

TOWN OF NATICK

YTD REPORT - FY23 CLOSE



FOR 2023 13

ACCOUNTS FOR: 150/	TITLE I	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
15072023	FY23 TITLE PART A - 305	0	0	0	39,135.47	.00	-39,135.47	100.0%
	TOTAL TITLE I	0	0	0	39,135.47	.00	-39,135.47	100.0%
	TOTAL REVENUES	0	0	0	-200,221.00	.00	200,221.00	
	TOTAL EXPENSES	0	0	0	239,356.47	.00	-239,356.47	
	PRIOR FUND BALANCE				-86,134.52			
	CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				43,776.96			
	REVISED FUND BALANCE				-42,357.56			

Final Financial Report

Note: All fields prefaced with an asterisk (*) are mandatory and must be completed.

All sections of this report must be completed and the report submitted within 60 days from the end date of the Grant. Grant recipients should file their reports after reconciling carefully all figures with their city auditor, town accountant, or agency business manager.

Name of Grant Program: ESSER II Funds

Fund Code: 115

Fiscal Year: 2021

Grant Recipient: Natick

Address 1: 13 East Central Street

Address 2:

City: Natick

State: Massachusetts

ZIP Code: 01760

Project Number: 115-501738-2021-0198

Expenditure Grid

Line Item	Current Approved Budget	Funds Expended	Balance Unexpended	Percentage (%)	Issue Message
Administrators	\$155,596.00	\$155,596.19	\$0.00	0.00%	
Professional Staff	\$127,316.00	\$127,316.31	\$0.00	0.00%	
Support Staff	\$0.00		\$0.00	0.00%	
Stipends	\$0.00		\$0.00	0.00%	
Fringe MTRS	\$0.00		\$0.00	0.00%	
Other Fringe Benefits	\$0.00		\$0.00	0.00%	
Contractual Services	\$64,085.00	\$64,099.50	<i>Report Flow</i> \$64,085.00	100.00%	
Supplies and Materials	\$0.00		\$0.00	0.00%	
Travel	\$0.00		\$0.00	0.00%	
Other Costs	\$117,971.00	\$117,956.00	<i>Report Flow</i> \$15.00	0.01%	
Indirect Costs			\$0.00	0.00%	
Equipment	\$0.00		\$0.00	0.00%	
Total	\$464,968.00	\$464,968.00	\$64,100.00		

Cash Balance	
Funds Received	\$464,968.00
ESE Portion MTRS	\$0.00
Total Funds Received	\$464,968.00
Funds Expended	\$464,968.00
Unexpended Cash Balance	\$0.00

Person Completing Report

If the amount entered in the Funds Expended column are greater than a 10% difference from the Current Approved Budget amount, an amendment will be required. Please send a request for amendment to the appropriate program staff. Please find all the contact information for each of the grant programs under the Contact Us option on the left hand navigation menu.

Name: Marie Vasselin

Title: Budget Financial Analyst

Phone: 508-647-6400 ext 1475

Email Address: mvasselin@natickps.org

Final Financial Report Summary

Budget Balance

Total Budgeted	\$464,968.00
Total Expended	\$464,968.00
Total Unexpended Budgeted	\$64,100.00

Cash Balance

Funds Received	\$464,968.00
ESE Portion MTRS	\$0.00
Total Funds Received	\$464,968.00
Total Funds Expended	\$464,968.00
Unexpended Cash Balance	\$0.00

Authorized Representative Approving Report

Name: Bella Wong

Title: Superintendent

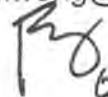
Phone: (508) 647-6400

Extension:

Email: belwong@natickps.org

Signature:

Date Signed:


 8/22/23

Please export this report to PDF, sign and scan as a PDF. Attach the PDF in the attachments list section of this report

Project Record Card

Total Funds Requested: \$464,968

MTRS Payment Date: 01/29/2021

MTRS Payment Amount: \$0

Amount Paid: \$464,968

Balance to Pay: \$0

Submission Name	Payment Amount	Payment Approval Date	Doc Id
01 Initial Payment	\$46,496	04/12/2021	INTF969G202110311081
17 April Year 2 Payment Request	\$374,863	04/30/2022	INTF969G202112221000
34 July Year 3 AP Payment Request	\$43,609	07/20/2023	INTF969G202120231020

✓
Ties
w/ DESE
Summary
for FY23

3 Years of Revenue

Payment Number: 206A3005127

Payment Date: 7/26/2023

Department	Payment Ref. #	Contract Number	Line Amount	Check Amount
DOE - DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION	115-501738-2021-0198-3.0	INTF989G202108111192	\$43,809.00	\$43,809.00
Check Description: FY21 ESSERII 115-501738-2021-0198				
			Penalty Interest Amount:	-
DOE - DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION	119-583109-2022-0198-6.0	INTF989A202235111095	\$584,921.00	\$584,921.00
Check Description: FY22 ESSER 119-583109-2022-0198				

Waiting for \$43,609 to post in Revenue

TOWN OF NATICK

ACCOUNT INQUIRY



Org	Object Description	2023 Actual	2022 Actual	2021 Actual	Life Actual
152421	458000 ESSER II FED REVENUE	0.00	-374,863.00	-46,496.00	0.00
152421	511300 SALARIES OPERATIONAL STAFF	155,596.19	0.00	0.00	0.00
152421	511400 SALARIES TECHNICAL/PROFESSNL	1,245.09	126,071.22	0.00	0.00
152421	517010 INSURANCE GRP HLTH/LIFE	0.00	0.00	0.00	0.00
152421	517110 MASS TEACHER RETIREMENT	0.00	0.00	0.00	0.00
152421	520308 CONTRACTUAL SERVICES	6,514.63	57,584.87	0.00	0.00
152421	520900 OTHER COSTS	3,600.00	114,336.00	0.00	0.00
152421	558000 SUPPLIES	0.00	0.00	0.00	0.00
152421	570300 FICA/MEDICARE	0.00	0.00	0.00	0.00
152421	570600 INSURANCE GRP HLTH/LIFE	0.00	0.00	0.00	0.00

JUL Rev Bud	Total: 0.00
JUL Act Bud	Total: 0.00
JUL Enc Bud	Total: 0.00
JUL Available	Total: 0.00
2023 Revised Budget	Total: 0.00
2023 Actual	Total: 166,955.91
2023 Encumbrances/Requisitions	Total: -49.50
2023 Available	Total: -166,906.41
2023 Original Budget	Total: 0.00
2022 Revised Budget	Total: 0.00
2022 Actual	Total: 0.00
2022 Encumbrances	Total: -76,850.91
2022 Available	Total: 49.50
2022 Original Budget	Total: 76,801.41
2021 Revised Budget	Total: 0.00
2021 Actual	Total: 0.00
2021 Encumbrances	Total: -46,496.00
2021 Available	Total: 0.00
2021 Original Budget	Total: 46,496.00
2024 Revised Budget	Total: 0.00
2024 Actual	Total: 0.00
2024 Encumbrances/Requisitions	Total: 0.00
2024 Available	Total: 0.00
2024 Original Budget	Total: 0.00
Life Rev Budget	Total: 0.00
Life Actual	Total: 0.00
Life Available	Total: 49.50
Life Original Budget	Total: 0.00

** END OF REPORT - Generated by Marie Vassel'in **

Natick Public Schools
FY23 Revolving Fund Summary
4th Quarter and Unaudited Close Out

9/19/2023 Run Date

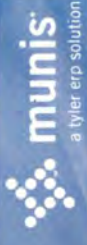
ACCOUNT	G/L Fund #	7/1/23 Beginning Balance	FY23 Revenue	FY23 Expense	6/30/2023 Ending Balance
Circuit Breaker	0115	1,852,999	3,642,577	2,714,943	2,780,633
Athletics	0102	1,402	577,882	528,292	50,992
Team Funded Athletic Equipment	0137	18,071	13,053	11,559	19,565
Athletic Transportation	0132	252	-	-	252
School Lunch	0012	1,649,303	3,267,973	2,257,125	2,660,151
School Choice and Other Tuitions:		-	-	-	-
Preschool Tuition	0119	171,498	818,445	798,424	191,519
Foreign Student Tuition	0109	20,000	-	-	20,000
North Star Tuitions	0120	-	36,800	23,652	13,148
Summer School	0105	331,170	188,031	236,649	282,553
Summer Pre-School Program	0113	5,429	-	4,363	1,067
School Choice	0134	501,058	154,326	389,856	265,528
Integrated Summer Program	0650	36,249	40,832	26,320	50,760
Total Tuitions		1,065,405	1,238,433	1,479,263	824,575
Other Local Receipts:					
EASEP	0101	42,263	42,125	37,185	47,203
School Bus Transportation	0103	900,825	479,730	997,900	382,655
Rental of Facilities	0107	11,432	59,417	48,396	22,453
School Vandalism	0108	4,312	-	-	4,312
After School Activities Program	0111	628,113	2,505,621	2,181,662	952,072
NHS Testing Fund	0114	48,731	108,912	116,150	41,493
Guidance - Transcripts	0116	14,689	6,279	10,159	10,809
Instructional	0117	-	-	-	-
Health Services	0118	36,928	483	4,094	33,317
Photocopy Receipts	0121	-	-	-	-
Wall of Achievement	0122	4,624	-	-	4,624
Instrumental Music	0123	110,026	363,371	362,200	111,197
Mini University	0124	9,419	-	-	9,419
Textbook-HS	0106	19,869	468	-	20,337
Textbooks-Wilson	0126	81	-	-	81
Textbooks-Lilja	0128	100	-	-	100
Laptop Fees	0133	187,925	198,228	265,664	120,489
Parent Advisory Council	0135	3,806	-	-	3,806
Textile Recycling	0136	25,300	6,289	445	31,144
HS Laptop Program	0138	3,858	-	-	3,858
Medicaid- School Share	0110	297,421	220	155,206	142,435
Natick BOKS	0139	17,961	15,990	21,867	12,084
Heart Rate Monitor	0141	-	-	-	-
Total Other Local Receipts		2,367,683	3,787,132	4,200,927	1,953,888
Total of above		6,955,115	12,527,051	11,192,108	8,290,057

Natick Public Schools
FY23 Revolving Fund Summary
4th Quarter and Unaudited Close Out

ACCOUNT	G/L Fund #	7/1/23 Beginning Balance	FY23 Revenue	FY23 Expense	6/30/2023 Ending Balance
Private Grants & Donations:					
Natick Public Schools	0602	10,845	(860)	-	9,985
Ben Hem School Donations	0603	26,942	1,498	3,825	24,615
Brown School Donations	0604	3,706	1,593	4,378	921
Johnson School Donations	0605	1,607	442	1,408	641
Lilja School Donations	0606	15,516	3,434	9,458	9,492
Memorial School Donations	0607	12,243	1,479	-	13,723
Kennedy School Donations	0608	16,783	6,773	13,337	10,219
Wilson School Donations	0609	39,321	4,985	2,984	41,322
Natick High School Donations	0610	205,690	62,005	27,790	239,904
Pre-School Donations	0638	1,385	107	-	1,493
Friends and Family of Metco	0645	17,349	-	3,023	14,326
Business Professionals of America	0611	55	-	-	55
MWHC Health/Fitness	0620	2,885	-	-	2,885
MCHCF / Anti Bullying	0625	2,056	-	-	2,056
Verizon PEG Grant	0626	-	-	-	-
METROWEST Peer Leadership	0629	1,386	31,000	-	32,386
Underage Drinking Prevention	0631	1,387	6,932	-	8,319
Health and Fitness	0632	4,822	1,900	1,500	5,221
MathWorks KMS Math Grant	0634	1,499	3,700	-	5,199
MWHC HEALTH DONATION	0639	4,636	-	-	4,636
MWHF EARLY RISERS SKILLS FOR SUCCESS	0640	-	-	-	-
MWHF EARLY RISERS SKILLS FOR SUCCESS	0647	-	-	-	-
MWHF DIVERSITY & SUPPORT	0649	4,500	-	-	4,500
EVERSOURCE	0651	69,866	55,926	-	125,792
MWHF GAME CHANGERS	0652	3,375	-	-	3,375
Total		447,855	180,913	67,704	561,064
NEF 2009-2010	0623	2,148	-	-	2,148
NEF 2014-2015	0642	2,348	(12,975)	-	(10,627)
NEF 2015-2016	0646	1,009	-	-	1,009
NEF	0648	32,931	47,264	31,123	49,072
Total NEF Grants		38,436	34,289	31,123	41,602
Total Private Grants & Donations		486,291	215,202	98,827	602,666
Grand Total		7,441,406	12,742,253	11,290,935	8,892,724

TOWN OF NATICK

YEAR-TO-DATE BUDGET REPORT



FOR 2023 13

ACCOUNTS FOR: 0115 CIRCUIT BREAKER		TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
01154 CIRCUIT BREAKER							
01154	468000	CIRCUIT BREAKER STATE REV 0.00	0.00	-3,642,577.05	0.00	3,642,577.05	100.0%
TOTAL CIRCUIT BREAKER		0.00	0.00	-3,642,577.05	0.00	3,642,577.05	100.0%
01155 CIRCUIT BREAKER							
01155	510000	SALARIES & WAGES					
	25,337,904.84	-21,672,970.57	3,664,934.27	314,233.96	0.00	3,350,700.31	8.6%
01155	578300	OPERATING EXPENSE					
	-23,477,285.94	25,307,927.62	1,830,641.68	2,400,708.86	30,299.20	-600,366.38	132.8%
TOTAL CIRCUIT BREAKER		3,634,957.05	5,495,575.95	2,714,942.82	30,299.20	2,750,333.93	50.0%
TOTAL CIRCUIT BREAKER		1,860,618.90	3,634,957.05	-927,634.23	30,299.20	6,392,910.98	-16.3%
TOTAL REVENUES		0.00	0.00	-3,642,577.05	0.00	3,642,577.05	
TOTAL EXPENSES		3,634,957.05	5,495,575.95	2,714,942.82	30,299.20	2,750,333.93	

PRIOR FUND BALANCE 1,852,998.90
 CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES 927,634.23
 REVISED FUND BALANCE 2,780,633.13

TOWN OF NATICK



YTD REPORT - FUND 103 FY23 -

FOR 2023 13

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
0103	BUS TRANSPORTATION							
01034	BUS TRANSPORTATION							
01034 435002	BUS FEES - CURRENT	0	0	0	-479,729.99	.00	479,729.99	100.0%
	TOTAL BUS TRANSPORTATION	0	0	0	-479,729.99	.00	479,729.99	100.0%
01035	BUS TRANSPORTATION							
01035 533000	CONTRACTED SERVICE	935,393	453,943	1,389,336	997,230.34	.00	392,105.40	71.8%
01035 551000	SUPPLIES	85,969	-85,299	669	669.27	.00	.00	100.0%
	TOTAL BUS TRANSPORTATION	1,021,362	368,643	1,390,005	997,899.61	.00	392,105.40	71.8%
	TOTAL BUS TRANSPORTATION	1,021,362	368,643	1,390,005	518,169.62	.00	871,835.39	37.3%
	TOTAL REVENUES	0	0	0	-479,729.99	.00	479,729.99	
	TOTAL EXPENSES	1,021,362	368,643	1,390,005	997,899.61	.00	392,105.40	
	PRIOR FUND BALANCE				900,825.02			
	CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-518,169.62			
	REVISED FUND BALANCE				382,655.40			

TOWN OF NATICK



YTD REPORT - FUND 111 FY23 AFTERSCHOOL

FOR 2023 13

ACCOUNTS FOR:	AFTER SCHOOL PROGRAM	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENC/REQ	AVAILABLE BUDGET	PCT USE/COL
01111								
01114	AFTER SCHOOL PROGRAM							
01114 432000	ASAP REVENUE	0	0	0	-2,505,620.56	.00	2,505,620.56	100.0%
	TOTAL AFTER SCHOOL PROGRAM	0	0	0	-2,505,620.56	.00	2,505,620.56	100.0%
01115	AFTER SCHOOL PROGRAM							
01115 510000	SALARIES AND WAGES	-7,827,008	9,092,582	1,265,574	1,907,427.40	.00	-641,853.79	150.7%*
01115 578300	OPERATING EXPENSE	8,522,198	-6,654,038	1,868,160	274,234.49	14,046.88	1,579,878.65	15.4%
	TOTAL AFTER SCHOOL PROGRAM	695,190	2,438,544	3,133,734	2,181,661.89	14,046.88	938,024.86	70.1%
	TOTAL AFTER SCHOOL PROGRAM	695,190	2,438,544	3,133,734	-323,958.67	14,046.88	3,443,645.42	-9.9%
	TOTAL REVENUES	0	0	0	-2,505,620.56	.00	2,505,620.56	
	TOTAL EXPENSES	695,190	2,438,544	3,133,734	2,181,661.89	14,046.88	938,024.86	
	PRIOR FUND BALANCE				628,113.07			
	CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				323,958.67			
	REVISED FUND BALANCE				952,071.74			

ITEM TITLE: Berlin/Prague/Krakow/Budapest - Student Travel Tour for February Vacation 2024

DATE: 10/2/2023

ITEM TYPE: Action

ITEM SUMMARY: Approval Form

BACKGROUND INFORMATION:

RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
Approval Form	APPROVAL_FORM_10.2.pdf	Cover Memo

**School Sponsored
Field Trip Request Form
Out of State Travel ONLY**

Attach itinerary, student lists (if known), hotel information, chaperone sign-off forms, waiver requests, etc. to the completed request form and send to the Principal's office. If you will just be submitting the one request form, you may return it by email.

Submit to the principal's office no later than the Wednesday before the Natick High School Committee is to meet. Overseas trip requests must be submitted and also approved in advance of any marketing to the students.

The lead teacher or an adult representative from your trip must appear at the School Committee meeting to present the request. You will be notified of the date of this meeting.

To: Dr. Bella Wong, Interim Superintendent

From Josepha Blocker, NHS Principal

Date: September 28, 2023

Re: European Student Tour for February 2024

I would like to request School Committee Approval for the following over night / out-of state trip:

Lead teacher's name: Andrea Rogers

Group: Open to all grades at the high school

Destination and also Itinerary: Berlin, Dresden, Prague, Krakow, Budapest

<https://www.eftours.com/educational-tour/berlin-prague-krakow-budapest>

Date of trip: Depart 2/16 and return 2/25

Transportation: Airline Boston to Berlin and Budapest to Boston. All other travel is by bus.

Mode of transportation requested: Included as part of the tour.

Method of payment (fundraising, etc.): Payment by family

Names of chaperones: Group Leader: Andrea Rogers Chaperone: Daniel Joseph for first 12. Additional chaperone for every 6 students enrolled.

Estimated Cost of trip per student: \$3799

Please state the purpose of the this trip:

This provides an experiential extension of the history and social studies curriculum with an emphasis on elements related to WWII and the Cold War. Students will be enriched by the exposure to multiple cultures, histories, and languages. The experience supports student growth toward becoming a Global Citizen Leader designated by the Profile of a Natick Graduate.

The trip will run with a minimum of 12 students up to a maximum of 30. There will be a chaperone for every 6 students enrolled.

I support this request and thank you for your consideration.

Sincerely,

Josepha Blocker

Principal

X I have attached all relevant forms necessary to submit this request.

Revised June, 2023

ITEM TITLE: Approve Policies - JL Student Welfare; KI Visitors to Schools; ADR Wellness

DATE: 10/2/2023

ITEM TYPE: Action

ITEM SUMMARY: JL Student Welfare - Second and Final Reading
KI Visitors to Schools - Second and Final Reading
ADF - Wellness - Second and Final Reading
JL Student Welfare - First Reading
KI Visitors to Schools - First Reading
ADF - Wellness - First Reading

**BACKGROUND
INFORMATION:
RECOMMENDATION:**

ATTACHMENTS:

Description	File Name	Type
JL - Student Welfare - Second and Final Reading	Second_and_Final_Reading_JL_-_STUDENT_WELFARE.docx_(1)_10.2.pdf	Cover Memo
KI Visitors to Schools - Second and Final Reading	Second_and_Final_Reading_KI_-_VISITORS_TO_THE_SCHOOLS.docx_10.2.pdf	Cover Memo
ADF - Wellness - Second and Final Reading	NPS_Wellness_Policy_2nd_Reading_10.2.pdf	Cover Memo
JL - Student Welfare - First Reading	Policy_JL-_first_reading_-_STUDENT_WELFARE.docx_10.2.pdf	Cover Memo
KI Visitors to Schools - First Reading	KI_-_first_reading_-_VISITORS_TO_THE_SCHOOLS.docx_10.2.pdf	Cover Memo
ADF - Wellness - First Reading	NPS_Wellness_Policy_first_reading_10.2.pdf	Cover Memo

STUDENT WELFARE

Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students under the age of 18 will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A. (Child Protection Act of 1975)

In accordance with the law, the District shall establish the necessary regulations and procedures (Project Alliance) to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity.

Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The

Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

Food Delivery *on School Grounds*

Food delivery to students from outside private vendors during school hours or during school sponsored after-school activities will not be permitted *on school grounds*.

LEGAL REFS: MGL 71:37L; 148:2A

VISITORS TO THE SCHOOLS

The School Committee encourages parents/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents/guardians to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Each Natick school will schedule and clearly advertise an open-house program(s) each year.
2. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
3. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
4. For security purposes it is required that all visitors report to the main office upon entering and leaving the building and sign a guest log showing arrival and departure times and will be provided a visitors badge which must be worn or displayed. Teachers are required to ask visitors if they have registered in the main office.
5. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
6. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.
7. Principals have the authority to make accommodations for all volunteers.

Food Delivery *on School Grounds*

Food delivery to students from outside private vendors during school hours or during school sponsored after-school activities will not be permitted **on school grounds**.

CROSS REF.: IHBA, Observations of Special Education Programs

WELLNESS POLICY

The Natick Public Schools (NPS) promotes wellness by supporting balanced nutrition, nutrient dense meals and snacks, regular physical activity, and comprehensive health and wellness and physical education programs as part of the total learning environment. NPS acknowledges its responsibility to help students learn, and establish and maintain lifelong healthy eating and activity patterns. Organized and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school. Natick Public Schools addresses the social-emotional health of students by implementing leadership programs; anti-bullying policies and programs; alcohol, tobacco, and drug education; parent education; and staff education. Staff Wellness is also an integral part of the healthy school environment as school staff can serve as daily role models for healthy behaviors.

Goal: NPS students possess the knowledge and skills necessary to make lifelong nutritious food choices and physical activity selections. NPS staff is encouraged to model healthy eating and physical activity.

To meet this goal, NPS has adopted a district-wide commitment to promote sound nutrition practices, physical activity, along with comprehensive health education and health screenings. This policy is designed to effectively use school and community resources and to equitably serve the needs and interests of all students and staff.

The School Health Advisory Committee meets at least quarterly during the school year. The Committee is responsible for reviewing and recommending to the Superintendent and School Committee, districtwide policies that promote student wellness. Committee membership includes: The superintendent, nurse leader, school nurses, school physician, director of health and wellness, food services director, students, parents, prevention specialist, school counselors, board of health director, park and recreation assistant director, a school committee member, and community members who serve youth and their families.

Nutritional Guidelines for Schools

- The Natick Food Service Program will provide meals through the National School Lunch Program (NSLP) and the National School Breakfast Program (NSBP) that:
 - Meet the nutrition requirements established by local, state, and federal statutes and regulations.
 - Are appealing and attractive to students.
 - Are served in a clean and pleasant setting.
 - Encourage student/parental input for meal choices.
 - Incorporate produce from local gardens when feasible.
- **Qualifications of Food Service Staff**

- Qualified nutrition professionals administer the school meal programs. The district provides continuing professional development for all nutrition professionals in schools. Staff development programs include training for the food service director, managers, and cafeteria workers according to their levels of responsibility.

- **Foods in Schools**

Breakfast

- Schools serving breakfast notify parents and students of the availability of the school breakfast program and to the extent possible, arrange bus schedules and offer “grab and go” breakfast or breakfast in the classroom.

Free and Reduced-Priced Meals

- Schools make a concerted effort to eliminate the social stigma attached to, and prevent the overt identification of students eligible for free and reduced-price school meals by using an electronic point of sale system.

A La Carte and Competitive Foods

- The district implements the guidelines of the Nutrition Standards for Competitive Foods and Beverages in Public Schools ([105 CMR 225.000](#)) at all schools.
- Any food served on campus during the day falls under the competitive standards.
- Food delivery to students from outside private vendors during school hours or during school sponsored after-school activities will not be permitted **on school grounds**.

Competitive Foods and Beverages

- The District is committed to ensuring that all foods and beverages available to students on the school campus, support healthy eating. Foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) meet the USDA Smart Snacks in School nutrition standards. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
- See [MA and USDA Competitive Foods and Beverage Nutrition Standards](#).
- Natick Public Schools offers a la carte items as approved on the [A-List-John C. Stalker Institute of Food and Nutrition](#).
- To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs sold to students on campus during the school day meet or exceed the USDA Smart Snacks nutrition standards. These standards apply to all locations and through all services where foods and beverages are sold, e.g., à la carte options in cafeterias, vending machines, school stores, and snack or food carts.

Food Celebrations and Food in the Classroom

- Schools at the Elementary level should discourage celebrations that involve food during the school day to no more than 1 party per class per month. Food served

should meet the competitive foods guidelines. The Natick Food Service office may be consulted for guidance on foods that meet nutritional guidelines or to provide food.

- Foods or beverages are not given as rewards for academic performance or good behavior and are not withheld as a punishment.
- Given concerns about allergies and other dietary restrictions, in accordance with the NPS Life Threatening Food Allergy Policy, schools discourage students from sharing foods or beverages during meal or snack time.
- When using food in the curriculum, teachers must provide information to parents/guardians regarding the proposed use and when applicable, the ingredient list.
- All school related food events/activities require parent/guardian notification at least three days prior to student participation.

Meal Times and Scheduling

- Students are allowed adequate time to eat breakfast and lunch..
- Preferably, lunch should be scheduled between 11:00 am and 1:00 pm.
- Tutoring, clubs, organizational meetings, or other activities should not be scheduled during mealtimes, unless students are allowed to consume lunch during these activities.
- Lunch should be scheduled before recess in the elementary schools to increase food consumed, decrease waste, and improve lunch time behavior.
- Access to hand washing or sanitizing prior to meal periods is available at all schools.
- Schools should take reasonable steps to accommodate tooth brushing needs of students after meal periods.
- Drinking water is available for students to drink at no cost throughout the day.

● **Nutrition Promotion**

Natick Public Schools aims to teach, encourage, and support healthy eating among students- in a coordinated effort among teachers and food service personnel.

Through the classroom and the school breakfast and lunch programs the district-promotes consumption of fruits, vegetables, whole grain products, low and fat-free dairy products, healthy food preparation methods, and health-enhancing activities.

- Include enjoyable, developmentally-appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
- Teach media literacy with an emphasis on food marketing.
- Promote sustainable practices such as composting, recycling, etc..

● **Nutrition Education**

Offered at grade level, sequential, and follows Massachusetts Department of Elementary and Secondary Education (MA DESE) Health Education Standards.

- Promotes health.
- Educates students on the relationship between caloric intake and energy expenditure.

- Integrated throughout the curriculum in subject areas such as math, science, language arts, social studies and art.
- Coordinated effort among teachers and food service personnel.
- Nutrition and hydration information is provided to coaches and student athletes.
- Increase parental awareness and nutrition education via online resources, bulletin boards, and colorful cafeteria displays to guide students to make good food choices. Welcome parents into the lunchroom in elementary schools as scheduling allows.

- **Physical Education**

Physical Education Staff

- Qualifications: Certified Physical Education teacher.
- Provide a sequential, developmentally appropriate program designed, implemented, and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.

PE Classes

- Teacher/student ratios of physical education classes are similar to all other classes.
- Kindergarten students have 45 minutes of PE/week.
- Students in grades 1-4 have 90 minutes of PE/week.
- Students in grades 5-8 have a minimum of 90 minutes of PE/week.
- Students in grades 9-12 have a minimum of 160-240 minutes of PE class/week/per semester of physical education. Students in grades 11 and 12 may choose from PE classes such as: Competitive Team Sports, CPR classes, Recreational Activities for Life, Awake Personal Fitness and/or personal fitness.
- Students spend at least 60% of their physical education class time participating in moderate to vigorous physical activity.
- Students participate in annual fitness tests, administered via FitnessGram.

Recess /Break

- Natick Public Schools acknowledges the importance of physical activity and a break from school work.
- Kindergarten students have a minimum of 20 minutes of supervised recess/daily.
- Students in grades 1-4 have a minimum of 15 minutes of supervised recess/daily.
- Grades 5-8 students have the opportunity to participate in “Laps after Lunch”, a weather and volunteer dependent program that allows time for students to go outside and walk around the school perimeter, providing fresh air and physical activity.

Before School Fitness

- Students in grades K-8 have the opportunity to participate in a morning program that provides a structured physical activity period before the start of the school day.
- High school students have the option to take a physical education class prior to the start of the school day.

General Concepts

- Classroom health education complements physical education by reinforcing the knowledge and self management skills needed to maintain a physically active lifestyle and reduce time spent on sedentary activities.
- Opportunities for physical activity should be incorporated into other subject areas
- Teachers are encouraged to provide short bursts of physical activities between classes or lessons. Short exercises have been posted on YouTube to prompt staff and students.
- Staff should not use physical activity (running laps, push-ups) or withhold opportunities for physical activity (recess, PE or fitness class) as punishment.
- School grounds are equipped with bicycle racks. Students are encouraged to use active transportation to/from school (such as “walk to school day,” “neighborhood walking school buses,” and “safe routes to school”).

- **Health and Wellness**

Health Education Staff

- Qualifications: DESE Certified Health Education Teachers

Health Education Class

- The health curriculum follows the Massachusetts DESE Health Curriculum frameworks.
- All students in grades 5-8 and one grade in high school are enrolled in a health education/wellness class which may include: nutrition education, the importance of proper nutrition in disease prevention, substance use, disordered eating, and sex education.

- **Health Services**

- Minimum of one DESE certified nurse per every school; Strive to reach the recommended level of one nurse per every 250-500 students.
- School nurses promote healthy eating for students and staff with individual and classroom education.
- School nurses are skilled to recognize disordered eating conditions and other nutrition related health problems among students and refer them to their PCP and/or appropriate resources.
- School nurses screen students for height, weight, and BMI as directed by the Massachusetts Department of Public Health (MA DPH). The data is compiled and sent to the MA DPH annually.
- School nurses are responsible for completing annual vision, hearing, SBIRT and postural screening according to Massachusetts General Laws and any other requirements set for by the MA DPH.

- **School Counseling Services**

- Minimum of one DESE certified school counselor per school; Strive to reach the recommended level of one school counselor per 250 students.

- School counselors provide social, emotional, and behavioral support for students, through individual, small group, and whole class interventions, to promote emotional well-being and increase academic performance.
- School counselors remain current on mental health issues including: anxiety, depression, separation/school phobia, divorce, grief, family conflict, physical/sexual/emotional trauma, neglect, suicide, substance use, teasing and/or bullying; peer relations, coping skills, etc.
- School counselors review data on student achievement and development on a continual basis and work with the faculty, students, parents, and/or administration to interpret the data including mental health and social emotional screening.
- School counselors maintain communication with the staff and community about guidance and counseling programs and services.
- School counselors demonstrate the day-to-day ability to anticipate and to resolve problems and crises and consult and collaborate with staff, parents, and outside providers.
- School counselors collaborate with community resources to coordinate care and bridge connections between in school and out of school support services.
- **Staff Wellness**
 - Natick Public Schools (NPS) values the health and well being of every staff member and therefore plans and implements activities and policies that support personal efforts by staff to maintain a healthy lifestyle. NPS believes that staff serve as role models for students. Staff is encouraged to participate in a variety of wellness opportunities throughout the district including: Weight Watchers, Zumba, yoga, boot camp, running clinics, access to the NHS Fitness Center and indoor track, and annual flu immunization clinics.
- **Healthy Fundraising**
 - Schools are encouraged to offer non-food items, such as coupon books, school spirit wear, and items supplied by local businesses.
 - Schools are encouraged to sponsor events, such as car washes, “a-thon” events, family game night, silent auctions, talent shows, road races, and services as part of their fundraising activities.
 - Please refer to the NPS Fundraising Policy.
- **Marketing**
 - Promote nutrition, health or wellness events, such as National School Lunch Week, and American Heart Month.
 - Promote Physical Ability Challenges for School/Family/Community.
- **Natick 180--A Community Substance Use Prevention Coalition**

Natick 180 is a community coalition working to reduce substance use in Natick through substance use/misuse prevention and increasing access to treatment and recovery support services. Natick 180 fosters community conversations about substance use and mental health that are driven by empathy, respect, science and data. More than 12 sectors of the community are represented on the Coalition, including NPS personnel at all levels.

Natick 180 staff participate in middle and high school health classes and also serve as advisors to the Natick Above the Influence (NATI) peer leadership group at NHS.

- **Monitoring and Compliance**

- The Wellness Policy will be evaluated annually to allow for continual assessment and to enact any new state or federal mandates. The School Health Advisory Committee will review the policy and will bring any recommended changes to the attention of the Superintendent and Natick School Committee.
- The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. Each school principal is responsible for ensuring compliance within their school.

Reviewed May 2023

Submitted to Policy Subcommittee June 2023

STUDENT WELFARE

Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students under the age of 18 will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

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Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

Food Delivery to School Grounds

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LEGAL REFS: MGL 71:37L; 148:2A

VISITORS TO THE SCHOOLS

The School Committee encourages parents/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

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7. Principals have the authority to make accommodations for all volunteers.

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CROSS REF.: IHBAA, Observations of Special Education Programs

First Reading

NPS Wellness Policy

The Natick Public Schools (NPS) promotes wellness by supporting balanced nutrition, nutrient dense meals and snacks, regular physical activity, and comprehensive health and wellness and physical education programs as part of the total learning environment. NPS acknowledges its responsibility to help students learn; and establish and maintain life-long healthy eating and activity patterns. Organized and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health as well as their behavior and academic achievement in school. Natick Public Schools addresses the social-emotional health of students by implementing leadership programs; anti-bullying policies and programs; alcohol, tobacco, and drug education;; parent education;; and staff education. Staff Wellness is also an integral part of the healthy school environment as school staff can serve as daily role models for healthy behaviors.

Goal: NPS students possess the knowledge and skills necessary to make lifelong nutritious food choices and physical activity selections. NPS staff is encouraged to model healthy eating and physical activity:

To meet this goal, NPS has adopted a district-wide commitment to promote sound nutrition practices, physical activity, along with comprehensive health education and health screenings. This policy is designed to effectively use school and community resources and to equitably serve the needs and interests of all students and staff.

The School Health Advisory Committee meets at least quarterly during the school year. The Committee is responsible for reviewing and recommending to the Superintendent and School Committee, district-wide policies that promote student wellness. Committee membership includes: The superintendent, nurse leader, school nurses, school physician, director of health and wellness, food services director, students, parents, prevention specialist, school counselors, board of health director, park and recreation assistant director, a school committee member, and community members who serve youth and their families.

Nutritional Guidelines for Schools

- The Natick Food Service Program will provide meals through the National School Lunch Program (NSLP) and the National School Breakfast Program (NSBP) that:
 - Meet the nutrition requirements established by local, state, and federal statutes and regulations.
 - Are appealing and attractive to students.

- Are served in a clean and pleasant setting.
- Encourage student/parental input for meal choices.
- Incorporate produce from local gardens ~~gardens~~ farms when feasible.

- **Qualifications of Food Service Staff**

- Qualified nutrition professionals ~~will~~ administer the school meal programs. The district ~~will~~ provides continuing professional development for all nutrition professionals in schools. Staff development programs ~~will~~ include training for the food service director, managers, and cafeteria workers according to their levels of responsibility.

- **Foods in Schools**

- o Breakfast

- ~~Schools that serve breakfast to students will notify parents and students of the availability of the school's breakfast program.~~ Schools serving breakfast notify parents and students of the availability of the school breakfast program and to the extent possible, arrange bus schedules and offer "grab and go" breakfast or breakfast in the classroom.
- ~~Schools that serve breakfast will to the extent possible, arrange bus schedules and utilize methods to serve "grab and go" breakfast or breakfast in the classroom.~~
-

- o Free ~~&and~~ Reduced-Priced Meals

- ~~Schools~~ Schools make a concerted effort to eliminate ~~anythe~~ social stigma attached to, and prevent the overt identification of, students ~~who are~~ eligible for free and reduced-price school meals: ~~by using A~~an electronic point of sale system. ~~is used and meals are promoted to all students.~~

- o A La Carte and Competitive ~~f~~Foods

- The district implements the guidelines of the Nutrition Standards for Competitive Foods and Beverages in Public Schools ([105 CMR 225.000](#)) at all schools.
- Any food served on campus during the day falls under the competitive standards. Food delivery to students from outside private vendors during school hours or during school sponsored after-school activities will not be permitted.

- o Competitive Foods and Beverages

- The District is committed to ensuring that all foods and beverages available to students on the school campus, supports healthy eating. ~~The f~~Foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) ~~will~~, meet the USDA Smart Snacks in School nutrition standards. Smart Snacks aim to improve student health and

well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.

- See [MA and USDA Competitive Foods and Beverage Nutrition Standards](#).
 - ~~As a Massachusetts school district,~~ Natick Public Schools ~~will only~~ offers a la carte items as approved on the ~~'A List' as posted and updated on the John C. Stalker Institute of Food and Nutrition website.~~ [A-List- John C. Stalker Institute of Food and Nutrition](#).
 - To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs ~~that are~~ sold to students on ~~the school~~ campus during the school ~~day, will meet~~ day meet or exceed the USDA Smart Snacks nutrition standards. These standards ~~will~~ apply ~~into~~ all locations and through- all services where foods and beverages are sold, ~~which may include, but are not limited to,~~ e.g., à la carte options in cafeterias, vending machines, school stores, and snack or food carts.
- o ~~Guidelines for~~ Food Celebrations and Food in the Classroom
- Schools at the Elementary level should discourage celebrations that involve food during the school day to no more than 1 party per class per month. Food served should meet the competitive foods guidelines. The Natick Food Service office may be consulted for guidance on foods that meet nutritional guidelines or to provide food.
 - Foods or beverages ~~that do not meet the competitive food guidelines~~ are not given as rewards for academic performance or good behavior ~~.Food and beverages (including school meals) and~~ are not withheld as a punishment.
 - ~~Given concerns about allergies and other dietary restrictions, Sin accordance with the NPS Life Threatening Food Allergy Policy,~~ schools ~~should~~ discourage students from sharing ~~their~~ foods or beverages during meal or snack time~~ee;~~ ~~given concerns about allergies and other dietary restrictions.~~
 - When using food in the curriculum, teachers must provide information to parents/guardians regarding the proposed use and when applicable, the ingredient list.
 - All school related food events/activities require parent/guardian notification at least three days prior to student participation.
- o Meal Times ~~&and~~ Scheduling
- Students ~~will be~~are allowed adequate time to eat ~~lunch and~~ breakfast and lunch..
 - Preferably, lunch should be scheduled between 11:00 am and 1:00 pm.
 - Tutoring, clubs, organizational meetings, or other activities should not be scheduled during mealtimes, unless students are allowed to consume lunch during these activities.

- Lunch should be scheduled ~~after~~^{before} recess in the elementary schools to increase food consumed, decrease waste, and improve lunch time behavior.
- Access to hand washing or sanitizing prior to meal periods is available at all schools.
- Schools should take reasonable steps to accommodate tooth brushing needs of students after meal periods.
- ~~In accordance with the NPS Life-Threatening Food Allergy Policy, there is no food sharing allowed amongst students.~~
- Drinking water is available for students to drink at no cost throughout the day.

- **Nutrition Promotion**

- Natick Public Schools aims to teach, encourage, and support healthy eating among students: ~~in a coordinated effort among teachers and food service personnel.~~
- Through the classroom and the school ~~breakfast and~~ lunch programs, the district ~~will:~~
 - Promotes ~~consumption of~~ fruits, vegetables, whole grain products, low and fat-free dairy products, healthy food preparation methods, and health-enhancing activities.
 - Include enjoyable, developmentally-appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
 - Teach media literacy with an emphasis on food marketing.
 - Promote sustainable practices such as composting, recycling, etc..

- **Nutrition Education**

- Offered at grade level, sequential, and follows Massachusetts Department of Elementary and Secondary Education (MA DESE) Health Education Standards.
 - Promotes ~~H~~health.
 - ~~Promotes dietary consumption of fruits, vegetables, whole grains, low-fat, and fat-free dairy products.~~
 - Educates students on the relationship between caloric intake and energy expenditure.
 - Integrated throughout the curriculum in subject areas such as math, science, language arts, social studies and art.
 - Coordinated effort among teachers and food service personnel.
 - Nutrition and hydration information is provided to coaches and student athletes.
 - Increase parental awareness and nutrition education via online resources, bulletin boards, ~~and~~ colorful ~~cafeteria~~ displays ~~in-café~~ to guide students to make good food choices; ~~W~~Welcome parents into the lunchroom in elementary schools as scheduling allows.

- **Physical Education**

- Physical Education Staff

- Qualifications: Certified Physical Education teacher.
 - Provide a sequential, developmentally appropriate program designed, implemented, and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.
- o PE Classes
- Teacher/student ratios of physical education classes ~~will be~~ similar to all other classes.
 - Kindergarten students have 45 minutes of PE/week.
 - Students in grades 1-4 have 90 minutes of PE/week.
 - Students in grades 5-8 have a minimum of 90 minutes of PE/week.
 - Students in grades 9-12 have a minimum of 160-240 minutes of PE class/week/per semester of physical education. Students in grades 11 and 12 may choose from PE classes such as: Competitive Team Sports, CPR classes, Recreational Activities for Life, Awake Personal Fitness and/or personal fitness.
 - Students spend at least 60% of their physical education class time participating in moderate to vigorous physical activity.
 - Students participate in annual fitness tests, administered via FitnessGram.
- o Recess /Break
- Natick Public Schools acknowledges the importance of physical activity and a break from school work.
 - Kindergarten students have a minimum of 20 minutes of supervised recess/daily.
 - Students in grades 1-4 have a minimum of 15 minutes of supervised recess/daily.
 - Grades 5-8 students have the opportunity to participate in "Laps after Lunch", a weather ~~and~~ volunteer dependent program ~~which that~~ allows time for students to go outside and walk around the school perimeter, ~~thus~~ providing fresh air and physical activity.
- o Before School Fitness
- Students in grades K-8 have the opportunity to participate in a morning program that provides a structured physical activity period before the start of the school day.
 - High school students have the option to take a physical education class prior to the start of the school day.
- o General Concepts
- Classroom health education ~~will~~ complements physical education by reinforcing the knowledge and self management skills needed to maintain a physically active lifestyle and reduce time spent on sedentary activities.

- Opportunities for physical activity should be incorporated into other subject areas
- Teachers are encouraged to provide short bursts of physical activities between classes or lessons. Short exercises have been posted on YouTube to prompt staff and students.
- Staff should not use physical activity (running laps, push-ups) or withhold opportunities for physical activity (recess, PE or fitness class) as punishment.
- School grounds are equipped with bicycle racks. Students are encouraged to use active transportation to/from school (such as “walk to school day,” “neighborhood walking school buses,” and “safe routes to school”).

- **Health and Wellness**

- o Health Education Staff
 - Qualifications: DESE Certified Health Education Teachers
- o Health Education Class
 - The health curriculum follows the Massachusetts DESE Health Curriculum frameworks.
 - All students in grades 5-8 and one grade in high school are enrolled in a health education/wellness class which may include: nutrition education, the importance of proper nutrition in disease prevention, substance use, disordered eating, and sex education.

- **Health Services**

- Minimum of one DESE certified nurse per every school. sStrive to reach the recommended level of one nurse per every 250-500 students.
- School nurses promote healthy eating for students and staff with individual and classroom education.
- School nurses are skilled to recognize disordered eating conditions and other nutrition related health problems among students and refer them to their PCP and/or appropriate resources.
- School nurses screen students for height, weight, and BMI as directed by the Massachusetts Department of Public Health (MassA DPH). The data will be is compiled and sent to the MA DPH annually.
- School nurses are responsible for completing annual vision, hearing, SBIRT and postural screening according to Massachusetts General Laws and any other requirements set for by the Massachusetts-A DPH.

- **School Counseling Services**

- Minimum of one DESE certified school counselor per school. sStrive to reach the recommended level of one school counselor per 250 students.
- School counselors provide social, emotional, and behavioral support for students, through individual, small group, and whole class interventions, to promote emotional well-being and increase academic performance.

- School counselors remain current on mental health issues including: anxiety, depression, separation/school phobia, divorce, grief, family conflict, physical/sexual/emotional trauma, neglect, suicide, substance use, teasing and/or bullying; peer relations, coping skills, etc.
- School counselors review data on student achievement and development on a continual basis and work with the faculty, students, parents, and/or administration to interpret the data including mental health and social emotional screening.
- School counselors maintain communication with the staff and community about guidance and counseling programs and services.
- School counselors demonstrate the day-to-day ability to anticipate and to resolve problems and crises and consult and collaborate with staff, parents, and outside providers.
- School counselors collaborate with community resources to coordinate care and bridge ~~connection~~connections between in school and out of school support services.

- **Staff Wellness**

- Natick Public Schools (NPS) values the health and well being of every staff member and therefore plans and implements activities and policies that support personal efforts by staff to maintain a healthy lifestyle. NPS believes that staff serve as role models for students. Staff is encouraged to participate in a variety of wellness opportunities throughout the district including: Weight Watchers, Zumba, yoga, boot camp, running clinics, access to the NHS Fitness Center and indoor track, and annual flu immunization clinics.

- **Healthy Fundraising**

- Schools are encouraged to offer non--food items, such as coupon books, school spirit wear, and items supplied by local businesses.
- Schools are encouraged to sponsor events, such as car washes, "a-thon" events, family game night, silent auctions, talent shows, road races, and services as part of their fundraising activities.
- Please refer to the NPS Fundraising Policy.

- **Marketing**

- Promote nutrition, health or wellness events, such as National School Lunch Week-- and American Heart Month.
- Promote Physical Ability Challenges for School/Family/Community.

- **Natick 180--A Community Substance Use Prevention Coalition**

- o Natick 180 is a community coalition working to reduce substance use in Natick through substance use/misuse prevention and increasing access to treatment and recovery support services. Natick 180 fosters community conversations about substance use

and mental health that are driven by empathy, respect, science and data. More than 12 sectors of the community are represented on the Coalition, including NPS personnel at all levels. Natick 180 staff participate in middle and high school health classes and also serve as advisors to the Natick Above the Influence (NATI) peer leadership group at NHS.

- **Monitoring and Compliance**

- The Wellness Policy will be evaluated annually to allow for continual assessment and to enact any new state or federal mandates. The School Health Advisory Committee will review the policy and will bring any recommended changes to the attention of the Superintendent and Natick School Committee.
- The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. Each school principal is responsible for ensuring compliance within their school.

Reviewed May 2023

Submitted to Policy Subcommittee June 2023

ITEM TITLE: Approve Proposed Rededication Natick Memorial Field
DATE: 10/2/2023
ITEM TYPE: Action
ITEM SUMMARY: NHS Memorial Field Rededication
NHS Memorial Field
BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
NHS Memorial Field Rededication	NHS_memorial_field_rededication.pdf	Cover Memo
NHS Memorial Field	NHS_memorial_field.pdf	Cover Memo



Paul E. Carew
Director Veterans Services
Town of Natick

Sheila Young
Executive Assistant
Veteran Services
Council on Ageing Human Services

June 17, 2021

Dr. Anna Nolin Superintendent of Schools
School Committee Members

I am writing on behalf of the Natick Veterans Council and Veteran Services Town of Natick.

We are working towards doing a redication of the NHS Memorial Field.

This field was dedicated to the Veterans who lost their lives during WWI and WWII.

We would like to rededicate to those to include all wars. Natick had

7 KIA during the Korean War and 11 KIA from the Vietnam War.

We wish to bring the Memorial Field up to date in honoring those KIA from Natick in all wars.

We would like to put up a new memorial to show honor to these Veterans.

One there is a monument of a Helmet, Rifle and Boot. There is one presently at the MG Greene Monument on General Greene Ave half way down on the left. Base side. Another in front of the OIC OIF Monument at the VFW on West Central Street.

Second is flagpoles for all the branches, possibility by the Hot Dog stand. This will be six poles.

Also at the base of the flagpoles with the Helmet, Rifle and Boot a granite or some type of stone to put the inscription on honoring KIA's of all wars.

Many Veterans of this Natick community have played ball on Memorial Field. In addition, many family members who have members we will be honoring.

We anticipate doing this rededication in the fall. We hope things will be back to normal.

We look forward to work with all of you to make this happen.

The Veterans of Natick will pay for this project.

Thank you

Paul E. Carew

**National VA Accredited Service Representative VVA*

**VSO Representative Governor's Council*

Sexual Assaults, Domestic Violence, Military Sexual Trauma

**VSO Representative Middlesex County Veterans Treatment Court*

Suicide Education, Awareness, Prevention Panels Concept founder
****Northeast Veteran Service Officers Association VP, Past President***
****Smart Recovery, Cognitive Behavior Therapy Specialist***

117 East Central Street, Natick, MA 01760

pcarew@natickma.org

508-647-6545

"Freedom is not Free"



++
Paul E. Carew
Director Veterans Services
Town of Natick

Sheila Young
Executive Assistant
Veteran Services
Council on Ageing Human Services

June 17, 2021

Dr. Anna Nolin Superintendent of Schools
School Committee Members

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We wish to bring the Memorial Field up to date in honoring those KIA from Natick in all wars.

We would like to put up a new memorial to show honor to these Veterans, *with a* ~~One there is~~ a monument of a Helmet, Rifle and Boot. There is one presently at the MG Greene Monument on General Greene Ave half way down on the left, Base side. Another in front of the OIC OIF Monument at the VFW on West Central Street.

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Thank you

Paul E. Carew

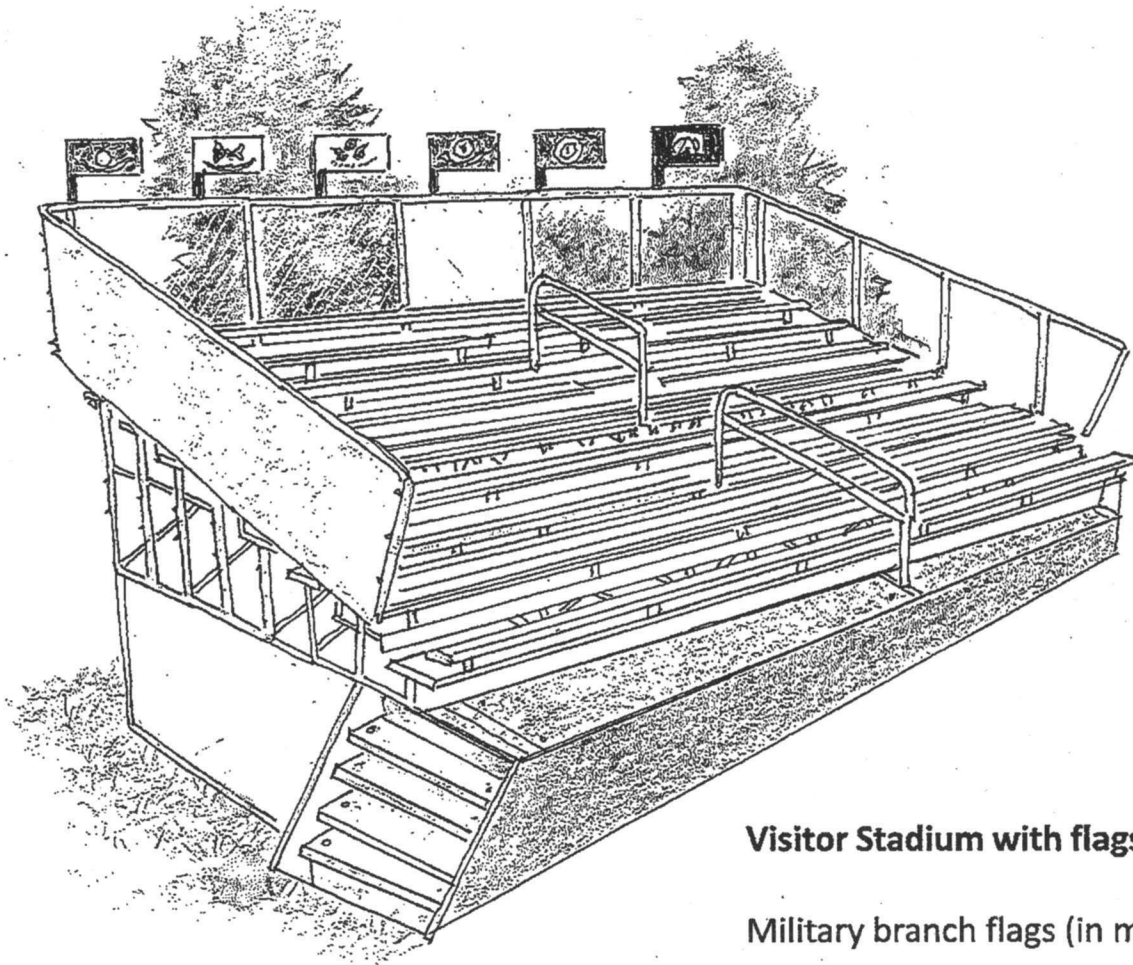
*National VA Accredited Service Representative VVA

*VSO Representative Governor's Council

Sexual Assaults, Domestic Violence, Military Sexual Trauma

*VSO Representative Middlesex County Veterans Treatment Court

**2022 Proposed Memorial
Natick Memorial Field**

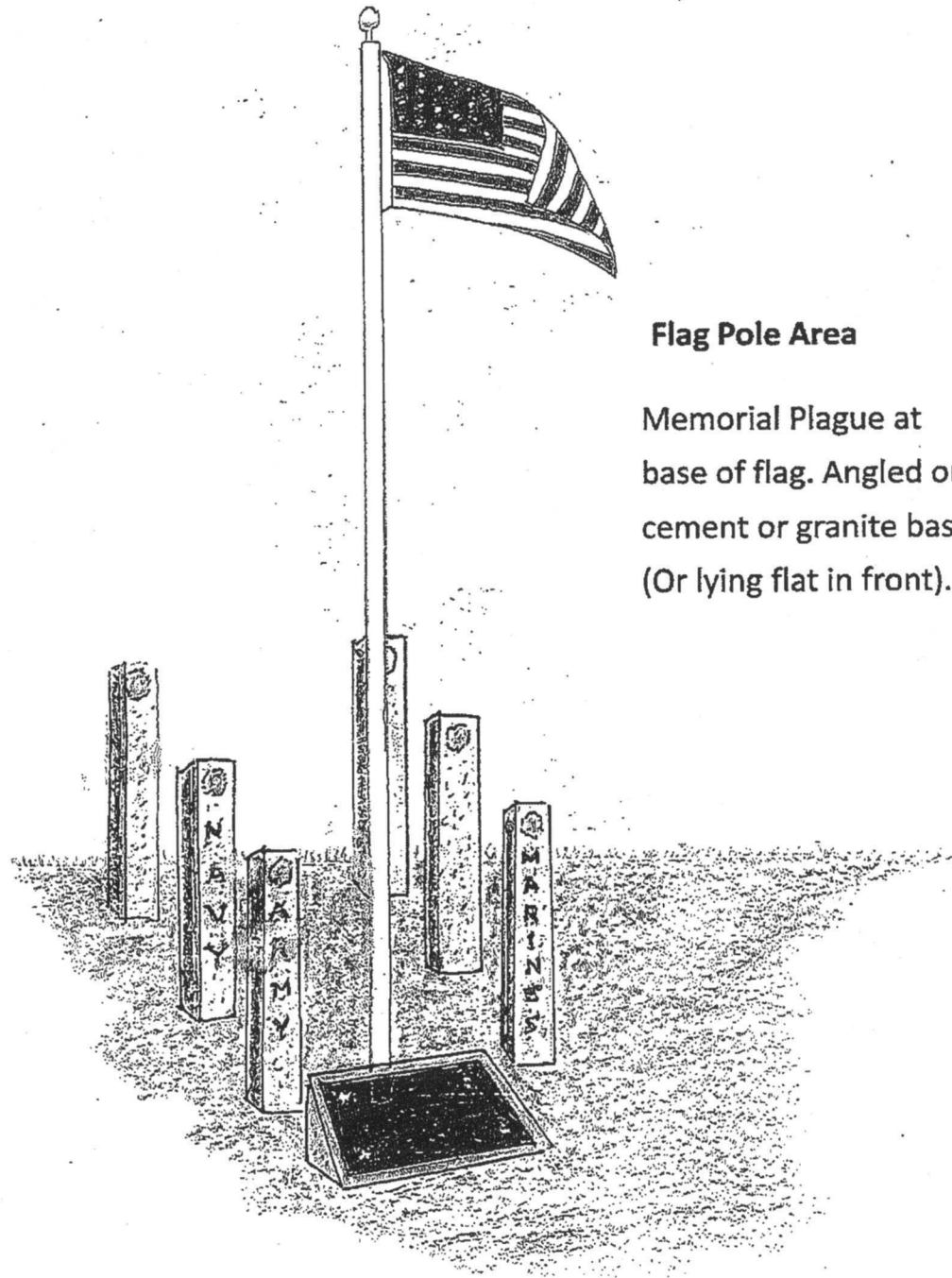


Visitor Stadium with flags

Military branch flags (in metal)
affixed across top of visitor
stadium.



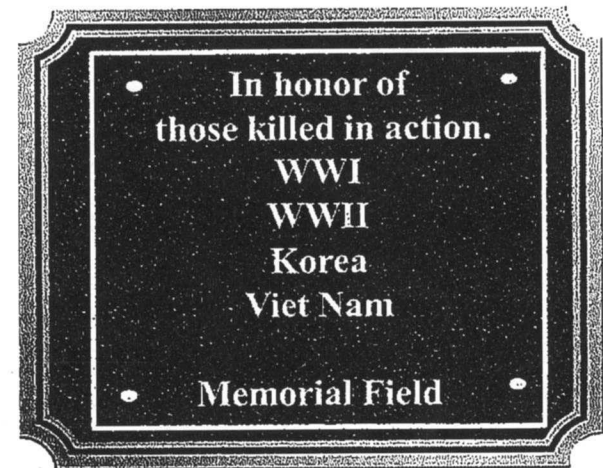
**2022 Proposed Memorial
Natick Memorial Field**



Flag Pole Area

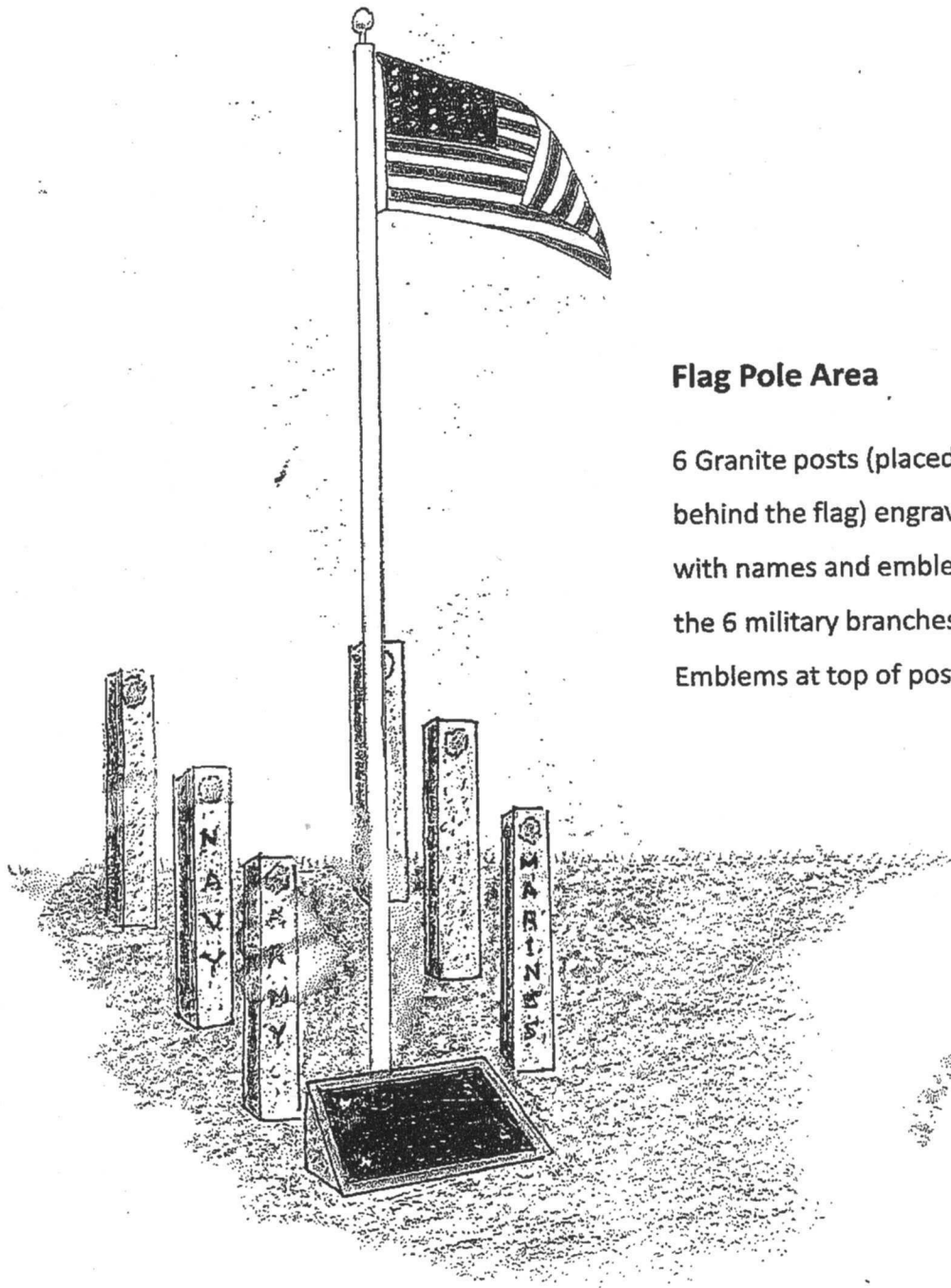
Memorial Plaque at
base of flag. Angled on
cement or granite base
(Or lying flat in front).

Memorial Plaque



** Example only – text and design to be determined*

2022 Proposed Memorial Natick Memorial Field



Flag Pole Area

6 Granite posts (placed
behind the flag) engraved
with names and emblems of
the 6 military branches.
Emblems at top of posts.

Military branch emblems



AIR FORCE



ARMY



COAST GUARD



MARINES



NAVY



SPACE FORCE

ITEM TITLE: Approve Berlin/Prague/Krakow/Budapest - Student Travel for February Vacation
DATE: 10/2/2023
ITEM TYPE: Action
ITEM SUMMARY: Approval Form
BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
Approval Form	APPROVAL_FORM_10.2.pdf	Cover Memo

**School Sponsored
Field Trip Request Form
Out of State Travel ONLY**

Attach itinerary, student lists (if known), hotel information, chaperone sign-off forms, waiver requests, etc. to the completed request form and send to the Principal's office. If you will just be submitting the one request form, you may return it by email.

Submit to the principal's office no later than the Wednesday before the Natick High School Committee is to meet. Overseas trip requests must be submitted and also approved in advance of any marketing to the students.

The lead teacher or an adult representative from your trip must appear at the School Committee meeting to present the request. You will be notified of the date of this meeting.

To: Dr. Bella Wong, Interim Superintendent

From Josepha Blocker, NHS Principal

Date: September 28, 2023

Re: European Student Tour for February 2024

I would like to request School Committee Approval for the following over night / out-of state trip:

Lead teacher's name: Andrea Rogers

Group: Open to all grades at the high school

Destination and also Itinerary: Berlin, Dresden, Prague, Krakow, Budapest

<https://www.eftours.com/educational-tour/berlin-prague-krakow-budapest>

Date of trip: Depart 2/16 and return 2/25

Transportation: Airline Boston to Berlin and Budapest to Boston. All other travel is by bus.

Mode of transportation requested: Included as part of the tour.

Method of payment (fundraising, etc.): Payment by family

Names of chaperones: Group Leader: Andrea Rogers Chaperone: Daniel Joseph for first 12. Additional chaperone for every 6 students enrolled.

Estimated Cost of trip per student: \$3799

Please state the purpose of the this trip:

This provides an experiential extension of the history and social studies curriculum with an emphasis on elements related to WWII and the Cold War. Students will be enriched by the exposure to multiple cultures, histories, and languages. The experience supports student growth toward becoming a Global Citizen Leader designated by the Profile of a Natick Graduate.

The trip will run with a minimum of 12 students up to a maximum of 30. There will be a chaperone for every 6 students enrolled.

I support this request and thank you for your consideration.

Sincerely,

Josepha Blocker

Principal

X I have attached all relevant forms necessary to submit this request.

Revised June, 2023

ITEM TITLE:	Non-binding Approval for Governance Review
DATE:	10/2/2023
ITEM TYPE:	Action
ITEM SUMMARY:	
BACKGROUND INFORMATION:	
RECOMMENDATION:	

ITEM TITLE: Approve Composition of Superintendent Screening Committee
DATE: 10/2/2023
ITEM TYPE: Action
ITEM SUMMARY: NESDEC Orientation Packet

BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
NESDEC Orientation Packet	NESDEC_School_Committee_Orientation_Packet_10.2.pdf	Cover Memo



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

NATICK PUBLIC SCHOOLS SUPERINTENDENT SEARCH

ORGANIZATIONAL GUIDE OCTOBER 2, 2023

1. **Overview** of search process
2. **Communication**
 - Name school department liaison(s)
 - Name official spokesperson for superintendent search
3. **Timeline** – Review, refine, approve
4. **Needs Assessment Process**
 - Focus Groups
 - Interviews
 - Online Survey
5. **Informational Letter**
 - Review
 - Determine Approval Process
 - Review salary range
6. **Advertisements (decisions):**
 - Review options
7. **Screening Procedures:**
 - Role of School Committee (discuss, clarify)
 - Role of consultants (discuss, clarify)
 - Screening of candidates (School Committee/Screening Committee)
8. **Meeting of School Committee/Screening Committee**
 - Interview/selection workshop
9. **Other matters?**
 - Example of contract for candidates
 - Job description
 - Informational documents for candidates (budget summary, organizational chart, etc.)
 - District website address for linkage

TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT NATICK PUBLIC SCHOOLS

For Review Only:
Working Draft
As of September 25, 2023

Task	RESPONSIBILITIES	DATE(S)
Orientation Meeting/ Overview of Process	SCHOOL COMMITTEE (decisions) (NESDEC provides guidelines) - Name Liaison - Approve Timeline - Discuss letter/ads/application - Establish salary range - Determine Composition of Screening Committee	October 2, 2023
Anticipated Start Date for New Superintendent	SCHOOL COMMITTEE	July 1, 2024
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads; SCHOOL COMMITTEE/LIAISON: Final approval; NESDEC website announcement posted as soon as info is available.	Text approved by By October 16, 2023
Distribute Letter, Advertise, Post Vacancy on Web Sites, Begin Recruiting	NESDEC Website and Recruiting Network	By October 17, 2023
School Committee approval of focus groups	School Committee determine focus groups/interviews - Admin; Staff; Community/ Parents. District schedules and notifies public, etc.	October 16, 2023
Community Needs Assessment	NESDEC conducts online survey, focus groups/interviews and develops candidate profile.	October 30 to November 17, 2023
Candidate Profile Submitted	SCHOOL COMMITTEE/NESDEC	By December 4, 2023
Screening Committee Selection: Advertise/Recruit and Select Members.	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	By November 20, 2023
Begin Review of Applications – (i.e. Application Deadline)	NESDEC	December 7, 2023
Complete/Organize Applicant Files	NESDEC	December 11-12, 2023
1st Interview/Selection Workshop with Screening Committee (2-3 hrs)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	December 14, 2023
2nd Screening Committee Workshop (1-2 hrs)	Meeting 2: Review applications, affirm interview schedule	December 19, 2023
Preliminary Interviews of Selected Applicants	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	January 2-11, 2024
Determine Candidates to Recommend to School Committee by Date Noted	SCREENING COMMITTEE candidates listed alphabetically	January 12, 2024
First Agreement in Principle with Finalists and Verify Credentials	NESDEC	On or about January 15, 2024
Announce Finalists	SCHOOL COMMITTEE	January 22, 2024
Finalist Interviews and candidate visits to Natick	SCHOOL COMMITTEE (NESDEC will set up interviews and notify candidates of status)	Orientation with school committee for finalist interviews January 22, 2024 Finalist Interviews January 23-26, 2024
Visits to Finalists' Districts (Optional)	SCHOOL COMMITTEE (NESDEC will set up visits)	TBD
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	By January 29 2024
Select Superintendent	SCHOOL COMMITTEE	By January 31 2024



New England School Development Council

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**NATICK PUBLIC SCHOOLS
SUPERINTENDENT SEARCH
THE COMMUNITY FOCUS GROUPS
A NESDEC Guide for Action**

The Focus Group serves a number of purposes in the executive search process. First, it seeks to establish those areas where members of the community and the school system feel should be priorities for the new executive. Second, it affords an opportunity for the various constituent groups who will be working with the consultant to have some worthwhile input into the search process. Finally, it should help in establishing a profile of those characteristics and skills which will best match the specific needs of the school system at the present time. The Focus Group is not an evaluation of either the school system or any personnel in the system! The goal of the participants is to be future oriented. It should also be noted that sometimes information is collected which represents incorrect perceptions. It is very important that the School Committee know about these incorrect perceptions because, unfortunately, they can be the basis on which the community makes judgments about the schools unless they are corrected.

The question usually arises: "Who should be involved in the Focus Groups?"

Keeping in mind economy of time, the major objective should be to involve people who represent a larger group. This increases the potential for getting a better cross section of opinion from the community. While there is probably no group that needs to be excluded from the process, the general aim should be to encourage representation from as many groups as possible that will interact with the executive on the job. Experience has shown that the following are in a strong position to make a contribution:

- School Committee
- Faculty
- Teacher Association Leadership
- Support Staff
- Students
- Administrators
- Supervisors/Department Chairpersons
- Parent-Teacher Organizations
- Booster Club
- Clergymen's Council
- Senior Citizens
- City or Town Executive/First Selectman/Mayor
- Town or City Council/other Town or City Government Committees

- Finance Committee
- Police/Fire Personnel
- Local Private Schools
- Real Estate Board
- Private or State Human Service Organizations that operate within the community
- Business Representatives/Chamber of Commerce
- Service Clubs; Community Groups
- Intermediate School Organizations/Collaboratives, etc.

While no community can ever involve all of the organizations listed above, it should be remembered that the more complete the sampling of opinion can be, the more valid it will be.

We would recommend that a formal written invitation be sent to any groups to be involved in the focus groups. The invitation should indicate a location (in-person or virtual), date, and time when the consultant will be available to talk with the representatives. In the interest of time, many of the organizations can be grouped together, for example:

Service Clubs, Local Non-School Officials, School Administrators, etc.

Each Focus Group should be set up for approximately one hour.

Enclosed are sample invitations to community groups. They may be revised to meet your needs.



New England School Development Council

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DRAFT OF PRESS RELEASE

Superintendent Search Process Underway – Parents and Community Invited to Participate

Natick Public Schools has engaged the New England School Development Council (NESDEC) to assist them in the search process for a new Superintendent of Schools.

An integral part of the process involves parent and community participation in focus groups. The groups are designed to obtain participant input about the attributes, experience and knowledge that the new superintendent should possess. The groups also provide an opportunity for participants to identify immediate tasks which the new superintendent should address.

The focus group sessions for parents, community members, school council and PTA, etc. will be conducted at the _____ on _____ and _____. Each group will last approximately 1 – 1 ½ hours.



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

Sample letter to community groups/parents/town officials, etc.

Dear:

The search for a new superintendent of schools is well underway. A very important part of the process is to solicit community input about the attributes, experiences and desired goals for a new superintendent. This will be of valuable assistance to the School Committee and the Screening Committee as they interview the candidates.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with the New England School Development Council (NESDEC), will meet with interested staff, parents and community members in focus groups. Participation in a focus group will require about 1 – 1 ½ hours. The date and time are listed below. All Natick citizens are welcome to attend and to participate. No previous sign-up is required.

The Focus Group will be held on _____ at _____ p.m. in/at the _____.

Additionally, if you are unable to attend one of these sessions, the consultants would be pleased to receive your comments in writing. Direct them to: Dr. Sally Dias and Dr. Judith Paolucci, NESDEC, Natick Superintendent Search, 28 Lord Road, Marlborough, MA 01752.

Natick Public Schools wants and values your opinions. We hope you will take advantage of this opportunity to participate.

Sincerely,



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

DRAFT OF SCHOOL POSTING

An Invitation to Participate in the Superintendent Search Focus Groups

As most people in the community are aware, we have begun the process of searching for a new Superintendent of Schools. To that end, Natick Public Schools has engaged the services of the New England School Development Council (NESDEC) to assist in this important task.

Dr. Sally Dias and Dr. Judith Paolucci, a search consultant with NESDEC, will be assisting the School Committee throughout the search process. As part of the process, NESDEC will be conducting a series of focus groups on _____ and _____.

Focus groups are an important part of the process because they are designed to obtain the input of teachers, support staff, administrators, School Committee members, parents and community members about the attributes, experience and knowledge they believe the new superintendent should possess. The focus groups also provide an opportunity for participants to identify immediate tasks upon which the new superintendent should concentrate.

Each focus group session will last approximately 1 – 1 ½ hours.

The schedule is as follows:

<u>Day</u>	<u>Time</u>	<u>Location</u>
------------	-------------	-----------------

Natick Public Schools and NESDEC hope that you will be able to participate.



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

DRAFT PRESS RELEASE

Superintendent Search Process Underway – Parents Invited to Participate

Natick Public Schools has engaged the New England School Development Council (NESDEC) to assist in the search process for a new Superintendent of Schools.

An integral part of the process involves parent participation in virtual focus groups. The groups, conducted via internet videoconference, are designed to obtain participant input about the attributes, experiences, and desired goals for a new superintendent.

The virtual focus group sessions for parents will be held on **date/time; date/time; and date/time. Each session will last approximately one hour.**

[Links for focus groups go here]

PLEASE NOTE: Seats for these virtual focus groups are limited and will be filled on a “first come/first served” basis.

Parents who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXX.**

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools wants and values your opinions. We hope you will take advantage of these opportunities to participate.



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

Sample Letter to Parents' Groups

Dear **XXXXXX**:

The search for a new superintendent of schools is well underway. An important part of the process is to solicit community input about the attributes, experiences, and desired goals for a new superintendent. This will be of valuable assistance to the School Committee and the Screening Committee as they interview the candidates.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with the New England School Development Council (NESDEC), will meet with interested **parents** in virtual focus groups conducted via internet videoconference. Participation in a virtual focus group will require about an hour.

The virtual focus group sessions for **parents** will be held on **date/time; date/time; and date/time**.

[Links for focus groups here]

Please note seats for these virtual focus groups are limited and will be filled on a "first come/first served" basis.

Parents who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXX**.

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools wants and values your opinions. We hope you will take advantage of these opportunities to participate.

Sincerely,



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

DRAFT PRESS RELEASE

Superintendent Search Process Underway **Community Members Invited to Participate**

Natick Public Schools has engaged the New England School Development Council (NESDEC) to assist them in the search process for a new Superintendent of Schools.

An integral part of the process involves community participation in virtual focus groups. The groups, conducted via internet videoconference, are designed to obtain participant input about the attributes, experiences, and desired goals for a new superintendent.

The virtual focus group sessions for community members will be held on **date/time and **date/time**. Each session will last approximately one hour.**

[Links for virtual focus groups here]

PLEASE NOTE: Seats for these virtual focus groups are limited and will be filled on a "first come/first served" basis.

Community members who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXX.**

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools wants and values your opinions. We hope you will take advantage of these opportunities to participate.



New England School Development Council

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Sample Letter to Community Groups/Municipal Officials/Community At Large

Dear **XXXXXX**:

The search for a new superintendent of schools is well underway. An important part of the process is to solicit community input about the attributes, experiences, and desired goals for a new superintendent. This will be of valuable assistance to the School Committee and the Screening Committee as they interview the candidates.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with the New England School Development Council (NESDEC), will meet with interested **community members** in virtual focus groups conducted via internet videoconference. Participation in a virtual focus group will require about an hour.

The virtual focus group sessions for **community members** will be held on **date/time and date/time**.

[Links for virtual focus groups here]

Please note seats for these virtual focus groups are limited and will be filled on a "first come/first served" basis.

Community members who would prefer to provide input via an online survey, are invited to visit the following link: **XXXXXXX**.

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools wants and values your opinions. We hope you will take advantage of these opportunities to participate.

Sincerely,



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

DRAFT OF SCHOOL POSTING

An Invitation to Teachers and Staff to Participate in Superintendent Search Virtual Focus Groups

As you are aware, we have begun the process of searching for a new Superintendent of Schools. To that end, Natick Public Schools has engaged the services of the New England School Development Council (NESDEC) to assist in this important task.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with NESDEC, will be assisting the School Committee throughout the search process. As part of the process, NESDEC will be conducting an online focus group with faculty and staff on **date/time**.

This virtual focus group is an important part of the process because they are designed to obtain your input regarding the attributes, experiences and desired goals for a new superintendent.

Faculty and staff wishing to participate in the virtual focus group are invited to visit the following link on **[DATE AND TIME]: XXXXXXX**

Those who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXXX**.

Natick Public Schools and NESDEC hope that you will be able to participate.

Thank you.



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

Sample Letter to Administrators

An Invitation to the Leadership Team to Participate in a Superintendent Search Virtual Focus Group

Dear **XXXXXX**:

As you are aware, the School Committee has begun the process of searching for a new Superintendent of Schools. To that end, Natick Public Schools has engaged the services of the New England School Development Council (NESDEC) to assist in this important task.

Dr. Sally Dias and Dr. Judith Paolucci, search consultants with NESDEC, will be assisting the School Committee throughout the search process. As part of the process, NESDEC will be conducting an online virtual focus group for the Leadership Team on **[DATE AND TIME]**.

This virtual focus group is an important part of the process because it is designed to obtain the input of school administrators regarding the attributes, experiences and desired goals for a new superintendent.

School Administrators wishing to participate in the virtual focus group are invited to visit the following link on **[DATE AND TIME]**: **XXXXXXX**

Administrators who would prefer to provide input via an online survey are invited to visit the following link: **XXXXXX**.

Questions/comments regarding the virtual focus group process may be sent to search@nesdec.org.

Natick Public Schools and NESDEC hope that you will be able to participate.

Sincerely,



New England School Development Council

28 Lord Road, Marlborough, MA 01752 ➤ Tel: 508-481-9444 ➤ www.nesdec.org

DRAFT OF PRESS RELEASE – SURVEY

Superintendent Search Process Underway – Parents and Community Invited to Participate

Natick Public Schools has engaged the New England School Development Council (NESDEC) to assist them in the search process for a new Superintendent of Schools.

An integral part of the process involves parent and community participation in an online survey. The survey is designed to obtain participant input about the attributes, experience, and knowledge that the new superintendent should possess. The survey also provides an opportunity for participants to identify immediate tasks which the new superintendent should address.

Please access the survey at: **[link here]**

The survey will be open from **[start date]** through **[end date]**.

All comments from the online survey are considered anonymous. NESDEC will organize responses by group (administrators, staff, parents, community members, students, etc.). The responses will be provided to the School Committee in a community needs assessment report, which will be used to inform the *Successful Candidate Profile*.

The Natick School Committee appreciates the public's involvement in the Superintendent Search process and looks forward to hearing community members' views.



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NATICK PUBLIC SCHOOLS SUPERINTENDENT OF SCHOOLS SEARCH

CONSULTANT, SCREENING COMMITTEE, AND SCHOOL COMMITTEE ROLES

CONSULTANT/NESDEC'S ROLE: Search and Facilitate. As the Executive Search firm retained by the School Committee, NESDEC's scope of services includes assisting the School Committee in all aspects of the search by conducting a communitywide needs assessment, preparing customized recruiting materials, advertising and outreach, use of NESDEC's proprietary state, regional and national network, developing a unique *Successful Candidate Profile*, managing the entire application process, arranging interviews, credential verification on finalists, facilitating an Agreement in Principle with finalists, and other related services as may be agreed to by the School Committee and NESDEC. In addition, NESDEC provides assistance to the Screening Committee including orientation workshops, tailored screening materials, secure access to application dossiers, interview preparation, scheduling interviews and, if requested, facilitating the determination of a slate of recommended candidates for consideration by the School Committee.

SCREENING COMMITTEE'S ROLE: Screen and Recommend. As the name applies, the role of the Screening Committee is to serve as the preliminary screen in the Superintendent Search Process. Appointed by the School Committee or designee, the Screening Committee assists the School Committee by identifying a manageable number of applicants who most closely match the needs of the district and the attributes being sought. It reviews the credentials and related materials submitted by all applicants for the position and selects the most promising candidates (typically 6-8) for preliminary screening interviews. After the interviews have been conducted, the Screening Committee determines a slate of candidates (usually 3-4) in alphabetical order to recommend for further consideration by the School Committee. The Screening Committee does so by comparing each candidate to the needs of the school and district that emanated from the *Communitywide Needs Assessment* and the desired attributes contained in the *Successful Candidate Profile*. It is important to note that much of the Screening Committee's work may be done in executive (non-public) session and that all members of the Screening Committee are expected to abide by the rules established for confidentiality.

SCHOOL COMMITTEE'S ROLE: Select and Appoint. The role of the School Committee is to select and appoint the Superintendent of Schools.



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NATICK PUBLIC SCHOOLS SUPERINTENDENT SEARCH COMPOSITION OF THE SCREENING COMMITTEE

1. Approximately 9-11 people with this suggested profile:

(Please note guidance relating to potential conflict of interest.)

- A central office administrator (e.g., asst. supt. might have the best overview)
- A principal (someone with a broad knowledge of district)
- A teacher from a level different than the principal
- A member of the support staff
- A public official (hopefully, an influential member of the Finance Committee--or, possibly a selectman?)
- A senior citizen (preferably a long-time resident whose children went through the schools or who has grandchildren in the schools)
- An elementary parent
- A middle school parent
- A high school parent
- A business person (perhaps ask the Chamber of Commerce to select someone or just pick one)
- A member of the School Committee
- A student (Student Advisory Council representative to the School Committee)

Try, insofar as possible, to achieve some kind of mix to help make your screening committee somewhat representative of the community. Members of the screening committee could serve in more than one role from the above list.

Select a manageable number of people to serve, ideally 9-11. Larger groups minimize the degree of participation by individual members. The chairman should be someone who is able to keep the group focused not only on the interview process, but also on the time allotted for each interview. To avoid tie votes, an odd number of members work best.

Send a letter to each group that will be represented and invite them to select a representative. Include the interview schedule and a deadline for response. Ask for responses far enough in advance so you will have time to replace someone that has volunteered, but then finds he or she is unable to participate.

All members who agree to serve must be available for all the interview dates that appear on the timeline including the date the screening committee will receive and screen applications. This will provide all candidates with the same opportunity for consideration as a finalist.

In your letter of invitation, include an overview of the interview process as well as the scope of authority the screening committee will have. Those volunteering will need to understand clearly the role they will play during this important part of the process. Only the School Committee and the consultant will be responsible for researching the credentials, work experience and background of the candidates. Also, the

School Committee must reserve to itself the right to add or delete to the number of candidates to be interviewed as finalist.

2. Hints

- Try to name people who understand and know the community.
- Try to name people who are open-minded and truly interested in helping the school system find a quality leader.

3. Timeframe for service and other matters

- Conduct hour-long interviews with approximately eight-ten candidates in a week to ten-day timeframe. Possibly a Saturday session and two or three evening sessions.
- The consultant usually conducts a 2 ½ hour training session for screening committee members sometime during the week preceding the interviews. Process, questioning techniques, feedback forms, etc. will be reviewed and interview questions will be developed.
- A list of names, addresses, telephone numbers, email addresses of those agreeing to serve should be given to the School Committee or subcommittee chairs.



February, 11, 2013

Arthur Bettencourt, Ed.D.
Executive Director
New England School Development Council
28 Lord Road
Marlborough, MA 01752

Dear Dr. Bettencourt:

This guidance is provided in response to your inquiry regarding whether inclusion of a principal or teacher on a search committee for a school district superintendent position presents a conflict of interest under M.G.L. Ch. 268A, section 19(a).

M.G.L. c. 268A, Section 19(a) prohibits a municipal employee from participating in a matter if the employee has a financial interest in that matter. It is not entirely clear that a teacher or principal would be considered a municipal employee for these purposes. Arguably, a teacher or principal has a financial interest tied to the selection of a superintendent. However, on the other hand, it could also be asserted that the superintendent usually does not have direct control over a school's finances, which may be set by a school committee. The MA Ethics Commission has not opined directly on these issues, and I did not find an analogous opinion that would clearly apply in these circumstances.

However, if it were interpreted that these were municipal employees and a superintendant did have a sufficiently direct connection to present a conflict, there are two exceptions which might be applied to avoid a violation of Section 19(a). As an initial matter, M.G.L./Section 19(b)(1) provides that it is not a violation of the conflict of interest rule if "the municipal employee first advises the official responsible for the appointment to his position of the nature and circumstances of the particular matter and makes full disclosure of such financial interest, and receives in advance a written determination made by that official that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee." That exception would appear to permit a teacher or principal to participate in the search and selection process if the participation was properly disclosed in advanced and approved in writing by the "official responsible for the appointment" (presumably the School Committee or similar body).

Further, 930 C.M.R. 6.23 ("Exemption Permitting Persons Serving as Members of Public Boards Pursuant to Legal Requirement that the Board Have Members with a Specified Affiliation to Participate Fully in Determinations of General Policy") provides



exceptions to the conflict of interest laws, permitting municipal employees to serve as members of certain boards pursuant to legal requirements that the boards have members with a specified affiliation to participate in determinations of general policy. The Regulation states: "This exemption applies where a public board is legally required by statute, executive order, regulation, ordinance, by-law, warrant article, or comparable legal requirement to have members who are affiliated with a specific entity, industry, constituency or stakeholder group." Therefore, if by law, a search committee is required to include school faculty and administrators, then the participating committee members (including a teacher or principal) would appear to qualify for this exception to the conflict of interest law. This analysis also appears to be consistent with industry guidance which recommends including faculty, teachers and/or administrators in the ordinary course, in these selection processes.

This information is provided for information and guidance purposes only. We recommend that individual school districts who are considering the inclusion of principals, teachers, or administrators on a search committee for a superintendant additionally seek a legal opinion from the Town Counsel, City Solicitor, or other legal advisor for the municipality. Additionally, the school district might consider seeking an advisory opinion from the MA Ethics Commission.

Please do not hesitate to contact me directly if you have further questions in this regard.

Sincerely yours,

Jeanne M. Colachico

Jeanne M. Colachico
Principal



**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

	PUBLIC EMPLOYEE INFORMATION
Name of public employee:	
Title or Position:	
Agency/Department:	
Agency address:	
Office Phone:	
Office E-mail:	
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
	APPEARANCE OF FAVORITISM OR INFLUENCE
Describe the issue that is coming before you for action or decision.	
What responsibility do you have for taking action or making a decision?	
Explain your relationship or affiliation to the person or organization.	
How do your official actions or decision matter to the person or organization?	

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. ____ Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.



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SAMPLE LETTER for the SCREENING COMMITTEE INVITATION

Dear _____:

Natick Public Schools has hired the New England School Development Council (NESDEC) to assist with the search for a new Superintendent of Schools.

In the next few weeks, the School Committee intends to appoint a Screening Committee to assist in the superintendent search process. While the School Committee has the sole authority to appoint the superintendent, it may wish to have the benefit of input from a Screening Committee made up of various members of the community and schools. The Screening Committee will review applications, interview candidates and recommend several candidates to the School Committee for further consideration.

Natick Public Schools invites (*GROUP/ORGANIZATION*) to recommend (one) member to serve on the Screening Committee. The individual recommended should be available to attend several evening meetings including all the candidate interview sessions, and he/she should understand that much of the business of the Screening Committee will require a high degree of confidentiality as potential candidates' names and application materials will be reviewed and discussed. A copy of the search timeline is enclosed for your convenience. Please contact me no later than (*DATE*) to inform me of (*GROUP/ORGANIZATION's*) recommendation for its representative on the Screening Committee.

The first meeting of the Screening Committee is tentatively scheduled for _____ at _____ p.m. (*LOCATION*), at which time a NESDEC search consultant will facilitate a training workshop. The consultant will also assist in reviewing applications, and in the selection of candidates the Screening Committee wishes to interview. The interview schedule, agenda and questions will also be developed. As you can see, many tasks must be accomplished during the meeting so members should plan to be available for approximately three hours.

In subsequent meetings, it is anticipated the Screening Committee will interview a total of approximately 8-10 candidates who best meet the profile that has been established for the superintendent position. At the conclusion of the interviews, the Screening Committee will recommend 3-5 candidates for further consideration by the Natick School Committee.

Selecting a new Superintendent of Schools is an important activity for the entire community, and it requires an extraordinary commitment of time and energy. The School Committee would greatly appreciate (*Group/Organization's*) participation in the process. If you have any questions, please do not hesitate to contact me. I can be reached at (*CHAIR PHONE NUMBER OR EMAIL*).

Very truly yours,

ITEM TITLE:	Approve School Committee Goals
DATE:	10/2/2023
ITEM TYPE:	Action
ITEM SUMMARY:	
BACKGROUND INFORMATION:	
RECOMMENDATION:	
