

NATICK PUBLIC SCHOOLS
School Committee Meeting
December 5, 2024
11:45 AM

**Budget Subcommittee - School Committee Room and Virtual -All Comments Should be Addressed
Through the Subcommittee Chair**

Tuesday, December 3, 2024 @ 10:50 AM

Open meeting at 11:45 AM - 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/u/keAEm9sL> . If any member of the public, attending the meeting virtually, wishes to take advantage of public speak, they should email Catherine Brunell at (cbrunell@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 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

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.

Special Meeting Item

1. Review and discuss Budget Sessions from MASC Conference
 1. "What should be in your budget" and "School Budgeting: School Committee Authority/Fiscal Responsibilities" [LINK](#)
2. Review and discuss budget documents from FY22, 23 and 24, 25 and hear suggestions for FY26.
3. Review and discuss like district budget resources.
4. Approval of Minutes
Budget Working Group Notes - [LINK](#)

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

ITEM TITLE: Review and discuss Budget Sessions from MASC Conference
DATE:
ITEM TYPE:
ITEM SUMMARY: 1. "What should be in your budget" and "School Budgeting: School Committee Authority/Fiscal Responsibilities" [LINK](#)
BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
What should be in your budget" and "School Budgeting: School Committee Authority/Fiscal Responsibilities	12.5_MASC_Conference_Summary_.pdf	Cover Memo

MASC Conference November 2024

Sessions Attended/Led

Session Name	Attended or Led by	Materials/Notes
What Should Be in your Budget	Catherine	Slides Notes
Addressing Student Digital Media Use to Promote Mental Health	Shai	Slides
Navigating Change: Effective Communication Strategies for Operational Overrides	Tamika/Catherine	Notes
Current Trends in Collective Bargaining	Catherine	Slides Notes
Proactive Communication: Telling Your District's Story	Tamika	Slides
Sense of Belonging; The Role of the School Committee and Superintendents	Shai	Slides
Demystifying the Legislative Process	Shai	Slides
School Budgeting: School Committee Authority/Fiscal Responsibilities	Catherine	Slides Notes
School Finance Leaders: Strategies that Work	Co-Led by Matt Gillis, Assistant Superintendent of Finance	Slides

Special Education Financial Issues: Impact and Management	Catherine	Slides Notes Award Article
The Dignity Index (Also discussed at the morning plenary with Tim Shriver)	Shai	Website
DEIB: Collaboration with School Committees for Sustainability	Shai	Notes
Engaging your Newcomer Students	Shai	Notes
Role of the School Librarian and Current Challenges to the Right to Read	Co-Led by Luke Steere, Librarian Wilson Middle School	Slides
Making Sup. Evaluation Meaningful		Slides
The Art of Listening	Tamika/Shai	Slides
Addressing Student Digital Media Use to Promote Mental Health		slides

[Full List of sessions and slides available.](#)

Big Picture Takeaways:

Catherine:

- 1) Collective Bargaining -. See strikes or hear about what is happening and I left especially grateful for the problem solving approach we take in Natick with the Interest Based Bargaining process. “Union and SC are in a marriage to which there is no divorce.”

- 2) Fiscal Responsibility and Authority of SC - We saw a big change when Matt arrived in terms of the reporting that our committee received. 1/4ly reports, transfers, end of the year reports are standard. A budget is a policy document - it is how we achieve the goals and the promises we make to the students.
 - a) Better decisions are made when information is shared.
 - b) **Policy DBJ** needs to be revisited b/c of State Law.
 - c) **Cost Centers review** - do they allow us to track our goals

- 3) Special education presentation
 - a) Ask questions about our students, our capacity, our spending to look for ways to improve the experience of students.
 - b) Proactive planning - better for kids and for community
 - c) **Stabilization fund for Special Education** - unanticipated, unbudgeted costs.

Shai:

- 1) Importance of Community Engagement: Throughout various presentations presenters highlighted the importance of engaging the community to better understand what students need
 - a) Effective communication is a two way street: How do we make sure that we are hearing from the community--and the *entire* community (not just loudest voices)
 - b) Engaging newcomer families requires focused efforts
 - c) SC meetings is one but only one method--other efforts should be considered (many of the ideas discussed are already on our community engagement action plan!).

- 2) Importance of Data: Although an obvious point and one that has been often discussed at our committee meetings, it is important to make sure we create a data culture in our district, especially related to DEIB topics.
 - a) Also came up in the context of MTSS (e.g., conversation with Renaissance)--using various sources of data to better understand the whole child.

- 3) Digital Media discussion: Policy is important, but need more than policy
 - a) Media literacy education to ensure students are developing self-management skills themselves
 - b) Engage student and family voices

ITEM TITLE:

Review and discuss budget documents from FY22, 23 and 24, 25 and hear suggestions for FY26.

DATE:

ITEM TYPE:

ITEM SUMMARY:

BACKGROUND

INFORMATION:

RECOMMENDATION:

ITEM TITLE: Review and discuss like district budget resources.

DATE:

ITEM TYPE:

ITEM SUMMARY:

BACKGROUND INFORMATION:

RECOMMENDATION:

ITEM TITLE: Approval of Minutes
DATE:
ITEM TYPE:
ITEM SUMMARY: Budget Working Group Notes - LINK
BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
budget working group notes	12.5_Budget_Working_Group_Notes.pdf	Cover Memo

Budget Working Group Notes

10/23/24 [Draft Meeting Minutes](#)

12/5/24 [Agenda](#)

Questions identified in the Goal Sheet:

Review the FY24 and FY25 budget template/cycle - evaluate where more information may be needed, where there are strengths. Consider Town Charter, previous NPS budget and TA's budget timeline, Finance Committee's needs.

Create documentation that indicates key changes to the process in order to provide clarity

[Town Charter Full Finance Section](#)

Key Parts:

5-2 School Department Budget

(a) Submission to Town Administrator - The superintendent of schools' proposed budget shall be submitted to the town administrator in sufficient time to enable him to consider its effect on the total town budget he is required to submit under this article.

(b) Public Hearing - At least seven days before the meeting at which the school committee is to vote on its final budget request, the school committee shall cause to be published in a local newspaper a general summary of the proposed budget. This notice shall also indicate the times and places at which copies of the proposed budget are available for public examination, and the date, time and place, not less than seven days following such publication, when a public hearing will be held by the school committee on the proposed budget.

Section 5-5 The Preliminary Budget

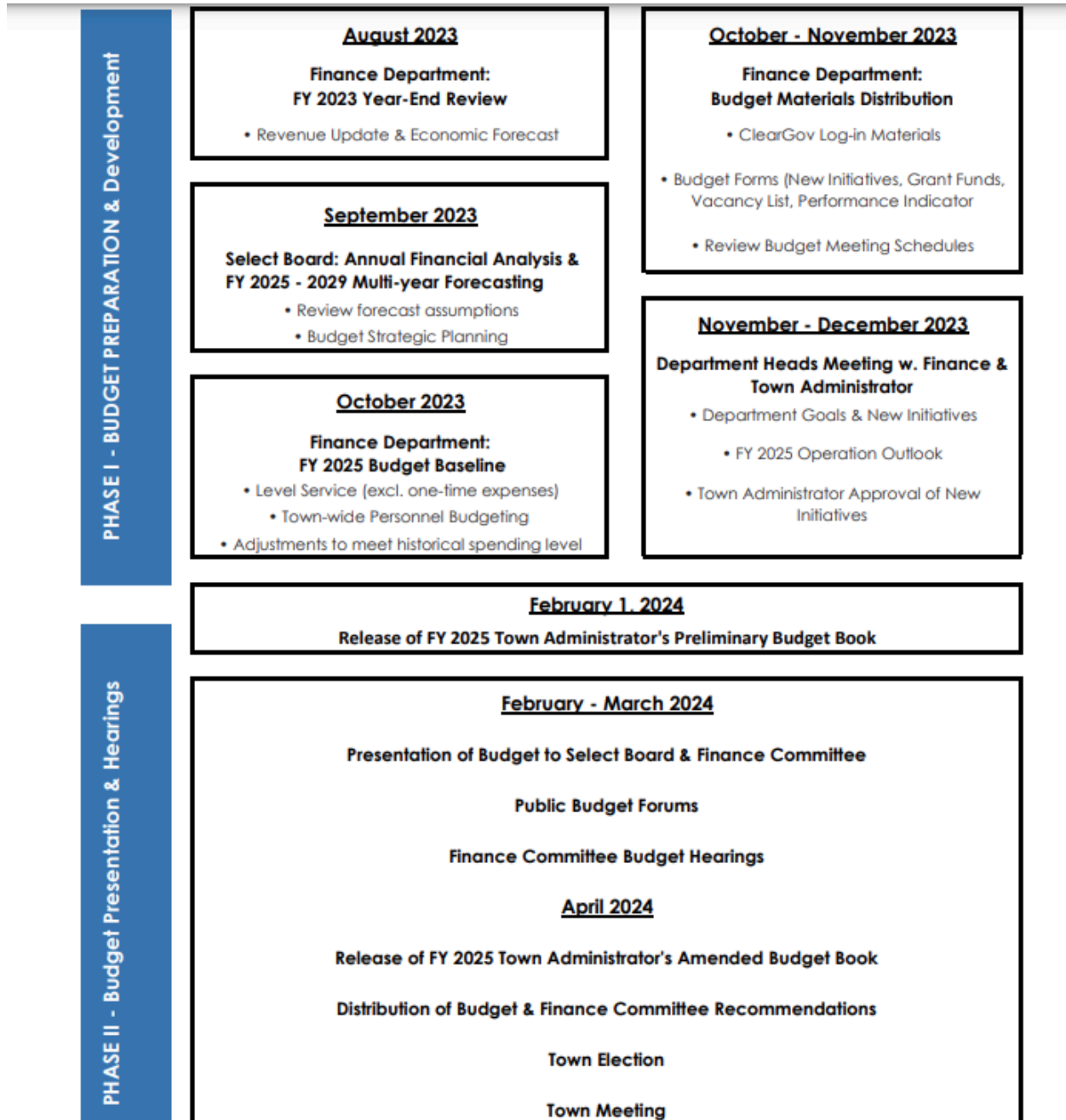
The preliminary budget, in conjunction with the town administrator's budget message, shall provide a complete financial plan of all town funds, **including the superintendent of schools' proposed budget as submitted under Section 5-2 and shall explain differences, if any, between that proposal and the town administrator's recommended appropriation for the school department.** The preliminary budget must clearly identify any variances between the total recommended appropriations and projected available revenues and identify one or more scenarios for addressing such variances

5-6 Review - The finance committee shall consider, in open public meetings, the detailed expenditures proposed by each town agency and may confer with representatives of any town agency in connection with its review and consideration. **The finance committee may require**

the town administrator, or any other town agency, to furnish it with such additional information.

[School Budget Timeline](#)

TA Budget Timeline - as presented in the Budget Book



More Information Needed / Items to consider

Work towards **8 years of data**

Staff - added detail to alleviate concern about too many staff

Shared Services - Wellesley example - hold out 20% of the salary when adding a member to show an understanding of the pull on the budget at large

Cost Centers - You should be able to speak about your goals through you cost centers. Recommended you vote each cost center and then the full number.

Grants - SC Votes to approve all grants, could also have process before apply - not recommended to have in consent agenda

Gifts - solidify process - pto's, athletic boosters etc.

Warrant - Signed warrant should be on the next agenda after signed - not recommended to be in consent agenda [Charting the Course Info](#)

Special Education Finance and Medicare Reimbursement

Capital Planning

Policy dbj - ours has language that allows transfers under 10K - this is not recommended or following state law

Strengths/Keep

Other
Internal process of budget development - Does everyone across schools and departments know what to expect and when?
Wellesley Example of using Flipping Book software
Finance Department walking through the schools to understand how the money is being used in action and how to tell the story.
Special Education Stability Fund - Can build shared trust between SC, Select Board and fin com.
Budget academy for Fin Com, Select Board, SC and Public at Large - uses previous year's budget to do a thorough (2 hours) walk through of last years story. Helps people when the new budget is presented - familiar with terms remember key items from the previous year.
Budget Guidelines - Wellesley (see timeline) and Reading Guideline examples -

Links

What Should Be in your budget - MASC Conference 2024

[Slides](#)

[Notes](#)

[Charting the Course - School Finance Slides for School Committee Orientation](#)

[Reading Budget Example](#)

[Rockport Example](#)

[Cambridge Example of Marketing their budget through 2 minute videos](#)

Previous Budget's Natick:

FY22

Book: <https://drive.google.com/drive/search?q=fy22>

Calendar: https://docs.google.com/document/d/1rrfSluY8YgBjwV_yOFsb6nxgsXfKAFH9/edit

FY22 Grant Summary:

https://docs.google.com/spreadsheets/d/1Knnjsvp65PtUKfeBOWVrYjsN_v1kHOWRuW2dVJNuC5l/edit?gid=0#gid=0

FY23:

Budget Book: <https://drive.google.com/drive/search?q=fy23>

Calendar:

<https://docs.google.com/presentation/d/151SIhTsgGIG9KzJP87rwrMCZLwMSKgun/edit#slide=id.p1>

FY23 Grant Memo (could not find a summary)

https://docs.google.com/document/d/1OdvM3-khb7fA_YF_hDhkprR5pQejN_BfHuGK2IOFpvo/edit?tab=t.0

Budget Summary Presentation: <https://drive.google.com/drive/search?q=fy23>

FY24:

Budget Book: <https://drive.google.com/drive/search?q=fy24%20Grant%20summary>

Budget Calendar:

<https://docs.google.com/document/d/1nK707pr0V3PCgJrM8U4yw8cvhy3fLdqi/edit>

Budget Summary Presentation:

https://docs.google.com/presentation/d/16Q3aNCJpBmOWBoqZzEd-meXu2aC9ScMWjqNZy5BzKKU/edit#slide=id.g1f72ed49fc5_0_20

FY25

Budget Book: <https://drive.google.com/drive/search?q=FY25%20budget>

Budget Calendar:

<https://docs.google.com/document/d/1bwesbrwPFloRqoYtwuoAuDn90t8WmJ7g/edit>

Town Meeting Presentation:

https://docs.google.com/presentation/d/1mMrn8CiGAeSx38FiuXNWSswwBH_DyRy17v6O3pfvMi4/edit#slide=id.g1f3caf4fdae_0_1115

1st quarter Report: <https://drive.google.com/drive/search?q=FY25%20budget>

Fin Com questions 2016 - 2022 Document:

<https://docs.google.com/spreadsheets/d/1v53vYS6jU1a0tTuFzvOlq5XbfAP2BBkxnJfgizsIZJA/edit?gid=2122493361#gid=2122493361>

Fin Com - Example Questions from above document

Technology:

- Classroom Equipment - Please provide an explanation for the \$178,736 increase in the budget for this line (\$96,264 v. \$275,000 FY17 v. FY18). What are we planning to replace with this money?
- For how many years have teacher laptops been replaced at 250 laptops/year?

Transportation:

- Please provide the estimated fuel costs for FY20 and the actual fuel costs for FY19. Fuel data was missing from the copy of the contract (fuel prices and escalation/de-escalation clauses) provided to Fincom.
- McKinney-Vento: Why is the Daily Cost \$1,220, more than 10X the daily per student cost of regular transportation?

Capital

- In addition to funds in the combined Facilities Department budget, NPS has budgeted an additional \$1.9MM for building maintenance in FY19. This represents a 9.7% increase over the FY18 budget. Please itemize how the FY19 budgets for these expenses were developed as well as the actual expenses for FY15 - FY18 (YTD) by line item.

Salaries:

- Please provide a copy of the School Committee's Administrator/Principal Compensation Policy.
- For FY 2019 and 2020, how many positions are grant funded? For FY 2020, are any grant funded positions being converted to town appropriation?
- [EAN Salary Survey Updated 11/9/18](#) ,Shared after Mr. Linehan's questions about steps and lanes