

NATICK PUBLIC SCHOOLS
School Committee Meeting
March 27, 2025
6:45 PM
School Committee Room - 3rd flr, Town Hall

Posted Date: Tuesday, March 25, 2025 @ 1:45 PM

Open Meeting at 6:45PM. 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 the School Committee Chair, Shai Fuxman at (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

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, STUDENT, METCO REPRESENTATIVES - UPDATES/CONCERNS

SUPERINTENDENT'S REPORT

1. MVP Grant: Stormwater Mitigation Project Update and Support Request
2. Memorial Eligibility Phase

CHAIRMAN'S REPORT

1. Appointment of School Committee Member to Memorial School Building Committee
2. Formalize Subcommittee for Budget and Finance

ACTION ITEMS

1. Vote to Approve Support Request for MVP Grant: Stormwater Mitigation Project
2. Vote to Approve Memorial School Building Committee Recommendation

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

ITEM TITLE: MVP Grant: Stormwater Mitigation Project Update and Support Request

DATE:

ITEM TYPE:

ITEM SUMMARY: Protection from Future Flooding in Natick - [LINK](#)
Letter of Support - [LINK](#)

BACKGROUND

INFORMATION:

RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
letter of support	3.27.25._letter_of_support_for_mvp_grant_-_3.27.25.pdf	Cover Memo
protection from future flooding in natick	3.27.25_revised_protection_from_future_flooding_in_natick.pdf	Cover Memo



Natick Public Schools - School Committee

Shai Fuxman, Chair
13 East Central Street
Natick MA 01760
508•647•6500

March 27, 2025

Kara Runsten, Municipal Vulnerability Preparedness Manager
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Subject: Letter of Support for Natick MVP Application

I am writing on behalf of the Natick School Committee to express our support for the Town of Natick's Municipal Vulnerability Preparedness (MVP) Action Grant Application to the Massachusetts Executive Office of Energy and Environmental Affairs.

Through this application, the Town seeks to partner with the Executive Office of Energy and Environmental Affairs to address the Dug Pond Resilience Project.

Climate Resilience Design: This project will provide an opportunity to strengthen the community's climate resilience, as it looks to assess areas of Town with existing flooding concerns, as well as continuing on the path to construction for nature-based solution designs developed in prior funding cycles. The project has been designed to incorporate all the most recent climate data and take into account RMA recommendations for the project.

Community Engagement and Education: As this location is directly adjacent to the Natick High School campus, this project, in conjunction with the Tiny Forest installed at the campus in fall of 2023, serves as a great opportunity to engage with the High School on curriculum that can utilize resiliency features in the area as outdoor classroom spaces. This project also aims to prioritize community liaison relationships with the EJ communities within the project area by developing relationships with individual residents, and larger housing communities.

Capacity Building: In order to ensure that designs developed under this project can be implemented with minimal burden during roadway improvement and existing scoped capital improvement projects. This includes collaboration with Public Works staff to determine exactly what is needed from design work to either construct green infrastructure in-house or include green infrastructure construction into bid documents.

Thank you for considering Natick's application.

Best regards,

Shai Fuxman, Chair of Natick School Committee

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.

Protection from Future Flooding in Natick

FY26 MVP Grant Funding Application



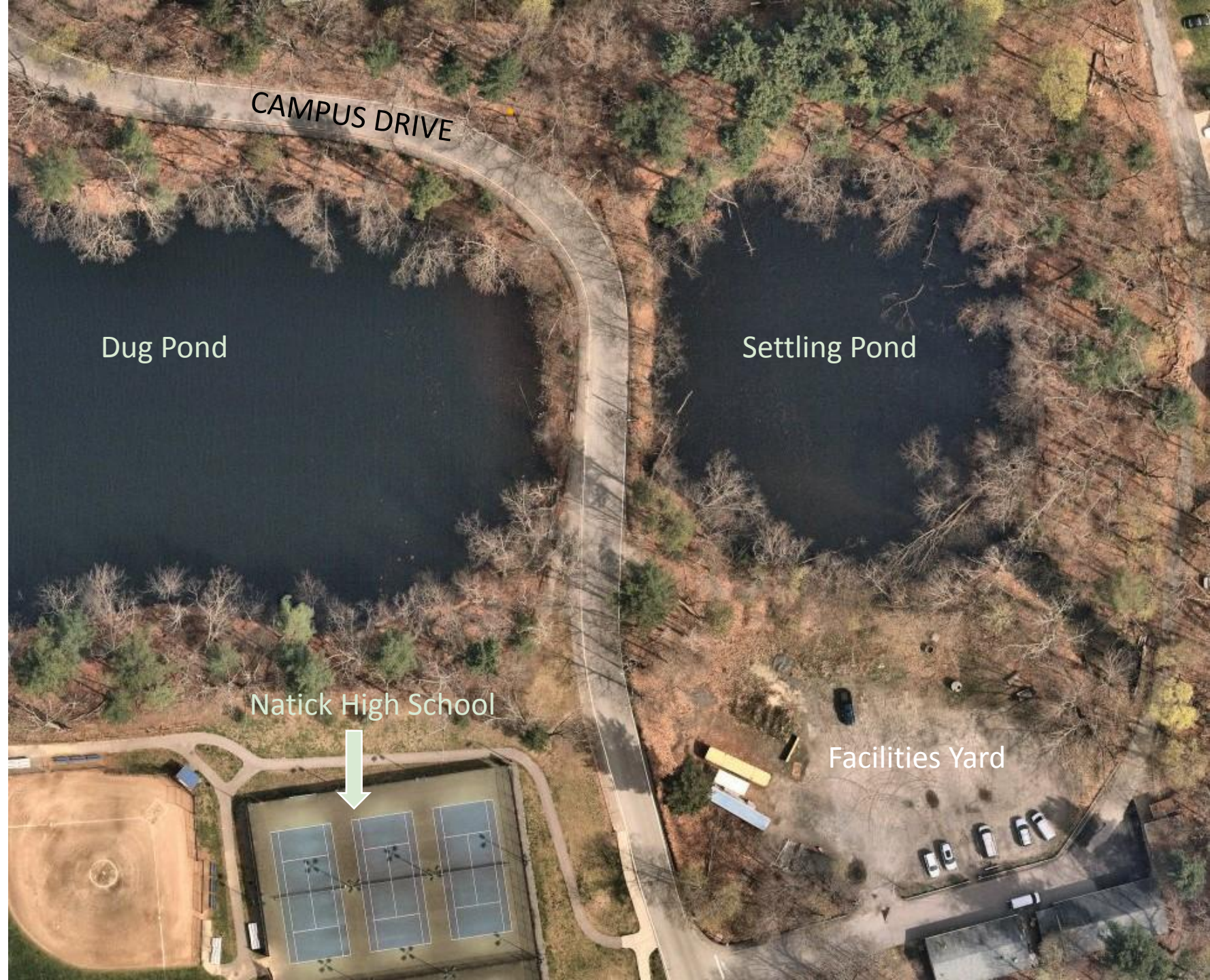
Presented by: Claire Rundelli, Conservation Agent/Environmental Planner



Current Project

This time last year we were applying for funding and requesting a similar letter from the School Committee for the current phase of work, which included:

- 75% (permit level) designs for a stormwater treatment and flood mitigation feature at the Settling Pond
- Assessment of existing Settling Pond for dredging
- Development of 3 additional green infrastructure concepts for the watershed that drains to Dug Pond
- Internal capacity building for green infrastructure maintenance
- Community engagement surrounding the project and flood impacts/stormwater quality in general



Project Timeline

Nov 2024:

Survey
Delineation
Test Pits

Jan 2025:

Watershed model
Site use review
Survey closes

Mar 2025:

Work on BMP design
and model watershed
concepts

May 2025:

CRWA Walk (5/3) &
In-Person Public
Meeting (5/20)

Jun 30, 2025:

Project complete

Oct 2024:

Contracting
complete

Dec 2024:

CWAP &
Survey release

Feb 2025:

Virtual Public
Meeting (2/12)

Apr 2025:

Present to NHS Earth
Club,
Pond Bathymetry &
Internal maintenance
trainings

Jun 2025:

Finalize watershed
concepts and dredging
feasibility study

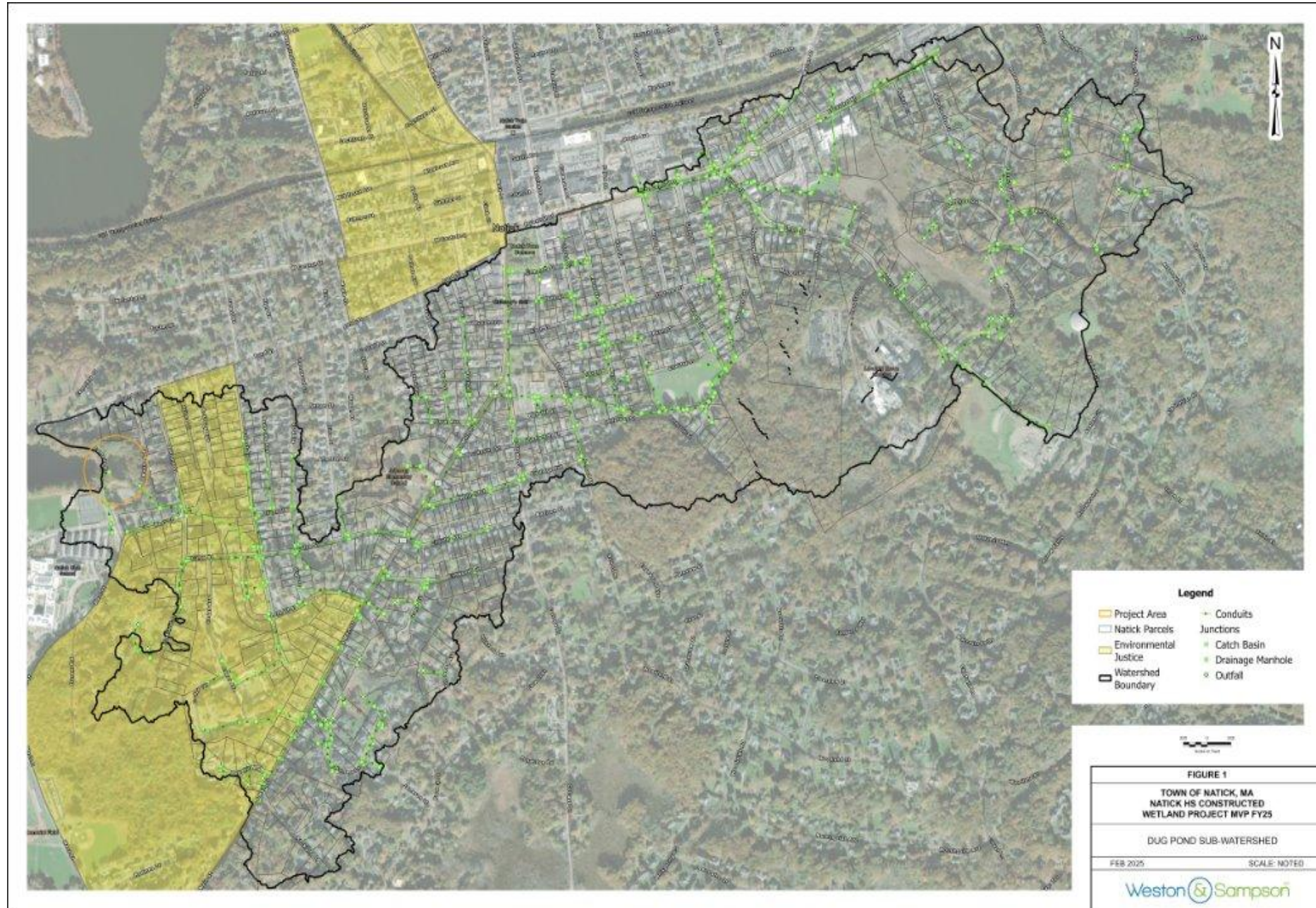
Watershed Limits

Two determining factors to the watershed limits

- Natural wetlands and streams
- Constructed drainage system

Watershed limits

- Northeast - drainage on Marion St and the wetland system to the rear of the CSC
- Southwest - drainage system in South Main St



Request for FY26 MVP Action Grant Program

• Permit Designs for Settling Pond

- Pursue all required permitting for the construction of the stormwater treatment and flood mitigation feature
- Finalize design plans to 100% for construction bid

• Expand Model

- Expand flood scenario model to include the area downstream of Dug Pond (Windsor Ave/Sassamon Trace Golf Course area)
- Pegan Brook

• Further existing concepts and identify additional locations

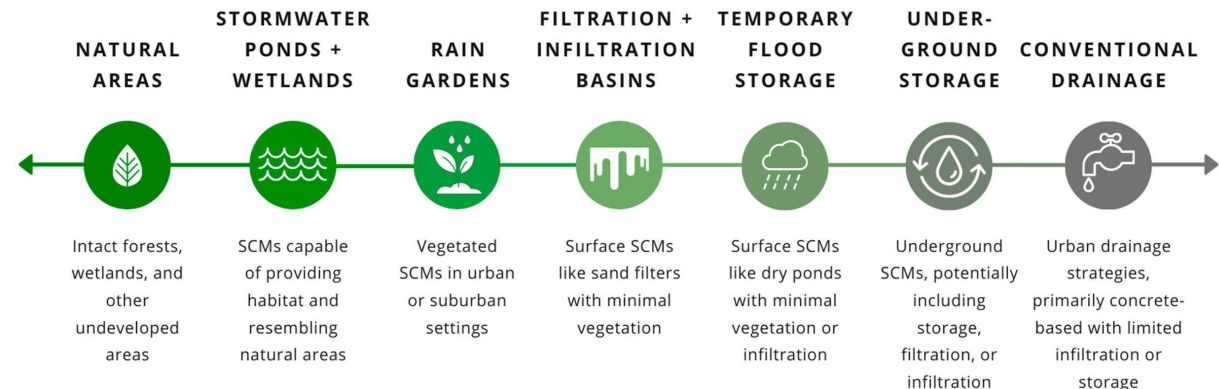
- Identify priority locations and develop concepts for expanded model area around Pegan Brook
- Work with DPW to identify additional locations for drainage improvements that can be easily constructed during roadway improvements (gray and green features)

• School Engagement

- Work with science teachers to develop curriculum lessons that will take advantage of outdoor classroom spaces that exist nearby (Tiny Forest, existing grass bioswales, etc.)

"GREEN" INFRASTRUCTURE

"GRAY" INFRASTRUCTURE



Why is this project important?

Public Feedback Heard: public swimming and cooling locations are not accessible enough with frequent closures due to toxic algal blooms

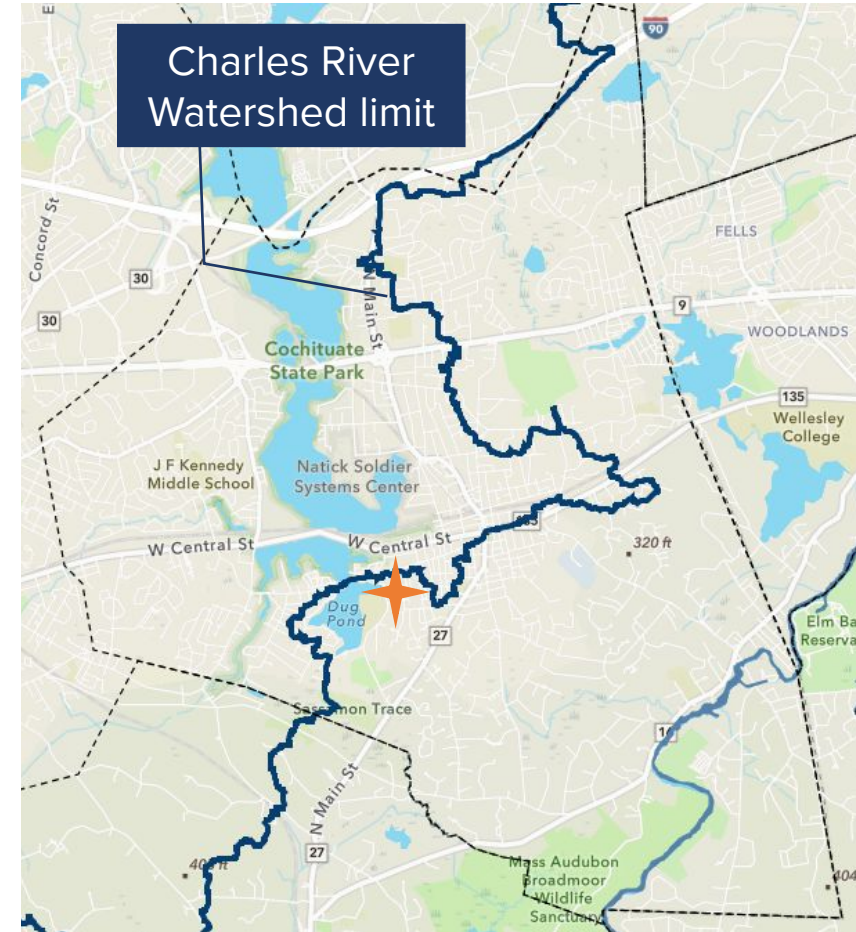
- **Project impacts:**

- Treatment feature will be designed to remove nutrients and sediment from water entering Dug Pond
- Nature-based solutions (NBS) concepts for larger watershed will also contribute to water quality improvements

Required Town Action: Updated state permit requirements for phosphorus removal within the Charles River Watershed

- **Project impacts:**

- Treatment feature will aim to maximize phosphorus removal, and watershed concepts will prioritize water quality improvement
- Training of staff on installation and maintenance of NBS will build capacity for additional installations throughout the watershed as part of future capital improvement roadway projects

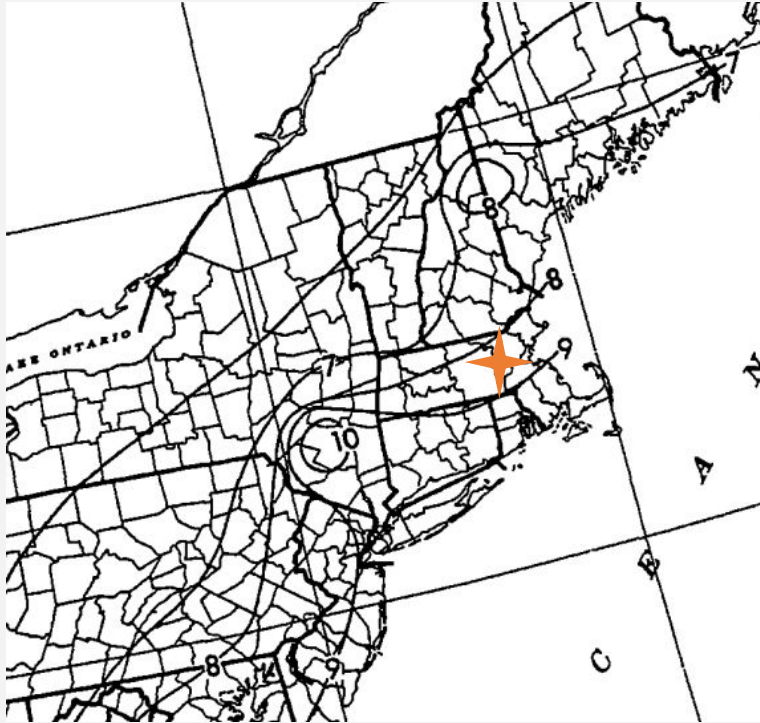


★ = project location

Why is this project important?

Known Future Condition: Climate change impacts will continue to increase storm intensity and precipitation volumes

Project impacts: Treatment feature and watershed concepts will be designed to handle a changing climate



In 1964, the 100-year storm total over a period of 2 days was estimated to be roughly **8.5 inches** in Natick.



In 2024, the 100-year storm total over a period of 2 days was predicted to be up to **12.2 inches** in Natick.



QUESTIONS?

Claire Rundelli

Environmental Planner & Conservation Agent

Town of Natick

crundelli@natickma.org

ITEM TITLE: Memorial Eligibility Phase
DATE:
ITEM TYPE:
ITEM SUMMARY: a. Memorial School Building Committee Recommendation - LINK Draft Letter - LINK - Update - LINK
b. Framing & Plan for EPQ Submission and Enrollment Submission

BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
memorial school building committee contact list	3.27.25._Memorial_School_Building_Committee_Contact_List.pdf	Cover Memo
draft letter for msba	3.27.25_Draft_letter_for_SBA.docx_(2).pdf	Cover Memo
MSBA update and educational profile questionnaire	3.27.25_Memorial_MSBA_Updates_(1).pdf	Cover Memo

Memorial School Building Committee Contact List

Position	Name	Voting Member / Ad-Hoc Member	Proposed MSBA Mapping Roles	Please provide a brief description of your interest in serving on this committee.	Do you have any relevant qualifications or experience in the following areas (check all that apply)
1 Superintendent	Melissa Spash	Voting Member	Superintendent of Schools, Member Knowledgeable in Education at Mission		
2 Assist Superintendent Business Office	Matthew Gillis	Voting Member	MCPPO Certified (Recertification estimated complete prior to any project expenditures), Local budget committee responsible for local finance committee		
3 Chair	Stephen Meyler	Voting Member	Administrator or Manager		
4 Town Administrator	James Errickson	Voting Member	Local Chief Executive Officer, Representative of office authorized by law to construct school buildings		
5 Select Board	Bruce Evans	Voting Member	Other: Member of Select Board Rep.		
6 Finance Committee (Fin/Com)	Kat Monahan	Voting Member	Other: Finance Committee Rep.		
7 Planning Board	Alan Cloutier	Voting Member	Other: Planning Board Rep.		
8 Facilities Director	Bill Spratt	Voting Member	Local Official Responsible for Building Maintenance		
9 School Principal	Troy Holding	Voting Member	School Principal		
10 School Committee Representative	TBD	Voting Member	School Committee Member		
11 Proposed Member of the Public	Sam Soderholm	Voting Member	Member of community with architecture, engineering, and or construction experience	MY wife and i have 4 young children under 12 and live in the memorial district, i have lived in Natick since 7th grade and my father has served on numerous boards in the town	Architecture, Engineering, Construction, Project Management, Financial Planning
12 Proposed Member of the Public	Kyla Meade	Voting Member	Member of community with architecture, engineering, and or construction experience	I am interested in serving on the Memorial Building committee both personally and professionally. My daughter is currently a 4th grader at Memorial, but she attended Johnson before that. It has given me a unique perspective on elementary schools, and I would like to help shape the new Memorial. Professionally, I have worked on many MSBA schools with the structural engineering firm I work for, and I would like to see the process from the other side of the table.	Engineering
13 Proposed Member of the Public	Maria McMorran	Voting Member	Member of community with architecture, engineering, and or construction experience	As a member of the Natick Net Zero Committee, a Natick resident, and an architect, I am interested in contributing to the future of my community by helping to shape the new Memorial School. I would like to see this new building embody the values of community, resilience, and sustainability. I enjoy a collaborative, team process and will step up fully to participate in this effort.	Architecture, Construction, Sustainability, Project Management, Other

Memorial School Building Committee Contact List

Position	Name	Voting Member / Ad-Hoc Member	Proposed MSBA Mapping Roles	Please provide a brief description of your interest in serving on this committee.	Do you have any relevant qualifications or experience in the following areas (check all that apply)
14 Proposed Member of the Public	Doug Tierney	Voting Member	Member of community with architecture, engineering, and or construction experience	<p>I believe I have a civic duty to contribute to the town where I can, and this role has significant overlaps with my professional experience. For the last 20 years I have managed large (\$10m-\$130m) design and construction projects for real estate developers. I was the Director of Construction for several developers before going out on my own in 2019. My firm, Tierney Development Services (www.TierneyLLC.com), currently employs 10 owner's reps with backgrounds in architecture, construction, and sustainability services. Most of my experience is in quasi-public housing, but I have been hired directly by public entities, including the City of Boston. I have an MCPPO certification, and am a Certified Passive House Builder.</p> <p>On the personal side, I have a son in seventh grade who spent five years at Memorial, and a daughter who is currently enrolled there as a third grader.</p> <p>I am willing to commit to serve on the committee through the completion of the project.</p>	Construction, Sustainability, Project Management, Other
15 Proposed Member of the Public	James Hannigan	Voting Member	Member of community with architecture, engineering, and or construction experience	<p>I have spend my 20 year professional career as a civil engineer designing high tension power transmission lines. I have served in many different roles from lead design engineer, to reviewing principal engineer, to project manager, and VP of engineering. Through these roles I have developed many skills that would have direct added value to the School Building Committee — project management best practices, constructibility reviews and assessments, local permitting processes, financial planning for large programs, and civil and structural design engineering methodologies to name a few. Furthermore, I am a licensed Project Management Professional and Professional Engineer in Massachusetts. I have a great desire to apply these skills for the improvement and betterment of the town in something that will have a lasting impact. Lastly, living in the territory of Memorial School and having one Memorial graduate, one current third grader, and one entering kindergarten next year, I am personally vested assisting the town in coming up with the best quality result possible for the given budget.</p>	Engineering, Construction, Project Management
16 Natick Police Representative	Officer Beth	Ad-Hoc Member	Other: Police representative		
17 Sustainability Leader	Jillian Wilson-Ma	Ad-Hoc Member	Other: Sustainability Representative		



Natick Public Schools
CENTRAL OFFICE

13 East Central Street, Natick, MA 01760

Dr. Melissa Spash, Superintendent

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

Matthew Gillis, Assistant Superintendent for Finance

Date

Maria Caprigno, MPA MEd, MSBA Project Coordinator
Massachusetts School Building Authority 40 Broad Street,
Fifth Floor Boston, Massachusetts 02109

Dear Maria:

In accordance with 963 CMR 2.00, attached for your review and approval is the membership of the School Building Committee for the Memorial Elementary School located in the Town of Natick of the Natick School District. The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws and agreements of the Town of Natick of the Natick School District. Committee Members include the following:

Designation	Name and Title	Address	Email Address and Phone Number	Voting Member
SBC member who is MCPPO certified*	Matthew Gillis/Asst. Superintendent of the Business Office	13 East Central St. Natick, MA 01760	matgillis@natickps.org 508.647.6500	Voting Member
Local Chief Executive Officer	James Errickson/Town Administrator	13 East Central St. Natick, MA 01760	jerrickson@natickma.org 508.647.6400	Voting Member
Administrator or Manager**	Stephen Meyler/School Building Committee Chair of Memorial Elementary School	13 East Central St. Natick, MA 01760	smeyler@natickps.org 508.647.6500	Voting Member
School Committee Member (minimum of one)	TBD	13 East Central St. Natick, MA 01760	TBD	Voting Member
Superintendent of Schools	Dr. Melissa Spash/Superintendent of Schools	13 East Central St. Natick, MA 01760	mspash@natickps.org 508.647.6500	Voting Member

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.

Local Official responsible for Building Maintenance	William Spratt/Facilities Executive Director	13 East Central St. Natick, MA 01760	wspratt@natickma.org 508.647.6400	Voting Member
Representative of Office authorized by law to construct school buildings	James Errickson/Town Administrator	13 East Central St. Natick, MA 01760	jerrickson@natickma.org 508.647.6400	Voting Member
School Principal	Troy Holding/Principal	107 Eliot St Natick, MA 01760	tholding@natickps.org 508.647.6590	Voting Member
Member knowledgeable in educational mission and function of facility	Dr. Melissa Spash/Superintendent of Schools	13 East Central St. Natick, MA 01760	mspash@natickps.org 508.647.6500	Voting Member
Local budget official or member of local finance Committee	Matthew Gillis/Asst. Superintendent of the Business Office	13 East Central St. Natick, MA 01760	matgillis@natickps.org 508.647.6400	Voting Member
Members of community with architecture, engineering and/or construction experience	* Sam Soderholm * Kyla Meade * Maria McMorran * Doug Tierney * James Hannigan	Proposed Members of the Public	Proposed Members of the Public	Voting Member
Other: Please provide brief background info/expertise	* Officer Beth Heffler/Police Representative * Jillian Wilson Martin/Sustainability Representative	* 20 East Central St. Natick, MA 01760 * 75 West St. Natick, MA 01760	ehffler@natickma.org 508.647.9500 jwmartin@natickma.org 508.647.6555	Ad-Hoc Member Ad-Hoc Member

Listed below is the past performance of the school building committee, the building committee (temporary or permanent), or any other committee responsible for oversight, management, or administration of the construction of public buildings and its individual members:

After approval of this committee by the Authority, the (City, Town or Regional School District) will notify the Authority in writing within 20 calendar days of any changes to the membership or the duties of said committee.

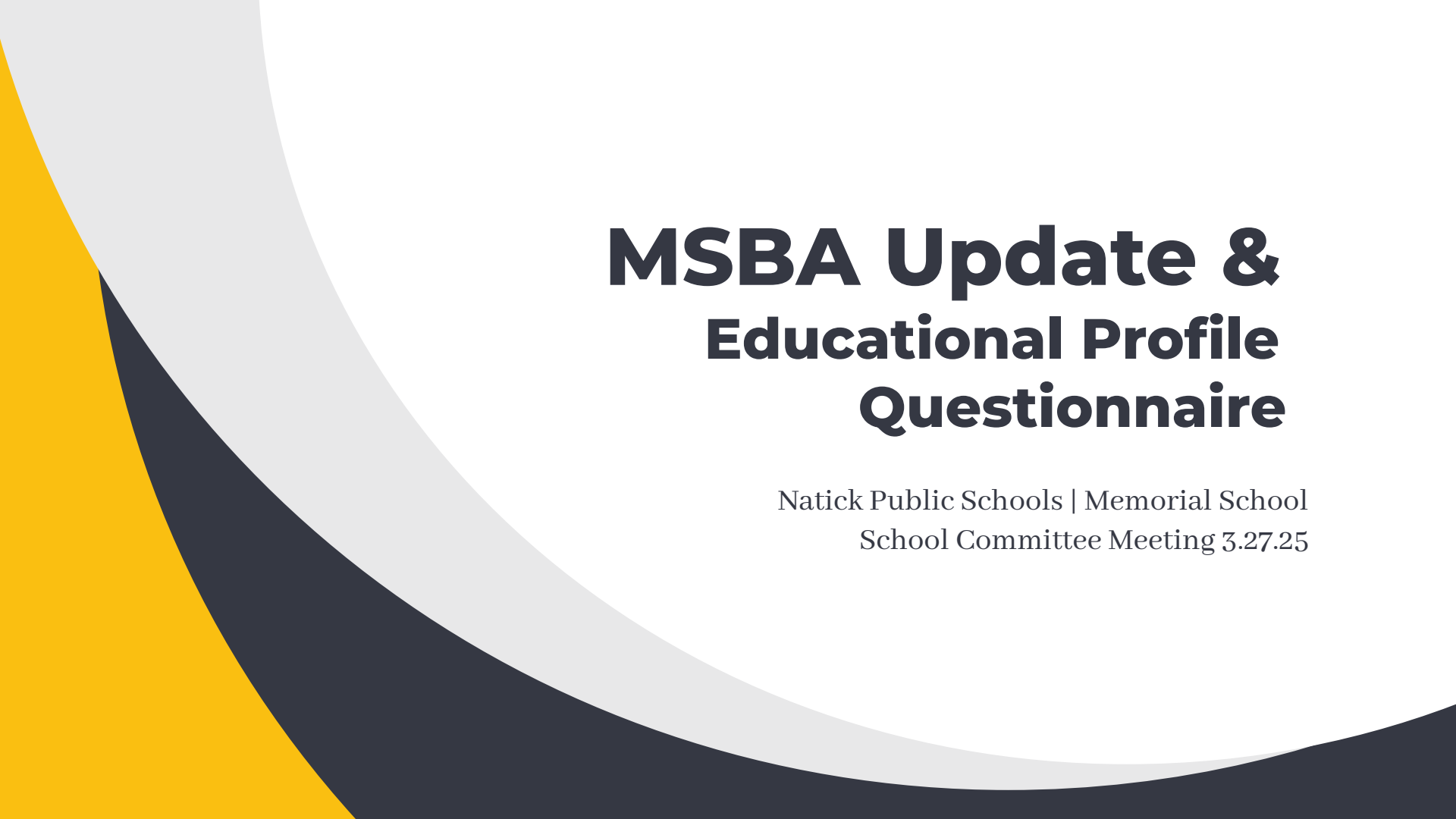
Sincerely,

Authorized Signature for the City, Town, or Regional School District

Approved by MSBA Date

* Please attach the certification from the Office of the Inspector General demonstrating completion of the MCPPO Program.

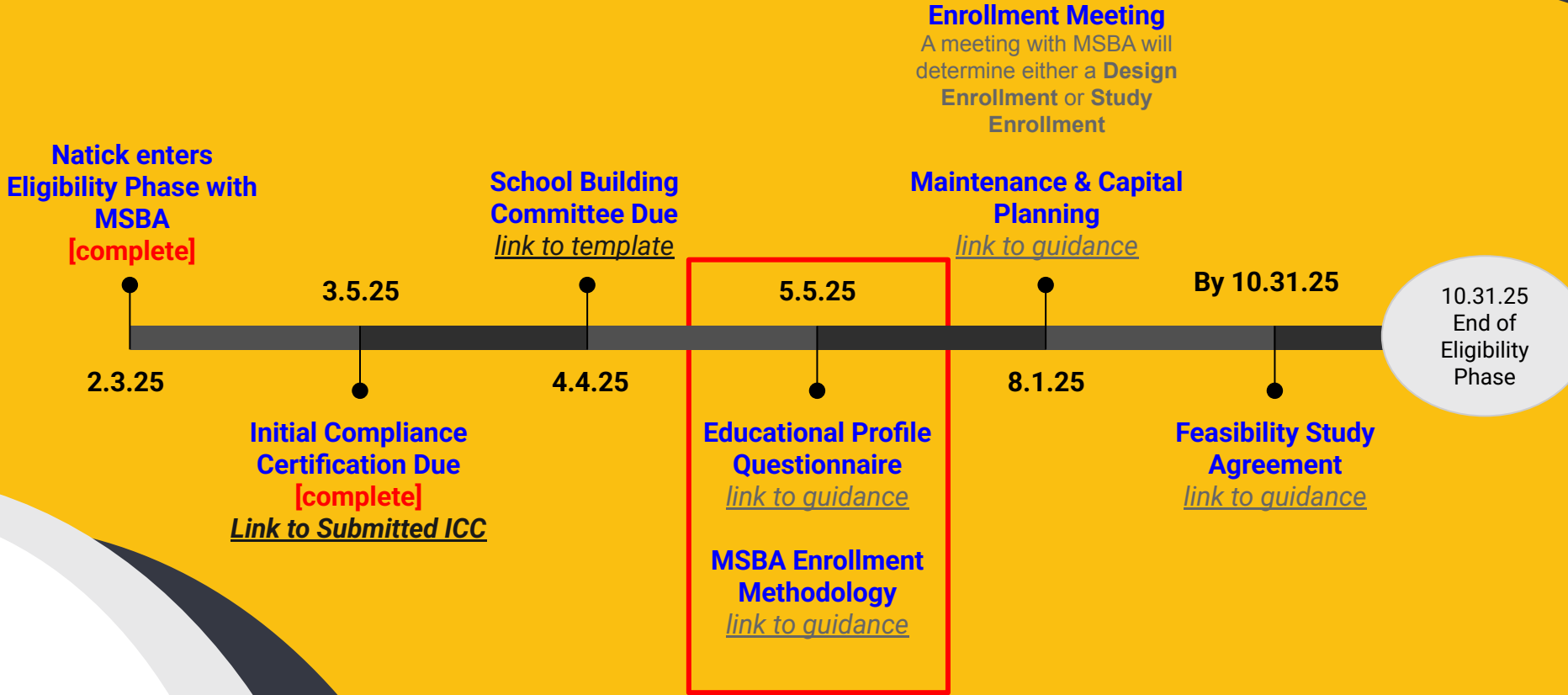
** “Administrator or Manager” refers to a Town Administrator, Town Manager, or to an equivalent position.



MSBA Update & Educational Profile Questionnaire

Natick Public Schools | Memorial School
School Committee Meeting 3.27.25

Eligibility Phase: Submission Due Dates



MSBA Modules

Module		Focus
1	Eligibility Period (2/3-10/31/25)	Establish need; submit EPQ and enrollment; gain MSBA approval to proceed.
2	Forming the Team	Procure Owner's Project Manager (OPM) and Designer.
3	Feasibility Study	Develop educational program; explore design options; select Preferred Schematic.
4	Schematic Design	Finalize design, scope, and cost estimates.
5	Project Funding	MSBA and District approve funding and sign agreement.
6	Project Funding Agreement	Develop construction documents and obtain bids.
7	Detailed Design	Build the project; monitor timeline and budget.
8	Construction	Open the building; address final punch list and commissioning.
9	Closeout	Post-occupancy evaluation, final audit, and grant reimbursement reconciliation.

Timeline

School Committee Meeting	Agenda Item
March 27, 2025	Provide Overview of Forms Due on 5/5/25 <ul style="list-style-type: none">• Educational Profile Questionnaire (EPQ)• MSBA Enrollment Methodology
April 7, 2025	Present First Drafts for School Committee Discussion and Feedback
April 28, 2025	Present Final Drafts for School Committee Discussion and Vote
On or before May 5, 2025	Submit EPQ and Enrollment Methodology to MSBA

Educational Profile Questionnaire (EPQ)

Educational Profile (EPQ)

- Confirmation of the District's school facilities
- Room types currently in the priority school listed in the Statement of Interest and how those rooms are utilized
- What the District proposes to study during Feasibility Study, including: teaching methodology, technology needs, proposed grade configurations, and/or school consolidations
- The EPQ serves as a key component for enrollment conversations
- [Link to sample form](#)
- [EPQ webpage](#)

Enrollment Methodology

Enrollment Methodology

- MSBA's enrollment methodology generates a baseline enrollment projection using historic enrollment data
- The district completes an enrollment questionnaire, an educational profile that provides potential grade configurations and shares local issues that may impact school enrollments for the proposed project
- Based on the district supplied information the MSBA generates a baseline enrollment projection using its enrollment methodology
- Upon agreement of a design enrollment, the MSBA and the district continue to collaborate to further develop the total square foot of the proposed project
- [Enrollment methodology webpage](#)

Enrollment in Future MSBA Phases

- The only formal enrollment data submission occurs in Module 1 (Eligibility Period)
- Enrollment data is then referenced and used in Modules 3 and 4, but not resubmitted unless a major project scope change occurs.

MSBA Modules

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MSBA Update & School Building Committee (SBC) Launch

Natick Public Schools | Memorial School
School Committee Meeting 2.24.25

Memorial SBC – Public Application Form

Link to form: [Memorial SBC – Public Application Form](#)



Current Phase

Eligibility Phase: MSBA Module 1

Educational Profile Questionnaire

Purpose of the EPQ

- Required submission during MSBA's Eligibility Period
- Provides a high-level overview of the District's current and proposed educational program
- Due to MSBA by May 5, 2025

What the EPQ Covers

- Confirmation of all school facilities in the District
- Room types and current usage in the priority school (per Statement of Interest)
- Proposed areas of study for the Feasibility Study, including:
 - Teaching methodology
 - Technology needs
 - Grade configuration changes
 - Potential school consolidations

Why It Matters

- Informs MSBA's understanding of:
 - Our existing facilities
 - Our vision for future learning spaces
- Serves as a foundation for enrollment discussions
- Will be paired with the full Educational Plan during Feasibility Study

Educational Program Requirements

Purpose

- Document the current and proposed educational program
- Align design decisions with educational goals
- Submit through two key reports (Preliminary Design Program (PDP) & Preferred Schematic Report (PSR))

Key Requirements

- Teaching philosophy and curriculum goals
- Current vs. proposed practices in:
 - Class size, scheduling, grade configuration
 - Curriculum delivery across all content areas
 - Special education, EL, arts, technology, and support services
 - Facilities for PreK–12, including lunch, library, and safety
- Design responses for how the building will support the educational program

Why It Matters?

- Ensures school design meets the learning needs of all students
- Incorporates input from educators, administrators, and stakeholders
- Required for MSBA review and project advancement

Current Phase

Eligibility Phase: MSBA Module 1

Enrollment Methodology

Purpose

- Establish an agreed-upon design enrollment to guide project planning
- Ensure school size aligns with long-term enrollment trends
- Supports development of a right-sized, cost-effective, and sustainable facility
- Due to MSBA by May 5, 2025

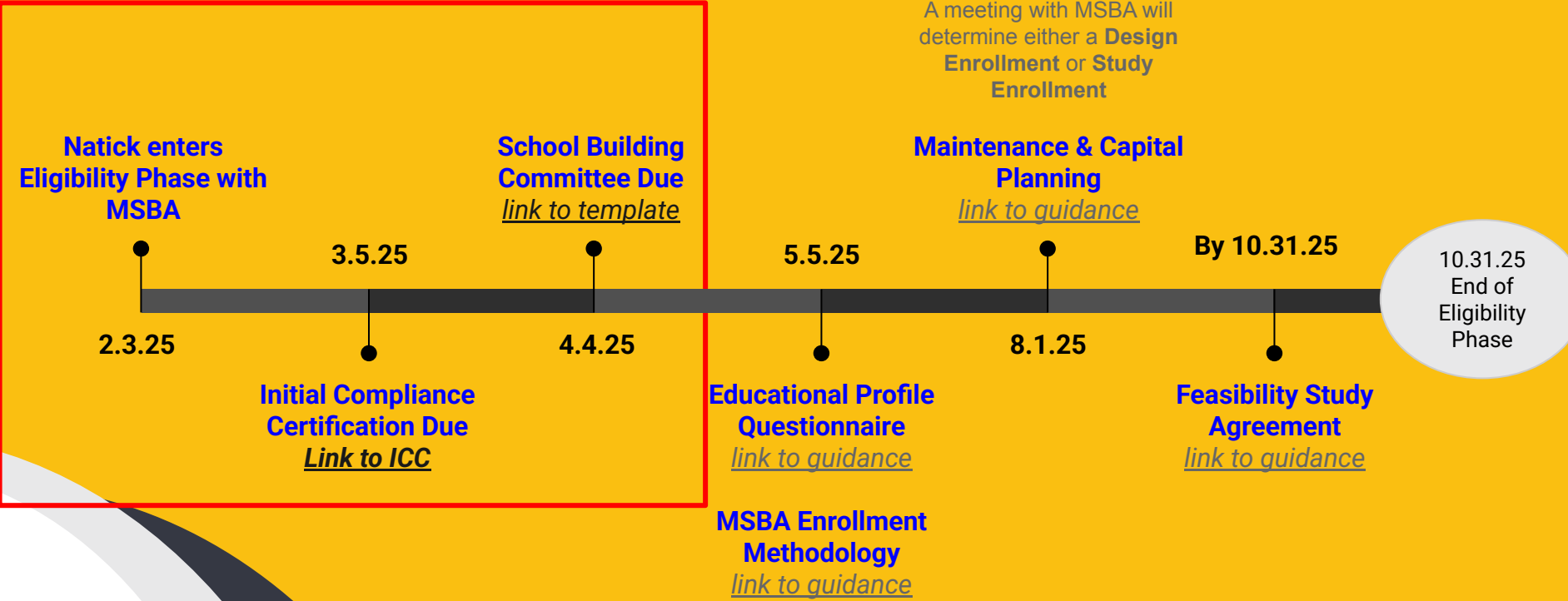
Methodology

- MSBA's data-driven projection model includes:
 - Birth rates and female population projections
 - Birth-to-Kindergarten ratios
 - Grade-to-grade survival ratios using historic DESE data
 - A 10-year average projection for proposed grades

District Input & Collaboration

- District submits an enrollment questionnaire and educational profile
- MSBA reviews:
 - Housing developments
 - School consolidations or grade configuration changes
 - Migration patterns, private/parochial/charter shifts
 - Class size policies and space deficiencies

Eligibility Phase: Submission Due Dates



School Building Committee (SBC) Overview

Purpose & Requirements

- The School Building Committee (SBC) oversees and facilitates school construction projects.
- Required for Districts invited into the MSBA Eligibility Period.
- Must align with local charters, by-laws, and MSBA regulations (963 CMR 2.10(3)).

Formation & Approval Process

- SBC membership must be submitted using the MSBA's template form.
- Due within 60 days of the Eligibility Period start.
- Must be on District letterhead with an authorized signature.
- MSBA reviews and approves the SBC if it meets requirements.

Ongoing Updates

- Any SBC changes must be reported to the MSBA within 20 days for review and acceptance.

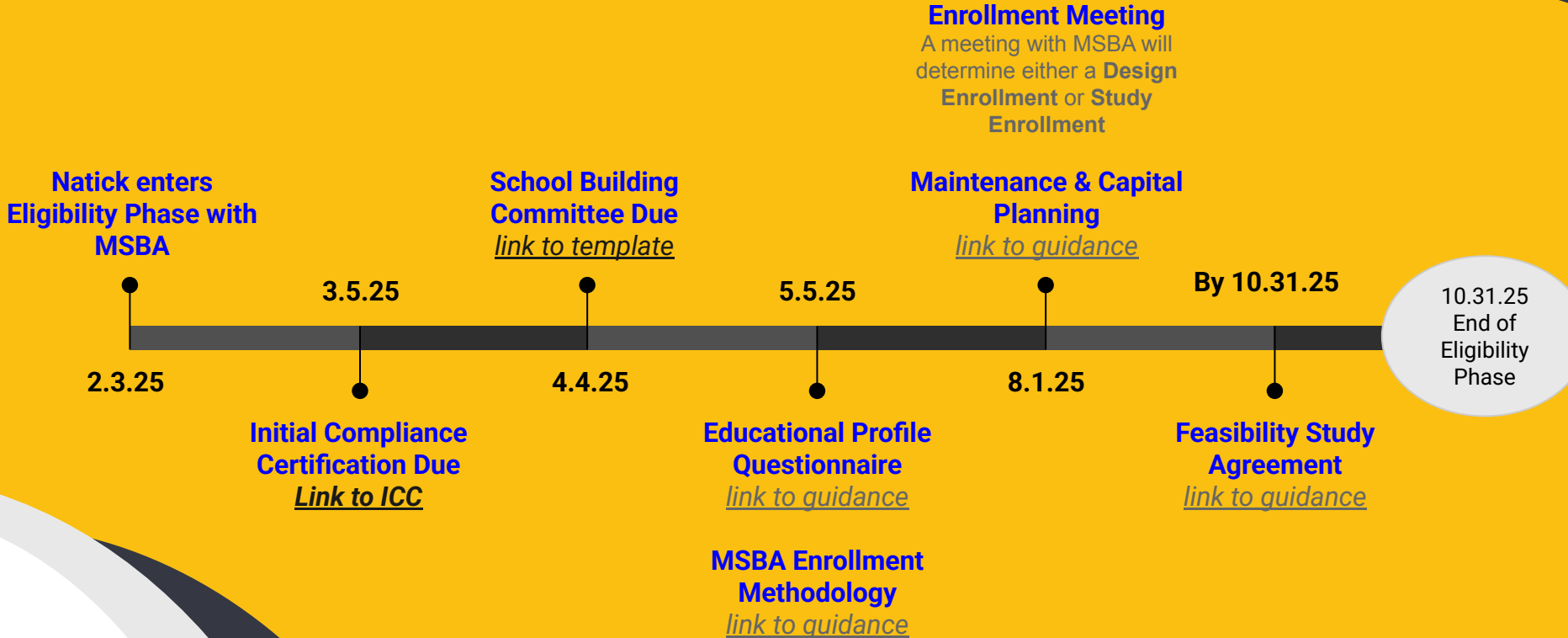
**Prior Presentations to the
School Committee on
Memorial MSBA**



MSBA Eligibility Phase

Natick Public Schools | Memorial School
School Committee Meeting 1.6.25

Eligibility Phase: Submission Due Dates



Anticipated Local Vote Authorization Timing

Fall Meeting 2025 (FY26)

Fall 2026 (FY27)

Late Fall 2027 (FY28)

Summer 2029 (FY30)

Feasibility Study Approval

The town votes on whether to appropriate funds for the Feasibility Study phase. [See link for guidance.](#)

(town meeting)

The town DOES NOT anticipate needing a debt exclusion to fund the study of options for a new or renovated Memorial.

Instead, a proposal will be brought to Town Meeting to reallocate an estimated \$2 million, potentially using savings from recent Kennedy project cost underruns.

Schematic Design & Project Budget Approval

The town votes to decide whether to authorize funding for the design and construction phases of the project. **(ballot vote)**

Like past school construction projects, this is expected to be a debt exclusion vote.

Project Bid Award

The construction documents are completed, and filed sub-bids have been issued to bidders for the project's construction phases.

If the lowest responsible and responsive bid aligns with the budget, the School Building Committee votes to award the contract, allowing construction to begin.

Move In and Project Close Out begins

The goal is to obtain the Certificate of Occupancy in summer 2029, allowing for a move-in and opening by August 2029.

The Certificate of Occupancy is granted by the Town Building Inspector.

ITEM TITLE:

Appointment of School Committee Member to Memorial School
Building Committee

DATE:

ITEM TYPE:

ITEM SUMMARY:

BACKGROUND

INFORMATION:

RECOMMENDATION:

ITEM TITLE: Formalize Subcommittee for Budget and Finance
DATE:
ITEM TYPE:
ITEM SUMMARY: Finance and Budget Subcommittee Proposal - LINK
BACKGROUND INFORMATION:
RECOMMENDATION:

ATTACHMENTS:

Description	File Name	Type
finance and budget subcommittee proposal	3.27.25._Finance_and_Budget_Subcommittee_Proposal.pdf	Cover Memo

Finance and Budget Subcommittee Proposal

Motion: Move that we form a Finance and Budget Subcommittee of the Natick School Committee and define the scope of work of the subcommittee within the Natick School Committee Policy book with the following language in what will be Policy BDE-E.

Policy BDE-E:

The purpose of the Finance Committee is to review, propose, and consider matters pertaining to the school budget in order to make recommendations for action to the full School Committee.

The scope of the duties of the Finance Committee shall include, but not be limited to:

- Ensure the fiscal operations of the district are in accordance with generally accepted governmental accounting principles and pursuant to the best practices for fiscal integrity and accountability for public school districts; (Policy DA)
- Monitor all financial statements of the district on a quarterly basis, at a minimum, including budget to actual variance reports; (Policy DI)
- Provide oversight of the budget development process, including recommending the budget timeline, drafting the budget priorities for each fiscal year and engaging with the Select Board and Town Administration in order to recommend budget guidelines each year. (Policies DBC, DBD)
- Consider and make ongoing recommendations to the full board regarding revenue-raising activities, including bond issuances, tax measures, fee and rental schedules etc.;
- Receive the annual independent audit and an accompanying presentation of the key findings and conclusions; (Policy DIE)
- Monitor corrective action plans implemented in response to external or internal audits; (Policy DIE)
- Evaluate district financial and operational functions and performance, including but not limited to employee salaries and benefits, risk management and insurance, investments, legal settlements and obligations, procurement practices, capital spending etc.
- Review staff requests for procurement / contract approvals and make recommendations for full board approval. (Policies DJ, DJA)

For full Cross Reference see Section D

Rationale:

Continuation of the process we used during the override to build trust with constituents.

Fiscal transparency is monitoring, evaluating, making recommendations for the future. Budget to actuals for example.

Create systems for long-term budget planning to ensure district priorities are achievable

To be determined:

- Desired Reports
- Frequency of meetings
- Make-up of the subcommittee
- Year long calendar

Example Agenda Items:

- Budget Timeline
- Determination of Cost Centers
- Special Education Stabilization Fund
- MOUs with the Town on key items:
 - Shared Services
 - Chapter 70
 - Changes when assumptions are more or less
- Process for Budget guidelines
- Capital items and priority list

For reference:

File: BDE - SUBCOMMITTEES OF THE SCHOOL COMMITTEE

The School Committee shall appoint members to subcommittees at their annual organizational meeting for a period of one year. These subcommittees may be created for a specific purpose and to make recommendations for Committee action.

1. The subcommittee will be established through action of the Committee.

2. The Committee Chair, subject to approval by the Committee, will appoint the subcommittee chair and its members.
3. The subcommittee will be provided with a list of its functions and duties.
4. The subcommittee may make recommendations for Committee action, but it may not act for the School Committee.
5. All subcommittees of the School Committee are subject to the provisions of the Open Meeting Law.

SOURCE: MASC - Reviewed 2022

LEGAL REF.: M.G.L. [30A:18-25](#)

CROSS REF.: [BEC](#), Executive Sessions

NOTE: Include in this category statements on Committees made up of School Committee members (but not advisory committees to the School Committee).

The cross reference on the above policy is to a related policy in this manual. The open meeting law, and its exceptions, applies to both School Committee meetings and meetings of the subcommittees of the School Committee; thus this cross-reference is necessary.

If School Committee policy permits standing subcommittees, the current standing subcommittees should be included in the policy, and regulations may be needed on their duties and operations. Or, the duties of specific Committees sometimes are included as an informational document coded BDE-E.

Natick's: DI FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school system. The accounting system used will conform with state requirements and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies. The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable. LEGAL REF.: Board of Education 603 CMR 10:00 Updated 2002 (?)

MASC DI Policy:

File: DI - FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school district, maintaining effective internal controls so as to assure the effectiveness and efficiency of operations; adequate safeguarding of property; assurance of expenditures in accordance with programs under which revenues are received; and compliance with applicable laws and regulations

The accounting system used will conform with the Uniform Massachusetts Accounting System as well as good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

SOURCE: MASC Updated 2022

LEGAL REF.: MGL Ch. [44:38](#)

[603 CMR 10:00](#)

[2 CFR 200.303](#)

CROSS REFS: [DBJ](#) Budget Transfer Authority

[DIE](#) Audits

Framingham's committee Language:

"It is the responsibility of the Superintendent to ensure that the School Committee is well informed on budgetary and financial matters. The school administration shall furnish to the School Committee a monthly budget report indicating the current status, including unexpended funds, in each budgetary classification; with a report to be made at budget preparation time of an analysis of predicted year-end unexpended funds and cost overruns in each budgetary classification. It is the responsibility of the Superintendent to inform the School Committee as to any surplus funds as the end of the fiscal year approaches."

ITEM TITLE:

Vote to Approve Support Request for MVP Grant: Stormwater Mitigation Project

DATE:

ITEM TYPE:

ITEM SUMMARY:

BACKGROUND

INFORMATION:

RECOMMENDATION:

ITEM TITLE:

Vote to Approve Memorial School Building Committee
Recommendation

DATE:

ITEM TYPE:

ITEM SUMMARY:

BACKGROUND

INFORMATION:

RECOMMENDATION:
