

The Twelfth Regular Meeting of the Medford School Committee


June 10, 2024

Executive Session 5:30 PM

Regular Meeting 6:00 PM

Please be advised that there will be a Meeting of the Medford School Committee held at the Howard Alden Memorial Chambers, Medford City Hall and via remote participation. **This meeting is being recorded.**

The meeting can be viewed live on the Medford Public Schools [YouTube channel](#) through Medford Community Media on your local cable channel (Comcast Channel 9, 8 or 22 and Verizon Channel 43, 45 or 47). Participants can log or call in by using the following:

Medford Public Schools invites you to a meeting with a remote participation option.		
Virtual Link	Zoom Link	
Meeting ID	974 9787 9335	
Dial by Location	https://mps02155-org.zoom.us/j/97497879335	

Agenda

- I. Roll Call for Attendance of Members and Student Representatives
- II. Salute the Flag
- III. Executive Session

Executive session pursuant to G.L c. 30A (a) (3): the Medford School Committee will convene in Executive Session to update on negotiations with **Medford Teachers Association for Kids Corner, Medford Teachers Association for Paraprofessionals, and (SEIU Local 888) Medford School Cafeteria Employees** because an open meeting will have a detrimental effect on the bargaining position of the Committee and the Chair so declares.

IV. Consent Agenda

- Bills and Payrolls
- Regular School Committee Minutes, **June 3, 2024**
- Recommendation to Approve \$10,000 donation from the Fidelity Bank Charitable trust to the Medford High School Robotics Team.

V. Report of Subcommittees

VI. Report of the Superintendent

1. **Superintendent's Updates and Comments** - Dr. Marice Edouard-Vincent, Superintendent
2. **Recommendation to Approve the Appointment of the Interim Director of Health Services, Mrs. Jennifer Silva** - Dr. Marice Edouard-Vincent, Superintendent
3. **Special Acknowledgements** - Melanie Perkins McLaughlin, Former School Committee Member, Dr. Kathleen Kay, Principal of the Missituk Elementary School, and Mrs. Linda Selinger, Director of Kids Corner - Dr. Marice Edouard-Vincent, Superintendent
4. **Report on Special Education Tiered Focus Monitoring Results** - Joan Bowen, Director of Student Services
5. **Report on Tobacco-Free Generation** - Dr. Peter Cushing, Assistant Superintendent
6. **Summer Literacy Offerings for Grades 1-5 and 6-9 Report** - Dr. Suzanne Galusi, Assistant Superintendent
7. **Recommendation to Approve SY24-25 School Committee Meeting Calendar** - Dr. Marice Edouard-Vincent, Superintendent

Presentations of the Public (not to begin before 7:00 pm)

“Regular Meetings of the School Committee include this ‘Presentations of the Public’ agenda item to give any resident the opportunity to place a presentation before the School Committee. A resident may only present once at any meeting.

These presentations are an opportunity for the public to make a presentation to the Committee but are not opportunities for dialog with the Committee. If one or more members of the Committee wishes to have a conversation about the topic presented, a member may request that the item be added to a subsequent Regular Meeting.

The details for submitting a presentation can be found within the policy BEDH, Public Comment and Presentations of the Public”

Pursuant to policy BEDH, Public Comment and Presentations of the Public - any resident in the audience may be given permission to speak once on any item on the agenda for up to three (3) minutes. The speaker is expected to keep their comments to the item on the agenda. The speaker must begin their comments by providing their full name and full Medford street address where they

reside. A welcoming, inclusive community is both a value of the School Committee and an aspirational goal. We ask for your help in achieving this goal and value your perspective. Employees of the Medford Public Schools are exempt from the residency requirement of this policy. The voice of our employees is welcomed on all matters before this body. When a non-Medford-resident employee is participating in public comment or submitting a presentation of the public they will include their home address and identify themselves as an employee of the Medford Public Schools.

VII. Continued Business

2024-28 Offered by Member Ruseau

SECOND READING

DBC - BUDGET PREPARATION AND SCHEDULE

Preparation of the annual budget will be scheduled in phases with attention to specific deadlines. This policy aims to increase transparency into how the Public Schools budget is developed, to ensure the School Committee is appropriately involved in budget development, and to increase public participation and understanding of how their tax dollars are spent educating the children of our great city.

Phase I - Planning

Target Dates: October 1 to December 15

1. Enrollment projections;
2. Staffing, current and required; recommended policy changes;
3. Expenditure projections of the costs of this year's operation at next year's estimated prices, adjusted for enrollment changes and other cost information;
4. Revenue projections, including "best estimates" of federal, state, and grant funds;
5. Facilities information, especially projected surpluses and deficits in classroom space and future needs for repairs;
6. Cost Effectiveness and other special studies of designated programs, activities, and policies;
7. Draft of the basic school allocation rates and factors and any proposed changes.

Phase II - Budget Request Formulation

Target dates: December 15 to February 1

Within the framework outlined in Phase I, the budget is formulated as follows:

1. Issue budget manual for next fiscal year, procedures, and forms, including school allocation and factors, and conduct orientation;
2. Principals, directors, and department heads discuss budget needs with school councils and provide feedback to the Superintendent;
3. Conduct School Committee Committee of the Whole meetings, with public input, to discuss priorities and possible initiatives;
4. Conduct administrative review of budget requests, including discussion with principals;
5. Inclusion of Net School Spending eligible portions of the Capital Improvement Plan.
6. Develop the proposed budget for the Medford Public Schools;
7. Submit the proposed budget to the School Committee for its review.

Phase III - School Committee Review and Approval of Budget Request

Target Dates: February 1 to February 28

The budget is presented to the School Committee for its review and for public testimony.

1. Budget presentation by the Superintendent;
2. Public hearing(s) will be scheduled pursuant to MGL ch17 s38N;
3. School Committee's budget decision meeting(s);
4. Final School Committee decision and approval for submission to the City Council.

Phase IV - Superintendent and School Committee Receive Projected Municipal Allocation

Target Date: March 1

1. The Municipal leadership will notify the Superintendent and the School Committee in writing of the Projected Municipal Allocation.

Phase V - Proposed Reconciled Budget Developed in Response to Projected Municipal Allocation

Target Date: March 1 - May 1

The Proposed Reconciled Budget, including all required cuts to meet the Projected Municipal Allocation, is presented to the School Committee for review and public testimony.

1. If the Projected Municipal Allocation is less than the Budget Request:
 - a. The Superintendent will develop a Projected Municipal Budget with cuts to meet the Projected Municipal Allocation;
 - b. The Proposed Reconciled Budget reflecting cuts required to meet the Projected Municipal Allocation will be made available to the School Committee and the public;
 - c. If the Proposed Municipal Allocation is more than 1% less than the Budget Request, a public hearing will be scheduled pursuant to MGL ch17 s38N;

Phase VI - School Committee Transmission to City Government

Target Date: May 15

1. The School Committee Budget Request and presentation will be forwarded to the Mayor and City Council.
2. The Proposed Reconciled Budget in response to Projected Municipal Allocation will be forwarded to the Mayor and City Council.
3. A cover letter written by the School Committee will be included with the above-named documents.

Phase VII - City Council Review and Approval

Target Date: May 15 - June 30

The City Council approves the municipal budget with the final allocation for Medford Public Schools.

1. Review and approval by the City Council.

Phase VIII - School Committee Review and Approval of Final Budget

Target Date: June 1 - June 30

The School Committee finalizes a budget for the upcoming fiscal year.

1. Municipal Allocation received from the City Council;
2. If the Municipal Allocation is the same as the Budget Request, the School Committee will meet to provide approval for the Final Budget;
3. If the Municipal Allocation is less than the Budget Request:

- a. The Superintendent will provide any updates to the Proposed Reconciled Budget presented in Phase V.
 - b. The updated Proposed Reconciled Budget reflecting the recommended cuts will be made available to the School Committee and the public;
 - c. If the Municipal Allocation is more than 1% less than the Budget Request, a public hearing will be scheduled pursuant to MGL ch17 s38N;
 - d. If a public hearing is required, a Regular or Special School Committee Meeting will be scheduled no less than five business days after the City budget has been approved to approve the Proposed Reconciled Budget;
 - e. If a public hearing is not required, a Regular or Special School Committee Meeting will be scheduled to approve the Proposed Reconciled Budget.
4. The Final Budget will be posted on the Medford Public Schools website.

Definitions:

Budget Request - the Superintendent's budget, based on what is required to meet the needs of all students of Medford Public Schools.

Capital Improvement Plan (CIP) - A capital improvement plan typically consists of one or more capital improvement projects, which are financed through a capital budget. CIPs are important tools for local governments, allowing them to plan strategically for community growth and transformation.

Capital Improvement Projects (Capital Projects) - asset upgrades or large-scale maintenance work. Some examples of capital projects include building a new school, replacing an outdated HVAC system, replacing a roof, or any project above \$150,000 per school building.

Capital Budget - contains the funds allocated for all capital projects in a fiscal year. The city typically holds this account in a stabilization fund, although school districts may create their own stabilization fund to cover such expenses. Regardless of where the fund is held, the resources in the fund are provided by the municipality and are *not* part of the budget of the public schools.

Final Budget - the School Committee approved budget for operating the Medford Public Schools.

Municipal Allocation - the financial resources the City of Medford has allocated to the Medford Public Schools for the education of the children of the City of Medford.

Net School Spending - all funds expended by the School Committee via the budget, grants, and other funds, as well as certain city expenditures such as insurance and pensions, excluding certain types of expenditures such as transportation, adult education, and long-term debt.

Projected Municipal Allocation - the financial resources the City of Medford *believes* it will be able to provide to the public schools. This occurs early in the annual budget process and is likely to change as municipal, state, and federal resources become clearer. This is required by

Proposed Reconciled Budget - the Superintendent's recommended budget that reflects the Proposed Municipal Allocation or the approved Municipal Allocation. A Reconciled Budget is assumed to be less than what is required to meet the needs of all Medford Public Schools students.

Policy Information

First Adopted: TBD

Last Amended: None

Last Reviewed: None

Review Frequency: two (2) years

Next Review: TBD

Version: 1

Policy ID: DBC

Related Policies: DCA - Capital Improvement Planning

Original Source: MASC - Updated 2022

Legal References: M.G.L. 71:38N

VIII. New Business

IX. Reports Requested

X. Condolences

The Members of the Medford School Committee express their sincerest condolences to the family of **Livio Vidice**, father of *Elisa Phillion*, *paraprofessional at the Brooks Elementary School*.

The Members of the Medford School Committee express their sincerest condolences to the family of **Julie O'Neill**. *Julie served as an elementary school teacher for over 40 years at the Medford Public Schools.*

XI. Next Meeting- To Be determined

XII. Adjournment