

Approved: Dec 8, 2015

This list explains for each type of report: **Why** the SC needs it, **When** the SC will see it, **Who** will prepare the report, **How** the SC will receive the information and **What** the details included in the report will be. The intention is that this list will be reviewed annually and revised as necessary by specifying the changes in this context.

Enrollment –

Why: The count of how many students are in each school, and in each class, shows the Committee whether we have an appropriate number of teachers, whether the distribution across schools is equitable, whether the school populations are rising or falling so that we can estimate our needs in the future. The school district conducts an official enrollment count on October 1 each year and submits the “October 1 census” to DESE. After receipt, DESE compares student state identification codes with other districts to make sure there are no duplications. By the end of October, the district receives certification of their enrollment figures.

When: Because the enrollment report is a very first step in the budgeting process, the committee will receive an enrollment report in November which shows the counts that are sent to DESE in October, upon which our Chapter 70 reimbursement will be calculated, and also in early June to show any change over the school year and to estimate the counts for the beginning of the following year. In addition, for ECC and Kindergarten only, the Committee will receive a report showing the proposed placement of new students for the following year after registration has been completed in the spring. We recognize that these numbers are fluid and subject to change as registrations continue over the summer.

Who: These reports are prepared by the Administration.

How: Presented by the Superintendent under the Policy and Planning sub-committee

What details:

The June report will show for the current year only, the expected count of students by grade level across the district for the following fall.

The November report will show for the most recent 4 years, the counts as reported to DESE, which are district wide by grade level and include demographic breakdown. Also, the same 4 years by grade by school. For the same 4 years, the attrition rate from 5th grade to 6th and from 8th grade to 9th. For the MS and HS, there will be a list of classes that have over 30 students, and a narrative that describes which classes have multiple levels within a single period (for example a French III class that is combined Honors and CP, or combined French III and French IV).

For Athletics, the November report will include 4 years of participation by sport and by level (Fr, JV, V) and will indicate a summary of the participants’ GPA.

For Extra Curricular activities, the November report will show the participation for each club for the same 4 years (this report does not yet exist and will be built up to 4 years).

The ECC and Kindergarten registration report will show counts for one year only, for each ECC and K classroom in the district.

Format: November 10, 2015.

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1547&MediaPosition=&ID=4380&CssClass=

Personnel Reports -

Why: The personnel report gives the committee a view into the staff turnover in the district, and highlights any areas where staff is difficult to find or to retain. This information allows the committee to monitor whether current budget figures are adequate to maintain highly qualified staff in all areas, and to evaluate the retention of staff in the district. In addition, once per year the administration will provide additional information about the success or challenges that they have experienced in the past year in hiring and retaining high quality staff.

When: Monthly. The yearly review will be presented in Fall, after school has started for the year.

Who: Personnel reports are created by the Superintendent

How: Approved under the consent agenda. The Yearly review will be presented by the Superintendent at a SC meeting under the EP&P subcommittee and may include additional administrators.

What details: The monthly report will include a list of positions that have been newly vacated, the date and name of the person leaving, and if known, the reason for their departure. The report will also include any new hires, both to fill the vacated positions, or for new positions, along with the date and the name of the new staff member. Any positions that are currently unfilled will remain on the monthly list until they are filled.

Format: Nov 10, 2015.

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1547&MediaPosition=&ID=4365&CssClass=

Budget Summary:

Why: One of the School Committee's most important responsibilities is to approve and monitor the school district budget. A monthly budget summary shows how funds are being spent through the year, and the remaining available balance.

When: Monthly.

Who: The report is created by the Director of Finance.

How: approved under the consent agenda

What details: A covering memo will indicate substantial changes. A one page summary for the major budget categories of budget amount, expended and encumbered amount, and remaining available balance, and a summary of the revolving accounts which support the budget, listed with the beginning balance, the expected income and expected amount to be applied to the budget. The MUNIS report showing each budget line item with details of the budget, amount expended, amount encumbered, and remaining available balance.

Format: November 10, 2015.

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1547&MediaPosition=&ID=4364&CssClass=

Revolving Accounts:

Why: As part of the School Committee's oversight role, it is important to see all of the money that flows through the district, even though some of it is not available for budget purposes.

When: Quarterly – September, December, March, June.

Who: The report is created by the Director of Finance.

How: approved under the consent agenda

What details: For every revolving account in the district, beginning balance, revenue in, expenses paid, encumbrances and current balance. Revolving accounts will be grouped by use.

Format: Sept 15, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1544&MediaPosition=&ID=4238&CssClass=

DESE EOY Expenditure Report:

Why: The DESE report is a very important source of information about schools in the state, but the posted information lags by a year or more. The EOY expenditure report is due to DESE by the end of September. In order for the School Committee to be able to answer questions based on the DESE categorization of expenses, they will receive the past year's "Total Expenditure Per Pupil, All Funds, By Function" as reported to DESE.

When: October, after the report is sent to DESE.

Who: The report is created by the Director of Finance

How: Presented by the Director of Finance under the Finance and Facilities sub-committee and does not require approval.

What details: The report will match the report as posted on the DESE website, and will show the most recent 4 years. In addition, there will be a detailed report of the most recent year.

<http://profiles.doe.mass.edu/profiles/finance.aspx?orgcode=01780000&orgtypecode=5&>

Format: October 13, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1545&MediaPosition=&ID=4288&CssClass=

Cafeteria Report:

Why: The School Committee approves the contract for the provision of school lunches, as well as the cost of those lunches. The cafeteria report allows the committee to follow the financial impact of the lunch program.

When: Every other month during school months.

Who: The cafeteria report is prepared by Chartwells

How: Approved under the consent agenda.

What details: Year to Date comparison for two years. Analysis of sales and expenses, including number of meals sold, revenues, expenses, daily averages, net profit/loss.

Format: Oct 13, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1545&MediaPosition=&ID=4307&CssClass=

Meal Price Report:

Why: Once per year the Committee needs to approve any changes to school lunch fees. In order to do that, a more detailed report explaining food and staffing costs, plans for the coming year, and any changes to relevant laws are presented.

When: Once per year, in the spring for the following school year.

Who: The cafeteria report is prepared by Chartwells

How: Approved under the Finance and Facilities sub-committee.

What details: Year to Date comparison for two years. Analysis of sales and expenses, including number of meals sold, revenues, expenses, daily averages, net profit/loss.

Format: April 28, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1530&MediaPosition=&ID=3871&CssClass=

Summer Program Costs:

Why: As part of the School Committee's oversight role, it is important to see the financial costs associated with the summer programs that were offered. Each year the committee determines the extent of summer programs to be offered, and the financial report is needed for that analysis.

When: August/September, at the conclusion of the summer programs. This report will be referenced in May when the programs for the following year are approved.

Who: The report is created by the Director of Finance

How: Presented by the administrator responsible for the summer program under the Finance and Facilities sub-committee.

What details: The report will include all revenue and expenses from the program.

Format: Sept 15, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1544&MediaPosition=&ID=4239&CssClass=

Summer Program Plans:

Why: The School Committee approves the plan for remedial or enriching summer school offerings.

When: May.

Who: The report is created by the Administrator in charge of coordinating summer school.

How: Presented by the Administrator in charge of coordinating summer school under the Educational Programs and Personnel sub-committee.

What details: The proposal will include financial information from the past year and for the proposed program, as well as an analysis of the need for remedial or enriching offerings.

Format: May 12, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1531&MediaPosition=&ID=3947&CssClass=

Education Station School-Year Program Financial Year End and Approval of Fees:

Why: The School Committee is responsible for approving the Education Stations school-year program and the fees charged. In order to make those decisions, a full analysis of the costs and revenue is needed.

When: Approval of fees for the next school year take place in February. This presentation includes an analysis of the previous year's revenues and expenses.

Who: The report and proposal for fees will be prepared by the program director

How: Program Director presents under the Finance and Facilities sub-committee.

What details: A summary of revenue and costs over four years will be presented. Proposed fees will be presented along with expected revenue and costs for the upcoming year. Every 3 – 5 years a more in depth comparison will gather additional information about surrounding communities and input from parents.

Format: Mar 3, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1793&MediaPosition=&ID=3727&CssClass=

Campus Kids Summer Program Financial Year End and Approval of Fees:

Why: The School Committee is responsible for approving the Campus Kids Summer Program and the fees charged. In order to make those decisions, a full analysis of the costs is needed.

When: During the winter as early as possible.

Who: The report and proposal for fees will be prepared by the program director

How: Program Director presents under the Finance and Facilities sub-committee.

What details: A summary of revenue and costs over four years will be presented. Proposed fees will be presented along with expected revenue and costs for the upcoming year. Every 3 – 5 years a more in depth comparison will gather additional information about surrounding communities and input from parents.

Format: Feb 18, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=2289&MediaPosition=&ID=3606&CssClass=

Budget Process Reports:

Why: Setting the budget for the school department is one of the School Committee's three primary responsibilities. The Budget Process will be set out by December and will enumerate the meetings and the topics to be discussed.

When: December - May

Who: Prepared by the Superintendent, Director of Finance and the Chair of the Finance and Facilities sub-committee.

How: Presented under the Finance and Facilities sub committee as outlined in the Budget Timeline.

What details: Will be set out in the budget calendar and subsequent budget process documents.

Analysis of Fees Charged to Students e.g. Music, Transcripts, Athletics:

Why: In accordance with regulations, and as part of the budget process, the School Committee sets fees for the district.

When: During the budget process Jan – May.

Who: The report will be prepared by the Director of Finance.

How: Director of Finance presents in the Finance and Facilities sub-committee

What details: An analysis of the costs for the program, the expected revenue at the fees beings proposed, and two years of historical data. Occasionally, every 3 – 5 years, a more detailed analysis will be presented which contains information that compares Melrose with other communities and feedback from parents. (Use consistent list of other communities)

Department Reviews:

Why: The district undertakes a rolling review of each department/content area. The process takes two years for review.

When: June – reports from the department that is in the middle of their review and from the department that has completed their review.

Who: Department Chairs and other Administrators prepare the reports.

How: Administrators present in the Educational Programs and Personnel sub-committee

What details: Details depend on the department and the analysis.

Concussion Report:

Why: Regulatory requirement and school committee policy.

When: Once per year in the Fall for the prior year, generally in September.

Who: The report is prepared by the Athletic Director

How: approved as part of the Consent Agenda

What details: Concussions by sport, as reported to the state.

Format: Sept 8, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1543&MediaPosition=&ID=4218&CssClass=

Professional Development Plan:

Why: In order to ensure that teachers are provided with the professional development needed to implement district and school goals, and to evaluate the budgetary needs to fund adequately professional development.

When: Once per year - April

Who: The report is prepared by the Assistant Superintendent for Teaching and Learning

How: Assistant Superintendent for Teaching and Learning presents for approval in the Educational Programs and Personnel sub-committee.

What details: An analysis that includes at least what professional development was offered the previous year, how successful it was, and what is proposed for the coming year.

Format: April 28, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1530&MediaPosition=&ID=3867&CssClass=

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Data Dashboards – all found on MelroseSchools.com

Standardized testing will vary from year to year and the reporting on the data dashboards will reflect this change. For example, the MCAS – PARCC – MCAS 2.0 transition will result in different kinds of reporting depending on the test. The items listed below are examples of the kind of data that will be posted on the data dashboards. The most important aspect is to make them consistent and keep them up to date.

**DISTRICT:
District Report Card**

Why: Providing a local and easy to find link to the DESE report card for the Melrose Public Schools allows people easy access to this information.

When: This is a permanent link and is updated by DESE.

Who: This is a permanent link. DESE changes the DART information as it received SIMS and EPIMS data.

How: The Committee will be informed when the information is updated.

What Details: This is a link, or a copy, of DESE provided data, and so will show whatever is included in that report.

District MCAS Results:

Why: To provide a single source for the public to view district wide MCAS results.

When: As soon as possible after the information is presented to the School Committee.

Who: The Superintendent will update this information.

How: Superintendent presents under the EP&P subcommittee.

What Details:

District Elementary:

Enrollment

MCAS results – 1 year

Accountability level by School

District wide by grade and by subject – A+P, NI, W

District wide by grade, by subgroup and by subject – A+P

District wide by grade by question type (% correct) – 4 years

District wide by grade by subject by strand (% correct) – 4 years

Literacy Data

Math Data

Middle School: link to MVMMS Dashboard

High School: link to MHS Dashboard

(since the MS and HS are single schools, the district information is the same as the school information)

Individual School Data Dashboards:

Elementary:

Why: To provide a single source for the public to view school based data.

When: Each data item will be updated as soon as practical after it is report to administration, the school committee, and/or the school council.

Who: The Principal is responsible for updating this information.

How: Data Dashboard – notice to Committee and public when information changes

Enrollment:

What details:

- Enrollment District wide by grade for one year

- Enrollment school wide for selected subgroups for one year

MCAS:

- % A and P by grade over 4 years

- % A+P, NI, W by grade by subject for one year

- Accountability level one year

- % correct by grade, by subject, by strand, four years

- % correct by grade, by subject, by question type, four years

Literacy and Math assessments vary by grade: for example

- DIBELS – By grade, % each risk category over four years

- Daze – By grade, % each risk category over four years

- By grade, by test or concept, % each risk category over four years, sometimes including pre and post results.

School Report Card:

What details: This is a link, or a copy, of DESE provided data, and so will show whatever is included in that report.

Middle School:

Why: To provide a single source for the public to view school based data.

When: Each data item will be updated as soon as practical after it is report to administration, the school committee, and/or the school council.

Who: The Principal is responsible for updating this information.

How: Data Dashboard – notice to Committee and public when information changes

Enrollment and Demographic Data:

What details:

- Enrollment by grade for one year

- Enrollment school wide by ethnicity for one year

- Enrollment school wide for selected subgroups for one year

Enrollment by grade in specific subject courses eg global languages, performing arts, after school clubs and activities for one year

Standardized Test Results

What details: This will vary based on changes to the test - TBD

MCAS results by Grade and subject – P+A, P, A, NI, W, #, CPI, SGP – one year

MCAS results School wide by subject – P+A, P, A, NI, W, #, CPI, SGP – one year

MCAS results for all students by Grade and subject 4 years - % P+A and Student Growth

MCAS results for high needs students by Grade and subject 4 years - % P+A and Student Growth

School Report Card:

What details: This is a link, or a copy, of DESE provided data, and so will show whatever is included in that report.

High School:

Why: To provide a single source for the public to view school based data.

When: Each data item will be updated as soon as practical after it is report to administration, the school committee, and/or the school council.

Who: The Principal is responsible for updating this information.

How: Data Dashboard – notice to Committee and public when information changes

College and Career Readiness:

What details: Student Outcome Statistics – number and % of students by outcome – 1 year

College Acceptance:

What details: List of colleges students were accepted to in last four years.

Success after High School:

What details: This is a link, or a copy, of DESE provided data, and so will show whatever is included in that report, and will be updated automatically.

Enrollment:

What details: For 4 years - by Department, number of students taking 5, 6 or 7+ courses in that subject over their 4 years, number of seniors exceeding Mass Core requirements, number of students in AP courses in that subject, number of students admitted to honor societies, number of students taking electives in this subject,

Global languages – enrollment by class level,

Wellness - % of students scoring in healthy fitness zone for grades 9 and 10.

Need School level data here also

Advanced Placement:

What details: This is a link, or a copy, of College Board provided data, and so will show whatever is included in that report.

SAT:

What details: Average scores by subject over four years.

ACT:

What details: Average composite score over four years.

PSAT:

What details: Number of 10th and 11th graders taking the test over the last four years.

MCAS:

What details: % in A+P, NI and W by subject for one year.

Advance and Proficient by subject by grade over four years.

PPI for all and for high needs for one year.

Accountability for one year.

Participation rate for one year.

School Profile:

What details: A description of the school, including the types of classes offered, the requirements for graduation and for grading, along with a summary of standardized test results and the classes grade distribution. This is a standard document that is sent to colleges along with student's applications to allow the colleges to understand where Melrose High School fits when compared to other high schools – it is sort of a single summary of the data in the dashboard described above.

District and School level PARCC:

Need to insert this into data dashboards – new as of November 2015.

Format: Nov 24, 2015

http://melrosecityma.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=1548&MediaPosition=&ID=4420&CssClass=

N.B.

Wherever possible, a Word document version of the data should be provided on the web page. In addition, any uploaded document or picture should have a description filled in. These techniques are useful for people needing translation or other special handling.

The Committee will request the presence of administrators in the district at our evening meetings, when the content demands it as described above. The Director of Finance will continue to attend all regular School Committee meetings.

Any policies affected by this specification will be changed.

The rolling agenda will be adjusted to reflect this specification.