

ELEMENTARY EQUITY POLICY

The purpose of this policy is to set forth limitations on certain PTO spending at the elementary schools in order to prevent the occurrence of inequities between schools in the provision of core curriculum items and materials.

In the event that such inequities develop, the School Department will seek to allocate its resources to mitigate the inequities and balance core curriculum resources among all elementary schools.

CORE PTO OPERATIONS

There are traditional functions of PTO's that are crucial to the life of individual schools and the school system: communication, community building, fundraising, and volunteerism. PTO's are encouraged to continue providing these services to their individual schools without restriction or limitation on spending.

SCHOOL OPERATIONS

School Operations are the educational and/or academic interactions between teachers and students during the school day. PTO's are encouraged to continue to support their individual schools in enriching the educational experience of students subject to the provisions of this policy.

Certain School Operations, described below as Restricted Core Curriculum, may not be funded by PTOs.

School Operations described below as Technology Core Curriculum Subject to Spending Limitations may be funded by PTOs, but monies spent in this area are limited as described below.

Other School Operations, described below as Non-Technology Core Curriculum Subject to the Equity Cap, may be funded by PTOs, but monies spent in this area are capped to an amount equal to "**Allowed Non-Technology Equity Spending**" based on the following formula:

of projected students or # of students actually enrolled, whichever is greater, as of October 1st, x [the annual Per Pupil Equity Rate¹] x .55 = Allowed Equity Spending.

¹ Refer to the attached Appendix A for further discussion on the Per Pupil Equity Rate.

Under this policy, PTO contributions toward School Operations can be directed toward the areas the principal and school community determine best meet the needs of the school. PTO's are urged to work closely with the administration at their schools to make sure support is consistent with the Core Values and educational goals of the schools. Principals will exercise their discretion, through discussion with their peers, to accept or reject specific contributions to the school.

It is expected that schools will use good judgment and discretion in setting their fundraising goals and spending priorities. This policy is designed to give PTO's the room to support their schools consistent with their values and capability.

CORE CURRICULUM

It is the responsibility of the School Department to provide all necessary core curriculum materials. Specific decisions concerning what constitutes core curriculum, such as science kits and math manipulatives, will be made by the Assistant Superintendent for Elementary Education, the Assistant Superintendent for Curriculum and Instruction, and the Elementary School principals, after consultation with the appropriate coordinator. They will generate a list of these items yearly and deliver such list to the PTO Council by no later than May 30.

The School Committee, the School Department and the PTO Council agree that, effective as of the 2014/2015 school year, all technology, including hardware, software and associated support, will be considered Core Curriculum items that are subject to the principles of equity laid out in this policy. It is the responsibility of the School Department to develop a technology plan for the entire school district that includes infrastructure, hardware, software, maintenance, and staff training and development². That technology plan should include a "Technology Access Standard" that outlines the goal for "Classroom Access Devices"³ at each school level to be acquired under the School Department's technology plan. . The School Department will deliver the Technology Access Standard to the PTO Council yearly by no later than May 30.

Funding of Core Curriculum by PTOs shall be limited as follows:

I. Restricted Core Curriculum

PTO money may not be spent for the following core curriculum items:

Staffing. PTO money may not be spent to hire staff. This includes staffing for existing positions (e.g., teacher, aide, custodian, secretary) and for new or temporary positions (e.g., world language teachers, computer technicians).

² Refer to the Attached Appendix B for further information about the School Department's technology plan, its goals for technology, the Technology Access Standard, individual schools' technology plans, monitoring of technology inventories, and other provisions regarding technology.

³ In 2014, classroom access devices include laptops, desktops, and iPads. Since technology is rapidly changing, what constitutes "classroom access devices" will be outlined in the Technology Access Standard.

Texts. PTO money may not be spent on textbooks and trade books used as texts. Trade books will be considered to be texts if a classroom purchases more than ten (10) copies of a specific book.

School-Based Staff Development. PTO money may not be spent to train all or a large part of the staff in instructional techniques or curriculum materials. In excluding staff development from PTO spending, the School Department is making a commitment to the elementary schools for staff development.

Technology Infrastructure, Peripheral Technology & Maintenance. PTO money may not be spent on technology infrastructure, nor on peripheral technology (ie. anything that is not a Classroom Access Device) such as photocopiers, printers, projectors and digital cameras, whether such equipment is to be used in the classrooms or elsewhere in a school building, nor on the maintenance of any technology (including repair of Classroom Access Devices, purchase of batteries, light bulbs and toner, and any other maintenance required).

Computer Software. PTO money may not be spent on computer software that is not part of a predetermined software bundle included in newly purchased access devices, in which case they will be included in the spending limitations outlined below for Classroom Access Devices.

II. Technology Core Curriculum Subject to Spending Limitations

PTO dollars may be used to purchase Classroom Access Devices **only**, in accordance with the affected school's technology plan⁴, subject to the following limitations:

- A. PTO expenditures for Classroom Access Devices may not exceed "**Allowed Technology Equity Spending**" based on the following formula:

of projected students or # of students actually enrolled, whichever is greater, as of October 1st, x [the annual Per Pupil Technology Equity Rate⁵] = Allowed Technology Equity Spending".
- B. A PTO may not purchase Classroom Access Devices in excess of the maximum outlined in the Technology Access Standard for its school, even if such purchases may be within the Allowed Technology Equity Spending Amount.
- C. Any PTO may elect to "bank", or hold in reserve, their Allowed Technology Equity Spending amount for up to three years, and then use the aggregate of that banked amount to purchase Classroom Access Devices up to the

⁴ Refer to the Attached Appendix B for further information about schools' technology plans.

⁵ Refer to the attached Appendix A for further discussion on the Per Pupil Technology Equity Rate.

Technology Access Standard. All such banked amounts must be reported to the PTO Council each year.

Exemption:

Since spending on technology previous to the 2014/2015 school year was unrestricted and not subject to an equity cap, and since to date the School Department budget has not been able to sustain the acquisition of technology to the Technology Access Standard, PTOs will be permitted, in any particular school year, to spend monies beyond the Allowed Technology Equity Spending cap in order to reduce inequities between elementary schools with regard to technology and to bring technology inventories up to the Technology Access Standard, subject to the following:

- (1) any PTO desiring to spend monies on Classroom Access Devices beyond the Allowed Technology Equity Spending cap must first notify the Equity Committee of such desire within 30 days prior to a scheduled meeting of the Equity Committee⁶, and request permission of the Equity Committee to spend monies beyond the amount allowed up to the Technology Access Standard. Such notification should include (i) a current inventory of their school's Classroom Access Devices (including access devices that may be located in parts of the school building other than classrooms) prepared by that school's IT specialist, together with the principal and the PTO; (ii) a list of equipment that the PTO seeks to purchase for their school, and (iii) the anticipated dollar amount that is required to purchase that equipment.
- (2) the Equity Committee will review the PTO's request to spend additional funds and will determine, based on information provided by the PTO, information that may be supplied by the School Department regarding the requesting school's technology inventory, the current Technology Access Standard, and the requesting school's technology status relative to the Technology Standard, whether that PTO will be permitted to fund technology beyond the Allowed Technology Equity Spending cap, and the number of devices that it will be allowed to purchase.

Only PTOs that undergo a review by the Equity Committee and obtain the approval of the Equity Committee will be permitted to spend beyond the Allowed Technology Equity Spending cap.

This exemption to the Allowed Technology Equity Spending cap shall be in effect for a period of two years from the effective date of this revised policy, after which time the Equity Committee will review the provisions of this policy to determine if

⁶ See the section below entitled *Continuation of the Equity Committee* for a description of meeting times for the Equity Committee.

the inequities among schools with regard to technology spending are decreasing and more schools are reaching the Technology Access Standard.

In subjecting technology to PTO spending limitations, the School Department is making a commitment to providing technology equitably across elementary schools as it relates to Core Curriculum.

III. **Non-Technology Core Curriculum Subject to the Equity Cap**

PTO dollars may be used for the following core curriculum items, as long as these expenditures do not exceed the Allowed Non-Technology Equity Spending cap:

Staff Development – Single or Small Group. PTO money may be spent (through the principal's discretion) to sponsor single or small group teacher attendance at conferences and workshops (e.g., EDCO workshops, the METCO Director's Association Conference).

Creative Arts & Sciences. PTO money may be spent for costs related to all programs brought into the school in connection with the citywide Creative Arts & Sciences program.

Libraries. All PTO donations of books to the library are subject to the equity cap.

Curriculum Support. PTO money may be spent to assist purchasing supplies and other teaching materials that enrich programs. Examples include supplies for Colonial Days, subscriptions to children's educational magazines, and trade books if less than 10 copies purchased. It also includes PTO money spent to bring in people "in residence" (e.g., artists, poets, authors, scientists) who spend their time primarily working directly with the students, but who are not part of the citywide Creative Arts & Sciences program.

Teacher Classroom Support. PTO money may be provided as stipends to individual teachers to help pay for classroom supplies and other classroom needs.

Principal Discretionary Funds. PTO money may be provided to the principal to be used at the principal's discretion for purposes such as teacher workshops, textbooks, field trips for children who cannot afford them, etc.

Field Trips. PTO money may be spent on educational excursions outside the classroom.

UNCAPPED ALLOWABLE SPENDING

The following items will be considered non-equity line items in PTO budgets and will not be subject to any spending restrictions, except as provided below:

I. Non-Curriculum Related PTO Expenditures.

Expenses incurred by PTOs in performing the traditional functions of PTO's that are crucial to the life of individual schools and the school system, such as communication, community building, fundraising, and volunteerism. These expenses are outlined in Appendix D, Standard Definitions for PTO Budget Line Items⁷, lines 22 through 46.

II. Playgrounds.

Playgrounds and playground related expenses. Availability of seed money from the City for new playgrounds (historically provided on a rotating basis) will be determined by the Mayor.

III. Grants.

Every school has equal access to grants. Computers and related technology items acquired through grants must be acquired in accordance with the School Department's goals for technology and will be included in the school's technology inventory, but will not be counted towards the equity cap. Other resources received through grants will not be limited at this time, but could be monitored for future assessment.

GIFTS TO THE SCHOOLS

The School Committee's policy regarding gifts to the schools is still in effect and principals are responsible for informing their schools of this policy.

Gifts intended for the schools (not given by the PTO) must be made to the system as a whole and accepted by the School Committee in accordance with the School Committee's Gift Policy. The giver can request that his or her gift be made to a certain school and the School Department will determine if it is fair for the designated school to accept the gift. Gifts to individual elementary schools will be subject to this Elementary Equity Policy.

Acknowledgement of the monetary value of the gift is given for tax purposes and, if applicable, for equity reporting purposes.

MONITORING OF AND COMPLIANCE WITH THIS POLICY

Compliance with the provisions of this policy shall be ensured at the individual school level by the elementary school principals and individual PTOS, and at the district level by the PTO Council and the Equity Committee.

⁷ The Standard Definitions for PTO Budget Line Items (Appendix D) have been used since 1999-2001 and clarified by the Equity Committee from time to time as appropriate.

I. Monitoring of PTO Spending by Individual PTOs and Schools

Principals and PTO's together must monitor and regulate their own spending in accordance with this policy. Because principals must assume the responsibility of being the gatekeepers at their individual schools, equity issues should periodically be discussed at the principals' administrative group meetings. It is recommended that principals discuss specific categories of PTO expenditures and their compliance with this policy at least once a year.

II. Financial Reporting: Monitoring of PTO Spending on a District Level

To better monitor compliance with this equity policy, PTO's must report their financial results and budget projections on an annual basis on the spreadsheet (Appendix C) provided by the PTO Council Equity Representative, and in accordance with the Standard Definitions for PTO Budget Line Items (Appendix D). The PTO Council will compile and analyze these reports and will report these findings to the Equity Committee each January.

The Equity Committee will meet, after receiving the financial report from the PTO Council Equity Representative, to review the report and determine compliance with the provisions of this policy. In the event the report shows a school PTO in violation of the provisions of this policy, the Equity Committee shall determine what action, if any, is required with regard to that violation.

CONTINUATION OF THE EQUITY COMMITTEE

This policy document reflects the work of recent Equity Committees and the collaborative efforts of the PTO Council, School Committee and School Department through the Spring of 2014.

The Equity Committee shall consist of the following: (i) up to three members of the PTO Council, one of which shall be the PTO Council Equity Representative, (ii) such members of the School Department as the superintendent determines is necessary for ensuring compliance with this policy (such members will include the Assistant Superintendent for Elementary Education, the Director of Information Technology and Library Media, the K-12 Instructional Technology Coordinator, and at least one elementary school principal; such members may also include representatives of the Assistant Superintendent for Business and Finance, the Assistant Superintendent for Secondary Education, and the Assistant Superintendent for Curriculum and Instruction), and (iii) one member of the School Committee as designated by the chairperson of the School Committee.

No later than the June 1st occurring prior to the beginning of each school year, the Equity Committee shall schedule three dates to meet during the course of the upcoming school year. Such scheduled dates should be spread evenly throughout the school

year term. The PTO Council will advise all PTOs of the dates of such scheduled meetings as soon as they are established. The Equity Committee shall use at least one such scheduled meeting date, occurring after receipt of the financial report from the PTO Council but before budget deliberations commence by the School Committee, to establish compliance with this policy by the elementary school PTOs, review the provisions of this policy and determine if changes to the policy should be recommended. The Equity Committee shall use any and all other scheduled meeting dates to consider the requests of individual school PTOs to spend PTO dollars in excess of the Allowed Technology Equity Spending cap. If no such requests are made during the course of a school year, the Equity Committee may choose to eliminate up to two of its scheduled meeting dates.

To the extent that the School Committee, the School Department administrators, or the PTO Council has specific concerns, issues or potential changes to this Equity Policy or practices, the Equity Committee will consider and or review such matters, and make recommendations, accordingly, to the School Committee.

Any changes to this policy recommended by the Equity Committee must be approved by the School Committee to become effective.

EFFECTIVE DATE OF THIS EQUITY POLICY

The effective date of this revised Equity Policy shall be the date on which the School Committee approves this policy.

APPENDIX A

Per Pupil Rate for PTO Spending

The annual amount an elementary school PTO may spend for costs related to technology may not exceed its Allowed Technology Equity Spending, *a total amount calculated by multiplying projected number of students at the school or the actual number of students at a school by a 'per pupil' technology rate.*

The per pupil technology equity rate needed to calculate the cap for each elementary school is equal to \$25.00, and will be adjusted each year by multiplying the previous year's per pupil rate by the CPI adjustment for the Northeast Region as of June of the current year. That annual number will be determined by the PTO Council Equity Representative and approved by the Assistant Superintendent for Business and Finance and the Assistant Superintendent of Schools.⁸

The annual amount an elementary school PTO may spend for costs related to non-technology related School Operations may not exceed its Allowed Non-Technology Equity Spending, *a total amount calculated by multiplying projected number of students at the school or the actual number of students at a school by a 'per pupil' rate.*

The per pupil equity rate needed to calculate the cap for each elementary school was originally the same as the rate calculated in the School Department's Budget for per-pupil spending. However, several years ago the School Department changed the system-wide calculation, and the rate used for purposes of this Equity Policy was changed to be set based on an annual review by the Assistant Superintendent for Business and Finance, the Assistant Superintendent of Schools and the PTO Council Equity Representative (excerpt from the 2000-2001 Equity Policy Report). More recently, the per pupil rate has been calculated by multiplying the previous year's per pupil rate by the CPI adjustment for the Northeast Region as of June of the current year. It is agreed that such method of calculation will continued to be used to determine the per pupil equity rate for School Operations other than technology that are subject to the equity cap, until determined otherwise.⁹

⁸ The Assistant Superintendent of Schools is currently the School Administration's representative to the Equity Committee. The Equity Policy is not intended to limit the title or person representing the School Administration, and any subsequent change to the position or title as determined by the School Administration would be considered changed as referred to in this policy document

⁹ Previously, the background factors relevant to determining the rate of per pupil spending included the change in the district's per pupil spending, change in PTOs budgets, which are not subject to the same constraints as the school system's budgets, and the PTOs willingness to increase spending on equity items to support their principals and schools as a supplement to constrained school department funds. The group reviewing annual rate changes has considered theory for maintaining the rate relatively consistent with prior years, barring any compelling reason to effect a particularly greater positive or negative change. One compelling reason why the rate has not been arbitrarily increased significantly in

For purposes of both the technology per pupil rate and the per pupil rate for other non-technology School Operations:

The number of students projected by school is published annually, currently in November, in an Enrollment Analysis Report, in advance of each school year, prior to the time discussions regarding the annual Budget commence by the school administration.

The number of students actually enrolled by school for the current year is published annually, currently in November, in the same Enrollment Analysis Report as the projected number of students for the next school year is reported.

The historical “per pupil rate” used for PTO equity spending purposes is as follows:

Year	Rate	% Change from PY
FY 2014	\$189.62	+1.5%
FY 2013	\$186.82	+1.5%
FY 2012	\$184.06	+0.7%
FY 2011	\$182.82	+1.7%
FY 2010	\$178.36	0.0% ¹⁰
FY 2009	\$178.36	+5.0%
FY 2008	\$169.87	+2.3%
FY 2007	\$166.05	+5.1%
FY 2006	\$158.00	+2.6% ¹¹
FY 2005	\$154.00	+6.2%
FY 2004	\$145.00	+3.6%
FY 2003	\$140.00	+1.5%
FY 2002	\$138.00	0.0%
FY 2001	\$138.10 average	+0.8%
FY 2000	\$137.00	+2.2%
FY1999	\$134.70	+27.0%
FY1998		\$105.88

recent years is that there remains a gap in spending between the highest and lowest spending PTO’s. Until all PTO’s spend in a comparable manner on core curriculum, a large arbitrary increase in the rate could affect equity of basic educational opportunities across the system.

¹⁰ In Fiscal Year 2010, the CPI adjustment for the Northeast Region as of June was a decrease. It was determined that the Per Pupil Rate would remain the same as the previous year in years where there was a decrease in the CPI.

¹¹ Beginning with Fiscal Year 2006, the Per Pupil Rate has been calculated by multiplying the previous year’s Per Pupil Rate by the CPI adjustment for the Northeast Region as of June of the current year.

APPENDIX B FURTHER PROVISIONS REGARDING PTO SPENDING FOR TECHNOLOGY

SCHOOL TECHNOLOGY PLANS

Schools may only acquire technology, including computers, within the context of the school system's technology plan and the individual school's technology plan. A school's technology plan is developed by the principal and its technology committee with assistance as needed from the school system's Information Technology Department. A school's technology plan must fit within the parameters of the School Department's overall plan. All technology and acquisitions must be approved by the school system's Information Technology Department. Technology plans should recommend a phasing in of computers to guard against simultaneous obsolescence.

TECHNOLOGY STANDARDS AND THE SCHOOL DEPARTMENT'S RESPONSIBILITIES

While technology should be acquired in accordance with an individual school's own technology plan, the standards for technology are set by the School Department, which will be responsible for the necessary equipment, maintenance and staff training.

The funding for infrastructure (wiring, dedicated telephone lines, internet connections, computer drops, etc.) is also the responsibility of the school system. In its long-range plan for technology, the school system must determine the infrastructure requirements that will support a full complement of computers at all schools as determined by the School Department's goal for technology.

The School Department will include in its overall technology plan the Technology Access Standard (a standard that outlines the goal for Classroom Access Devices at each school level to be acquired under the School Department's technology plan). Any changes to the Technology Access Standard during the course of a school year will be communicated to PTOs as soon as possible. Attached, for reference only, as Appendix E is the "Technology Access Standard", established by the School Department for the 2013/2014 school year.

All purchases for technology will be made through approved School Department channels, and the relative benefit to outright purchase, loan or leasing as the payment mechanism will be assessed by appropriate system personnel involved in purchasing functions.

All technology (computers, printers, software, digital cameras, etc.), once acquired, becomes the property of the Newton Public Schools.

MONITORING OF TECHNOLOGY

The School Department is responsible for tracking computers, access devices, and related equipment acquisitions at each of the schools. It is incumbent upon the School Department to use its technology resources to help all schools achieve the Technology Access Standard, mitigate current and future inequities among the schools in technology, and ensure the equitable distribution of technology resources.

In order to adequately monitor equity of technology across the schools, it is critical that ongoing inventories for each school be kept by the Information Technology Department for this purpose and presented to the Equity Committee by the Information Technology Department for review ***on an annual basis***. Technology inventories should encompass all significant technology equipment (including different types of computers and access devices as well as other technology, such as digital cameras, projectors, which are becoming increasingly important to the educational process) regardless of its funding source (School Department budget, PTOs, grants, etc.). Technology inventories should also include the age of each computer or device.

APPENDIX D

Standard Definitions for PTO Budget Line Items

Note: The expenditure line items do not include costs of fundraising. For the purposes of equity reporting, fundraising expenses can be considered netted against the income raised and not shown as an operating expense of the PTO.

Line #	Chart Label	Subject to Cap	Explanation
1	Rank		The rank reflects size of school with 1 being the largest.
2	# Pupils		Projected enrollment or actual enrollment, whichever is applicable, as published by the School Department for the applicable school year.
3	FY 'XX PTO Budgeted or Actual Operating Spending		Total of equity + non-equity line items representing operating expenses for the year (calculated in the file).When reporting actual expenses for a given year in line items below, PTO's should include expenses that were incurred in that year even if they weren't paid until the following year.
4	PTO Per Pupil Spending		The average PTO expenditure per pupil (calculated).
5	FY'XX Per Pupil Technology Equity Rate		The per pupil equity rate for technology spending, agreed upon yearly (with the Assistant Superintendent for Business and Finance) is used to calculate the maximum allowed technology spending for each school.
6	Allowed Technology Spending		The maximum allowed technology spending by school is calculated in the file as (#projected students or actual students, whichever is greater, as of October 1 st) x (Per Pupil Technology Equity Rate)
7	Actual Technology Spending		All amounts spent by a PTO in a given fiscal year for technology, which includes hardware, software and associated supports, whether spent from operating expenses, reserves or fundraising efforts.

8	Technology as a Percentage of Allowed Technology		This calculation shows how much a school's PTO spent on technology in relation to the total it could spend on technology (line 7 divided by line 6)
9	FY'XX Per Pupil Non-Technology Equity Rate		The Per Pupil Rate for non-technology equity spending, agreed upon yearly (with the Assistant Superintendent for Business and Finance) is used to calculate the maximum allowed non-technology equity spending for each school.
10	Allowed Non-Technology Equity Spending		The maximum allowed non-technology equity spending by school is calculated in the file as: (# projected students or actual students, whichever is greater, as of October 1 st) x (Per Pupil Equity Rate) x (55%).
11	Actual Non-Technology Equity Spending		The number is calculated as the sum of the non-technology equity line items, described in Lines 13 to 21.
12	Non-Technology Equity as a Percentage of Allowed Non-Technology Equity		This calculation shows how much a school's PTO spent in relation to the total it could spend on non-technology equity capped line items (line 11 divided by line 10).
13	Creative Arts & Sciences	yes	Costs for all programs brought into the school in connection with the citywide program.
14	Curriculum Support	yes	Program enrichment funds including, supplies, teaching materials and mini-grants that enrich programs and Outdoor Classroom. Examples include supplies for Colonial Days, subscriptions to children's educational magazines, and tradebooks if less than 10 copies are purchased. It also includes PTO's bringing people "in residence" (e.g. artists, poets, authors, scientists) who spend their time primarily working directly with the students and are not part of the citywide Creative Arts & Sciences program.
15	Field trips	yes	Refers to educational events that occur outside the classroom.
16	Library	yes	This line includes all PTO donations of books to the library.
17	Principal's Discretionary Funds	yes	This line is funding to the Principal to be used for discretionary purposes, such as teacher workshops, field trips for children who cannot afford them, etc. To prevent non-equity expenditures, such as lunches for teachers, from impacting the PTO's ability to fund equity capped items, principals can separately request reimbursement for the non-equity portion of principal's discretionary fund disbursements that the PTO covers, so that the PTO can

			charge the appropriate non-equity line.
18	Staff Development – Single or Small Group	yes	This includes PTO money spent (through the principal’s discretion) to sponsor single or small group teacher attendance at conferences and workshops (e.g. EDCO workshops, METCO Directors’ Association Conference).
19	Teacher Classroom Support	yes	Total amount given to teachers, including all teacher stipends. This includes classroom supplies and other needs funded to individual teachers.
20	Other equity items		
21	Gifts to School Outside of PTO Funds	yes	This refers to gifts made by individuals to the School Department for the benefit of an individual school, when the gift is of a core curriculum item that would otherwise be included in equity if purchased by the PTO.
22	5th Grade Activities	no	This refers to non-education-related activities such as graduation and yearbook, 5 th grade trips, and after-school activities such as plays occurring during the fifth grade.
23	Adult Speakers’ Programs	no	Fees paid to speakers for addressing families and guardians on educational topics.
24	Building & Grounds	no	Includes any enhancements to outdoor facilities, such as landscaping, beautification and flowers, but does not include outdoor classrooms and playgrounds. Any costs incurred in connection with building maintenance projects performed on Newton Serves day are included. It also could include related costs, such as a pizza party, for volunteers who rake or provide other similar services.
25	Childhood Assault Prevention Program	no	This cost is for a mandated program of the School Department with a flat fee per classroom.
26	Committees	no	Includes costs for such programs as social action, social responsibility, core values, academic excellence, human differences, etc.
27	Community Events	no	Community-building, non-fundraiser events such as free picnics, free Halloween fun nights, Color Day, Back to School picnic, kindergarten picnics.

28	Copying Costs/ Communications	no	Outside copying costs, printing and publishing costs.
29	Directory/Handbook	no	Costs to produce school directories and/or handbooks, including any costs associated with online directories. Directory contains class lists, with students' and parents' names, addresses, etc. Handbook lists school policies, etc. Some schools combine them into one publication.
30	Hospitality	no	Covers costs for food, decorations, amenities of PTO meetings/ events (other than teacher/ staff appreciation); an example is cookies and coffee for PTO meetings.
31	Insurance	no	Costs to procure adequate and appropriate insurance coverage for PTO activities
32	Newsletter/Website	no	Costs of the PTO newsletter and website, which serves as a communication vehicle between home and school.
33	Outreach & Donations	no	PTO's provide monetary gifts or grants to support a variety of causes. Any such payments or support would be captured here; examples are funding afterschool tuition, donations to foreign communities or projects, donations to METCO, gifts commemorating deaths, etc.
34	Playground Maintenance	no	This line is for landscaping and other work directly associated with maintaining the playground area on a routine basis. While the City is legally responsible for the playgrounds and the Department of Parks & Recreation does some repairs, PTO's may expend funds to supplement city efforts. Playground maintenance is a separate item from playground reconstruction or renovation, as described in Line 37.
35	PTO Administration	no	Recurring administrative costs of a PTO. This might include filing fees (such as to MA), bank charges, supplies (such as name tags) and other office-type costs that are not related to a specific committee or are related to the PTO's legal entity.
36	PTO Council & School Council	no	This includes dues and other costs such as for copying and for postage for related mailings or publications.
37	PTO Miscellaneous		This line item should be limited as much as possible to non-recurring and small dollar expenditures that do not fit in another category (example:

			purchase of a bulletin board).
38	Special Education	no	Expenditures for special education, including classroom and library books, a speaker, materials for Inclusive Schools Week, reimbursement for expenses related to expressions of appreciation for the special education aides and specialists (example: appreciation breakfasts).
39	Teacher Appreciation	no	This includes such non-education-related items as retirement gifts, thank you events, acknowledgments of deaths in the family, pizza etc. for the teachers.
40	Understanding Our Differences	no	This cost is for a mandated program of the School Department, and is a flat amount for each school. If included as an equity line, there would be a disproportionate impact on a small school's equity spending limit; therefore, it is included as a non-equity line item.
41	Use of Building	no	Charges imposed on PTOs for custodial services for fundraisers, meetings and other events (excluding the complimentary first five meetings) if not included in the event line item.
42	Other School Support - non equity items – listed in comments	no	List / describe amounts here, if they specifically do not fit in one of the above categories and are of larger \$'s or recurring type expenditure for your PTO.
43	Playground	no	Costs related to the renovation or reconstruction of school playgrounds. The City is legally responsible for playgrounds, and the Department of Parks & Recreation makes periodic assessments of improvements needed. However, PTO's may be called upon to raise funding necessary to supplement city funds available for major projects. This includes all replacements of major damaged parts or other major refurbishments of playgrounds. This also includes landscaping and other grounds improvement associated with the renovation or reconstruction of playgrounds, but not the routine maintenance described in Line 22.
44-46	Other – list individual items,		List other non-recurring expenditures of the PTO so that the Total shown at the bottom, in Line 41, represents everything spent in the year. List all one-time and/or major \$'s outlays, whether or not separate fundraising was/is involved. Note that all PTO expenditures here must be specifically excluded from Equity caps. Examples include purchase of an oven for the school kitchen, banquet tables.

APPENDIX E

TECHNOLOGY ACCESS STANDARD

The following is the technology access standard effective for the 2013/2014 school year:

Elementary classrooms:

Kindergarten	5 devices (Laptops or Tablets)
Grades 1 through 5	5 devices (Laptops or Tablets)
Buildings	Three class sets of laptops on carts per elementary building.
Art and Music	Access to laptops/desktop pods

Libraries (citywide):

Elementary	17 mix of desktops/laptops/tablets
Middle	30 mix of desktops/laptops/tablets
High Schools	Class set with devices for sign out (various devices)

Middle Schools:

2 Class sets of laptops per team

High Schools:

Maintain current labs and grow access through carts

Assumptions Used for Developing Standard:

- No distinction between an A or B device
- A/B categorizations are no longer being used, instead, only devices that are less than 5 years old are deemed to meet the standard
- For budgetary purposes, the cost of each device is assumed to be \$1K (laptop)