

# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 8, 2020

To: *Wachusett Regional School District Committee*

Kenneth Mills, Chair	Sarah LaMountain
Christina Smith, Vice-chair	Matthew Lavoie
Melissa Ayala	Linda Long-Bellil
Scott Brown	Amy Michalowski
Michael Dennis	Benjamin Mitchel
Anthony DiFonso	Karl Ottmar
Stephen Godbout	Asima Silva
Maleah Gustafson	Megan Weeks
Sherrie Haber	Linda Woodland
Jeffrey Haynes	
Robert Imber	Adam Young
Laura Kirshenbaum	

From: Darryll McCall, Ed.D., Superintendent of Schools 

SUBJECT: Superintendent's Report

I want to wish you all a very happy 2020.

I am very pleased to report the Committee is now at full membership. Jeffrey Haynes of Rutland has been appointed by the Rutland Selectboard to fill that town's vacant seat. I had the pleasure of meeting with Jeff on Monday and he will be at our regular meeting Monday evening. Attached is the updated School Committee roster (attachment 1).

## Posting and Amended Meeting Schedule

Attached you will find the updated posting of School Committee, subcommittee, and SEPAC meetings (attachment 2). At the start of Monday's meeting, we will welcome student and teacher representatives from Houghton Elementary School who will make a presentation to the Committee on an immigration activity Houghton's grade 4 recently completed. I think all will agree that starting our meetings with such positive, uplifting, and interesting presentations and hearing about the amazing experiences going on in our schools is very inspiring. We are scheduling similar presentations at our regular meetings moving forward, and I have already invited the five new Project 351 Ambassadors to come to our meeting on April 6, 2020 (attachment 3).

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**Jefferson School**

1745 Main Street, Jefferson, MA 01522

Telephone: (508) 829-1670 Facsimile: (508) 829-1680

Also attached is the amended schedule of regular School Committee meetings, which the Committee approved at the December meeting (attachment 4). We will be using both January meetings as our Annual Budget Retreat, to provide sufficient time to thoroughly review, consider, discuss, and develop the FY21 budget, before it is brought forward at the Annual Budget Hearing on February 10<sup>th</sup>. The School Committee will vote on the FY21 appropriation at the March 9, 2020 regular School Committee meeting.

**For planning and quorum purposes, please advise if you are unable to attend Monday evening's meeting.**

After the January 27<sup>th</sup> meeting, we have scheduled times when I, along with Central Office administrators, will be traveling to the five towns to meet with Member Town officials (each town individually) to review the proposed FY21 budget with our town officials. Below are the dates for these meetings. Members are always welcomed and encouraged to attend these meetings when I meet with town officials in your town.

Wednesday, February 5, 2020

**Sterling** Selectboard meeting with Finance Committee invited  
6:35 PM, Butterick Building, One Park Street, Room 205, Sterling

Monday, February 24, 2020

**Paxton** Selectboard meeting with Finance Committee invited  
7:00 PM, White Building, Paxton

Tuesday, February 25, 2020

**Princeton** Selectboard and Advisory Committee meeting  
7:00 PM, Town Hall Annex

Thursday, February 27, 2020

**Rutland** Selectboard and Finance Committee meeting  
7:00 PM, Rutland Town Library

Wednesday, March 4, 2020

**Holden** Finance Committee meeting  
7:00 PM, HMLD

#### Transportation Contract

During the week of December 16<sup>th</sup>, I received word that Robert Lowe of Village Transportation, LLC (AKA Brewer and Lowe Transportation) had approached Ron Ernenwein of AA Transportation Co., Inc. about purchasing Mr. Lowe's transportation company, Village Transportation. The contract between the WRSD and Village Transportation allows for the transition of one company to another, with the approval of the District. Our Legal Counsel has advised that the full School Committee should vote on the transition of the remainder of the contracts from Village Transportation to AA Transportation which you will be asked to do on

Monday. For your information and review in advance of action Monday evening, attached you will find the two current contracts between the District and Village Transportation, as well as the most recent Annual Reports filed with the Commonwealth of Massachusetts by AA Transportation Co., Inc. and Village Transportation, LLC, and the letter of intent from signed by both Mr. Ernenwein and Mr. Lowe (attachments 5, 6, 7, 8).

### FY21 Budget Discussions

At Monday evening's meeting, we will begin our discussions on the FY21 budget through dialogue and discourse with one another. There are several important areas that I wish to review with members prior to the meeting that I will touch upon in this Report.

### **The WRSD Strategic Plan:**

Over the past four years, the District has used the 2016-2021 Strategic Plan to help guide and define the budget process (attachment 9). As you know, the plan is broken down into five domains:

1. Leadership, Governance and Communication
2. Aligned Curriculum
3. Effective Instruction
4. Professional Development and Structures for Collaboration
5. Students' Social and Emotional Health Needs.

We have addressed specific items in all five of the domains during the life of the plan. As we begin the last year of the plan, we will be coming together later this year to start the process of updating our plan so as to provide extended guidance for the District from 2021 on. This roadmap has been a great source of guidance as we work with our communities and highlight areas associated with various domains and their impact on the budget.

For Domain 1: Leadership, Governance and Communication, administration has been trained on using social media to "tell their own story" and been provided with tools, such as Smore, to facilitate more consistent and broad-based communication. We have also worked on providing our communities with more information around the budget through the publication of a Budget Book for the past several years. Finally, our website and app have been updated to provide easier access to school-based information.

Under Domain 2: Aligned Curriculum, the core content teachers in the middle grades have examined state and federal curriculum frameworks, established power standards, unpacked the standards to develop student learning goals, defined what proficiency looks like, and are in the process of creating common assessments. The high school is also in the process of creating common assessments. The elementary grades have power standards for English Language Arts and math, and will begin to unpack these standards next.

For Domain 3: Effective Instruction and Domain 4: Professional Development and Structures for Collaboration, grades K-2 have received new instructional resources and training focused on

effective instruction and using common benchmark assessments to measure how effective our instructional practices actually are. In addition, our last three May Professional Development days have provided staff with content-specific training on effective, research-based instructional practices. Last year, more than 50 different sessions were offered to staff to build their own professional development schedule for the May PD Day.

Under Domain 5: Students' Social and Emotional Health Needs, we have provided a tool to measure key indicators of student and staff health and wellness. However, this is just the first step and we now need to work to support these identified student and staff needs across the District.

### **Budget drivers:**

As with any new budget cycle, there are inherent budget drivers that often carry over from one year to the next. These items include, but are not limited to, insurance, salaries, energy usage, school choice "out:", and Charter School assessments. The drivers also include items such as miscellaneous revenue, school choice "in" revenue, and Medicaid revenue. These drivers help to shape the budget from the onset and are taken into account when we formulate our budgetary decisions. I will speak to all of these in more detail at the second meeting in January.

Over the past several years, the District has increased funding in several key areas in order to provide more consistency around educational outcomes throughout our schools. Our plans for technology and textbooks have line items established on an annual basis which allow for planning over time. This year, we will continue to follow these plans by funding them at a consistent level that allows for continuity of programs as both lines were underfunded for several years due to 1/12<sup>th</sup> budgets. We plan on continuing our 1:1 Chromebook program at the high school, as well as upgrade other technology equipment and instructional courseware throughout the District. We also plan on following through with the next year of our multi-year textbook plan in order to provide updated materials for our staff and students.

In terms of projections associated with Chapter 70 funding from the commonwealth, we are anxiously awaiting the budget from the Governor which is to be finalized by the fourth Wednesday of January, the 22<sup>nd</sup>. With the recent passing of the Student Opportunity Act, the formula associated with important budget items such as regional transportation and circuit breaker will be modified to reflect aspects of the new legislation. With this in mind, we will have to work through the budget process in a different way than we have in the past which will take time as all districts adjust to the new formula.

### **Budget**

This year, as we have spoken with our building leaders, we have found that support for students' social, emotional, and safety needs are paramount when defining priorities. It has been three years since we added full time middle school counselors to our schools and they have been important additions to our educational teams. As we see more students in our elementary schools with needs not associated with academics, our classroom teachers are being asked to provide more support to their students around health and wellness. The addition of elementary



counselors is a way for our community to help support some of our youngest and neediest students. The American School Counselor Association (ASCA) notes that elementary school counselors are integral to the total educational program offered to students. The ASCA states that elementary counselors provide a proactive program that engages students and includes leadership, advocacy, and collaboration with school staff, administration and community/family members in the delivery of programs and activities to help students achieve success. Elementary school counselors also collaborate with teachers and parents on early identification and intervention of children's academic and social/emotional needs, which is essential in removing barriers to learning and developing skills and behaviors critical for academic achievement. We must begin to support our elementary age students at such a critical juncture in their schooling careers.

Another important position that is crucial to student health and safety is the addition of an Assistant Principal at Naquag Elementary School. The position of Assistant Principal was eliminated from Naquag many years ago, after Glenwood Elementary School was built and the economy stalled. With the addition of free full-day kindergarten, Naquag has the largest kindergarten population with almost 100 kindergarten students. As the only elementary or middle school with one administrator to deal with the great number of student safety and wellness needs on a daily basis, Naquag requires a second administrator to assist all students and staff.

To accompany student health and safety, another key position that would benefit the entire Wachusett District would be that of a Resource Nurse. Over the past several years, our schools have seen an increase in the medical fragility of many of our students attending school at all grade levels. As our Nurse Leader so eloquently stated during the presentation at our October School Committee meeting, the students in our schools require more medical oversight than ever before.

As we look at our budget moving into the next several years, I am recommending that the District create an ad hoc subcommittee to develop a long term plan of action around a staffing plan that allows for prioritizing and enhancing the model that we currently use. This group would solicit feedback from the Wachusett community and incorporate the information into the plan of action so that there is a clear path for positions that are necessary for student success.

For your reference as we develop the FY21 budget, in my cover email you will find links to the Draft Staffing Plan, Staffing Priorities, and the Technology Plan.

#### New Course Offering at WRHS

Over the past several months, the high school has worked on updating the course of study, which includes the addition of several new course offerings. I have received a report from Director Berlo (Attachment A) concerning the new courses and have also met with Principal Beando and Deputy Berlo to review the potential additions. After our meeting, I approved the new courses and they will now be shared with Education Subcommittee to be discussed with administration. At Monday evening's meeting, per WRSDC Policy 3341, you will be asked to accept the report (Deputy Berlo's report) on new course offerings as acceptance will constitute the official

adoption of the curriculum. WRSCD Policy 3341 is attached (attachment 10).

#### Student Scholar Luncheon

On January 7<sup>th</sup>, Deputy Berlo and I had the honor of attending the M.A.S.S. Worcester County Superintendents' Association Annual Scholars' Luncheon held at the College of the Holy Cross. This year the two student recipients from Wachusett Regional High School were Allanna O'Callahan of Sterling and Grace Williams of Princeton (attachment 11). This was a great way for these students to be recognized as their achievements were read aloud to the audience prior to their receiving the honor. This annual event is one of the highlights of the start of the new year and I enjoy having the opportunity to participate. Congratulations to Allanna and Grace for this wonderful accomplishment.

#### Bullying Prevention & Intervention Plan Review Advisory Committee

As has been reported, we will be convening a committee of stakeholders to review the District's Bullying Prevention & Intervention Plan Review Advisory Committee and the first of three meetings will be held this week (attachment 12). On Thursday, January 9<sup>th</sup>, at 4:00 PM the Bullying Prevention & Intervention Plan Review Advisory Committee will meet in the Curriculum Center here at the Central Office. I will be working with Director of SEL Keenan and other members to review, update and revise this important document within the next few months.

#### Annual Central Office Art Exhibit

As you may have noticed when here at the Central Office, the walls and the shelves in our office area are used to display some amazing artwork created by Wachusett students. This year, student works cover the span from grade 1 to grade 12, and what an amazing set of artwork we have! We are so grateful for these beautiful and very interesting pieces of art being loaned to us to brighten up our office area. For the fourth year we will be hosting the WRSD Central Office Art Exhibit here at 1745 Main Street. This "opening" will be held Wednesday, January 29<sup>th</sup>, at 3:00 PM (with a snow date of February 5<sup>th</sup>) and I cordially invite members of the School Committee to attend this event, if available, to have the opportunity to view the impressive work and to get to meet our student-artists (attachment 13).

#### Seventh Annual Special Olympics

Please mark your calendars for this year's Winter Special Olympics, to be held Wednesday, March 11<sup>th</sup>, beginning at 10:00 AM in the gymnasium at WRHS (attachment 14). This is the 7<sup>th</sup> year that Wachusett will host the Olympic games, always an exciting event. *Go Wachusett!*

#### MASS/MASC Joint Conference 2019

Member Woodland attending the annual MASS/MASC Joint Conference in November and her report on attendance and the events she participated in is attached (attachment 15).

### Evaluation of Director of Business and Finance

Per Director Deedy's employment contract, on December 26th I shared with the Committee my evaluation of Director Deedy (attachment 16). I look forward to working with Director Deedy as we move forward.

### Updated Substitute Pay Schedule

With the increase in minimum wage, effective 1/1/2020, the rate of pay for hourly substitutes has increased to \$12.75 an hour. Attached is the updated schedule along with Policy 5410 (attachment 17).

### Quarterly Report on Reimbursements

Pursuant to Policy 5273.3 Policy Relating to Personnel Management *Employee Travel for Workshops, Conferences, Visitations* and Policy 5264.1 Policy Relating to Personnel Management *Payment or Reimbursement for Meals*, attached is the Report of Employee Travel for Workshops, Conferences, Visitations for the period October - December 2019 (attachment 18).

### Conflict of Interest Training

After last month's meeting, when Chair Mills mentioned the need that School Committee members, as municipal representatives, complete Conflict of Interest online training, we shared with members a reminder and a link to the online training. Several members completed the training and provided a Certificate of Completion for our records. Members who have not yet completed the online training are asked to do so and then provide us with a copy of the Certificate of Completion (attachment 19).

### Treasurer's Update

Treasurer Dunbar has submitted the Treasurer's Update and Cash Reconciliation for November 2019. Treasurer Dunbar's reports can be found in Google as separate attachments, and as separate links in my cover email.

### Executive Staff Reports

- Deputy Superintendent Robert Berlo's Report to the Superintendent, dated January 8, 2020 (attachment A)
- Director of Business and Finance Daniel Deedy's Report to the Superintendent, dated January 3, 2020 (attachment B)

### Chair's Correspondence

- December 10, 2019 correspondence to Sean Kelleher and Alexandra Smith

(Chair's Correspondence 1)

- December 10, 2019 correspondence to Angela Colwell-Arbour (Chair's Correspondence 2)

Should you have any questions, please contact me at your convenience.

cc: Executive Staff  
DM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT  
HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

*Agenda*

Regular Meeting #1336

Monday, January 13, 2020

7:00 PM

Media Center  
Wachusett Regional High School  
Holden

- I. Public Hearing
- II. Chair's Opening Remarks
  - *Immigration Unit Presentation* by Houghton Elementary School Grade 4 Students and Teachers
- III. Student Representatives' Reports (R. Massoni-Nesman, L. Michalowski)
- IV. Superintendent's Report
  - A. Discussion of Report
  - B. Recommendations Requiring Action by the School Committee

Motion: Subject to the approval by the duly authorized members of Village Transportation LLC, and the duly authorized shareholders of AA Transportation Company, Inc.; to approve the recommendation to authorize the assignment of the District's contracts with Village Transportation LLC of Sterling, MA, to provide in-District special education van transportation services (through June 30, 2021) and out-of-District special education van transportation services (through June 30, 2020) to AA Transportation Company, Inc. of Shrewsbury, MA, effective January 14, 2020.
- V. Unfinished Business
- VI. Secretary's Report
  - A. Approval of #1335 Regular Meeting Minutes of the Wachusett Regional School District Committee held on December 6, 2019 – enclosed
  - B. Approval of Executive Session Minutes of the Wachusett Regional School District Committee held on September 23, 2019
- VII. Treasurer's Report/Financial Statements
- VIII. Committee Reports

- A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, S. Brown, M. Dennis, R. Imber, M. Lavoie, A. Young)
- B. Education Subcommittee (R. Imber, Chair, C. Smith, Vice-chair, M. Ayala, S. Haber, L. Kirshenbaum, L. Long-Bellil, A. Silva)
  - 1. Motion: To accept the report of new course offerings at Wachusett Regional High School for the 2020-2021 school year.
- C. Business/Finance Subcommittee (M. Dennis, Chair, B. Mitchel, Vice-chair, M. Gustafson, L. Long-Bellil, K. Ottmar)
- D. Legal Affairs Subcommittee (S. Brown, Chair, M. Lavoie, Vice-chair, Imber, A. Michalowski)
- E. Superintendent Goals and Evaluation Subcommittee (M. Lavoie, Chair, A. Michalowski, Vice-chair, A. DiFonso, K. Mills, M. Weeks)
- F. Facilities and Security Subcommittee (A. Young, Chair, L. Woodland, Vice-chair, S. Godbout)
- G. Audit Advisory Board (B. Mitchel, Chair)
- H. Ad Hoc Subcommittees
  - 1. Ad Hoc Subcommittee to Negotiate the Superintendent's Contract (K. Mills, Chair, M. Weeks, Vice-chair, S. Brown, M. Dennis, M. Lavoie)
- I. Building Committees
- J. School Council Reports:
  - Central Tree Middle School (S. Haber), Chocksett Middle School (L. Woodland), Davis Hill Elementary School (K. Mills), Dawson Elementary School (L. Kirshenbaum), Glenwood Elementary School (A. DiFonso), Houghton Elementary School (M. Ayala), Mayo Elementary School (A. Young), Mountview Middle School (S. Brown), Naquag Elementary School (M. Lavoie), Paxton Center School (K. Ottmar), Thomas Prince School (A. Silva), Wachusett Regional High School (L. Long-Bellil/A. Michalowski), Special Education Parent Advisory Council (M. Gustafson), Early Childhood Center (L. Woodland)

IX. Public Hearing

X. New Business

XI. Adjournment

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

DRAFT Minutes

Regular Meeting #1335

Monday, December 9, 2019

7:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

*Wachusett Regional School District Committee*

Kenneth Mills, Chair	Matthew Lavoie
Melissa Ayala	Linda Long-Bellil
Scott Brown	Amy Michalowski
Maleah Gustafson	Asima Silva
Sherri Haber	Megan Weeks
Robert Imber	Linda Woodland

*Committee Members Absent:*

Christina Smith, Vice-chair	Sarah LaMountain
Michael Dennis	Benjamin Mitchel
Anthony DiFonso	Karl Ottmar
Stephen Godbout	Adam Young
Laura Kirshenbaum	

*Committee Members Participating Remotely:*

None

*Administration Present:*

Darryll McCall, Superintendent of Schools  
Robert Berlo, Deputy Superintendent  
Daniel Deedy, Director of Business and Finance  
Brendan Keenan, Director of Social Emotional Learning  
Christine Smith, Administrator of Special Education  
Rebecca Petersen, Executive Secretary to the Superintendent

*Student Representatives Present:*

Leah Michalowski

*Others present, who desired to be recorded as present* (see attached Attendance Sheet – attachment 1).

Chair Mills called the meeting to order at 7:06 PM. He announced the meeting was being broadcast live on Channel 194 and is also streaming on HCTV.com.

I. Public Hearing

No members of the public wished to address the School Committee.

II. Chair's Opening Remarks

Chair Mills welcomed WRHS students Sean Kelleher and Alexandra Smith, along with WRHS teacher Angela Colwell-Arbour, to the meeting and invited them to the podium. The two students addressed the Committee, explaining what T.G.A.L. (*Think Globally, Act Locally*) is and reporting on Project Green Challenge, which they participated in during the month of October. At the conclusion of the students' presentation, they were thanked for attending the meeting and were given a round of applause.

Chair Mills continued with his opening remarks, speaking about the state budget and also the meeting of the Holden Selectboard held on December 2, 2019, which Holden School Committee representatives were invited to attend.

Chair Mills asked members to observe a moment of silence in honor of long-time WRSD Superintendent Ed Yaglou, who passed away earlier in the month.

Lastly, Chair Mills extended thanks to District staff, teachers, and administrators for all they do on a daily basis, and he wished all a relaxing winter break.

III. Student Representatives' Reports

Student Representative Michalowski reported auditions for the upcoming performance of Cinderella are underway, the high school's holiday concerts will be on December 11 & 12, 2019, Mock Trial/Model U.N. competitions have taken place, and that tryouts for winter sports are taking place. Student Representative Michalowski also noted that Student Representative Massoni-Nesman had attended the November MASS/MASC Joint Conference and she will give a report at a future School Committee meeting. Student Representative Michalowski concluded by reporting on recent activities taking place at Chocksett Middle School in Sterling and Central Tree Middle School in Rutland.

IV. Superintendent's Report

A. Discussion of Report

Superintendent McCall called members' attention to the recent notification received from Mountview Building Committee Chair Paul Challenger, informing the District that the Massachusetts School Building Authority (MSBA) conducted and approved the final audit of the school building project, and the project is now deemed closed. With the project being finalized, the Mountview Building Committee will be discharged.

Superintendent McCall spoke about two recent snow days when schools and the District offices were closed, and he extended thanks to the Member Town



Departments of Public Works and to District custodial staff for work done on snow removal and grounds maintenance.

Superintendent McCall spoke about the November 7, 2019 FY21 Budget Roundtable and he thanked all who attended for their input and participation.

Superintendent McCall reported on recent discussions he has had with some Member Town officials, and he informed the Committee the towns are looking for the District to limit the increase for the FY21 budget to 3% - 3.5%. At Member Long-Bellil's inquiry, Superintendent McCall gave a more detailed report on discussions that took place at the FY21 Budget Roundtable and about the FY21 budget cap being requested of the towns. Superintendent McCall will keep the Committee apprised as further discussions take place.

Member Gustafson asked the Superintendent what are the next steps and what will District administration and the School Committee need to do in connection with the Student Opportunity Act which was recently signed into law. Superintendent McCall reported to date there has been no guidance from the state on what schools/districts need to do to comply with this new law. Superintendent McCall will keep the Committee informed when he receives direction from the state. Member Gustafson voiced her concern about getting District stakeholders involved.

B. Recommendations Requiring Action by the School Committee

Motion: To amend the 2019-2020 WRSDC meeting schedule.

(R. Imber)

(S. Brown)

Chair Mills gave a brief background report about past budget retreats and how the Committee addresses budget development in advance of the Annual Budget Retreat, which will be held on February 10, 2020. He further explained that the two regular School Committee meetings in January 2020 will both be considered FY21 Budget Retreats and these meetings will provide the opportunity for members and District administration to have in-depth discussions about the FY21 budget as it is being developed. Chair Mills further explained that the Strategic Plan plays an important part in budget development.

Vote:

*In favor:*

Kenneth Mills  
Melissa Ayala  
Scott Brown  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski

Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*  
None

The motion passed unanimously.

V. Unfinished Business

There was no unfinished business brought before the Committee.

VI. Secretary's Report

- A. Approval of #1334 Regular Meeting Minutes of the Wachusett Regional School District Committee held on November 4, 2019

Motion: To approve the minutes of the regular meeting of the WRSDC held on November 4, 2019.

(R. Imber)  
(M. Weeks)

Vote:

*In favor:*

Kenneth Mills  
Melissa Ayala  
Scott Brown  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*  
None

The minutes were approved unanimously.

- B. Approval of Executive Session Minutes of the Wachusett Regional School District Committee held on September 23, 2019

Approval of minutes of September 23, 2019 executive session was passed over.

VII. Treasurer's Report/Financial Statements

Chair Mills reminded the Committee that if there were questions regarding the Director of Business and Finance's report that Members should contact the Superintendent; if there were questions regarding the Treasurer's Report, Members should contact the Business/Finance Subcommittee Chair.

VIII. Committee Reports

A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, S. Brown, M. Dennis, R. Imber, M. Lavoie, A. Young)

Chair Mills reported on the November 25, 2019 meeting of the Management Subcommittee, at which meeting there was some discussion about developing District indicators but the majority of the meeting was centered on the Staffing Plan. Copies of the FY21 Staffing Plan Priorities were distributed for review and discussion by the full membership (attachment 2). Superintendent McCall reviewed Priority 1, Priority 2, Priority 3, and Priority 4, and discussion ensued. Member Lavoie asked that details about locations where proposed new hires/teachers would be placed be provided to members, information that was available at the November 25, 2019 meeting of the Management Subcommittee. Member Long-Bellil noted the proposed position of Assistant Director of Business and Finance is not listed in the FY21 priorities, to which Superintendent McCall explained adding such a position could be included in a five year plan. Discussion continued, with many members of the Committee participating in the conversation. Chair Mills asked that in advance of the January 13, 2020 meeting of the full School Committee members reach out to Superintendent McCall with questions, suggestions, or requests for information they may have about the Staffing Plan.

8:07 PM Student Representative Michalowski left the meeting.

B. Education Subcommittee (R. Imber, Chair, C. Smith, Vice-chair, M. Ayala, S. Haber, L. Kirshenbaum, L. Long-Bellil, A. Silva)

Subcommittee Chair Imber reported this subcommittee met immediately before this School Committee meeting and he reported further discussion about the Staffing Plan, and specifically library support, was on the meeting agenda. Subcommittee Chair Imber reported the subcommittee will be reviewing policies that have to do with student wellness when the subcommittee meets next on January 6, 2020.

C. Business/Finance Subcommittee (M. Dennis, Chair, B. Mitchel, Vice-chair, M. Gustafson, L. Long-Bellil, K. Ottmar)

In Subcommittee Chair Dennis' absence, Member Long-Bellil reported the December 2, 2019 meeting of this subcommittee was cancelled due to a conflict with Holden representatives being invited to a meeting of the Holden Selectboard. Director Deedy approached the podium. Member Michalowski asked about the \$863,000 revenue shortfall, which Director Deedy confirmed. Director Deedy was asked the status of

the FY20 budget and if the budget has been frozen, to which Director Deedy explained the budget has not been frozen, but the District is being conservative. Member Gustafson had a question about school use fees, which Director Deedy responded he is hopeful to address this review and potential increase(s) by July 1, 2020.

D. Legal Affairs Subcommittee (S. Brown, Chair, M. Lavoie, Vice-chair, R. Imber, A. Michalowski)

Subcommittee Chair Brown reported this subcommittee has not met since the last School Committee meeting.

Motion: To approve the proposed amendments to the Wachusett Regional District School Committee By-Laws.

(S. Brown)

(R. Imber)

Subcommittee Chair Brown called members' attention to DRAFT #6 of the WRSDC By-Laws, and he reviewed the proposed amendments to these by-laws (attachment 3). It was explained that an affirmative vote by the majority of members present is needed to amend the By-Laws. Considerable discussion ensued, with many members participating in the discussion about the proposed amendments to the WRSDC By-Laws. Proposed amendments to Article II, Section 4 of the By-Laws were discussed at length.

Motion: To refer the draft Amended WRSDC By-Laws back to the Legal Affairs Subcommittee.

(M. Lavoie)

(A. Silva)

More discussion took place.

Motion: To move the question.

(R. Imber)

(L. Long-Bellil)

Chair Mills explained an affirmative vote of two-thirds of members present (eight votes in favor) is needed to approve the motion to move the question, which would result in suspending conversation about the motion to refer the draft Amended By-Laws back to the Legal Affairs Subcommittee.

Vote:

*In favor:*

Scott Brown

Maleah Gustafson

Sherrie Haber

Robert Imber

Linda Long-Bellil

Amy Michalowski

Megan Weeks

*Opposed:*

Kenneth Mills  
Melissa Ayala  
Matthew Lavoie  
Asima Silva  
Linda Woodland

The motion failed (7-5).

Discussion continued. Legal Affairs Subcommittee Chair Brown requested the full Committee provide input and direction on what the full Committee would like him to bring back to the Legal Affairs Subcommittee for further review and consideration.

8:48 PM Superintendent McCall left the table.

Chair Mills explained the motion on the floor is Members Lavoie and Silva's motion to refer the amended By-Laws back to the Legal Affairs Subcommittee for further review.

8:50 PM Superintendent McCall returned to the table.

Chair Mills recommended a list of concerns about the proposed amendments to the WRSDC By-Laws be made and if warranted, based on the list of concerns, the full Committee could vote to remand the proposed Amended By-Laws back to the Legal Affairs Subcommittee for further review and consideration.

Member Lavoie: Article II, Section 4: members can be on up to three subcommittees, and could be Chair of the three subcommittees.

Member Silva: Article II, Section 4, Paragraph 4:

Chair Mills: Article VII, Section 1: Does "full Committee" refer to a full seating of the School Committee (22 seats) or does it refer to the number of representatives currently seated on the School Committee (21 seats)?

Chair Mills: Article III, Section 1: reference to quorum (22 representatives v 21 seated representatives)

Chair Mills: Article II, Section 7, Paragraph 2: "Whenever possible" is questionable language.

Chair Mills explained the upcoming vote will be on the motion on the floor, and a majority of members present (7 affirmative votes) is needed to pass the motion. If the motion fails, the original motion on the floor (To approve the proposed amendments to the Wachusett Regional District School Committee By-Laws) will be acted on.

Motion: To refer the draft Amended WRSDC By-Laws back to the Legal Affairs Subcommittee.

(M. Lavoie)  
(A. Silva)

Vote:

*In favor:*

Melissa Ayala  
Matthew Lavoie  
Asima Silva  
Linda Woodland

*Opposed:*

Scott Brown  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Linda Long-Bellil  
Amy Michalowski  
Megan Weeks

*Abstained:*

Kenneth Mills

The motion failed (4-7-1).

Member Imber spoke about the election of subcommittee Chairs and Vice-chairs. Chair Mills again referenced Article III, Section 1, Paragraph 3 in relation to quorum. Discussion continued.

Motion: To delete the word "elected" from Article III, Section 1, Paragraph 3, first sentence (A **quorum** ~~majority~~ of the Committee is **based upon a majority of the total elected positions as outlined in the Regional Agreement.**) Significant discussion took place. Chair Mills voiced a question about two days v 48 hours.

9:12 PM Superintendent McCall left the table.

Motion: To move the question.

(M. Weeks)  
(A. Silva)

Chair Mills explained an affirmative vote of two-thirds of members present (eight votes in favor) is needed to approve the motion to move the question.

Vote to move the question:

*In favor:*

Kenneth Mills

Melissa Ayala  
Scott Brown  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*  
None

The motion was unanimously passed.

Vote on main motion:

*In favor:*  
Scott Brown  
Amy Michalowski

*Opposed:*  
Melissa Ayala  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Asima Silva  
Megan Weeks  
Linda Woodland

*Abstained:*  
Kenneth Mills

The motion failed (2-9-1).

9:15 PM Superintendent McCall returned to the table.

More discussion about the proposed amendments to the By-Laws, and the By-Laws in general ensued. Member Michalowski inquired if the motion made by Member Lavoie to refer review of the draft Amended By-Laws back to the Legal Affairs Subcommittee is an option, which Chair Mills confirmed it was.

Motion: To reconsider the motion made by Members Lavoie and Silva, which read:  
*To refer the draft Amended WRSDC By-Laws back to the Legal Affairs Subcommittee.*  
(A. Michalowski)

(M. Weeks)

Vote:

*In favor:*

Kenneth Mills  
Melissa Ayala  
Scott Brown  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*

None

The motion was unanimously passed.

Motion: To refer the draft Amended WRSDC By-Laws back to the Legal Affairs Subcommittee.

(M. Lavoie)  
(A. Silva)

Vote:

*In favor:*

Kenneth Mills  
Melissa Ayala  
Scott Brown  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*

None

The motion was unanimously passed.



- E. Superintendent Goals and Evaluation Subcommittee (M. Lavoie, Chair, A. Michalowski, Vice-chair, A. DiFonso, K. Mills, M. Weeks)

Subcommittee Chair Lavoie reported this subcommittee will meet next on February 3, 2020, and that Superintendent McCall will provide a mid-year update on his goals at the February 10, 2020 meeting of the full School Committee.

- F. Facilities and Security Subcommittee (A. Young, Chair, L. Woodland, Vice-chair, S. Godbout)

In Subcommittee Chair Young's absence, Facilities and Security Subcommittee Vice-chair Woodland reported on the November 25, 2019 meeting of this subcommittee, reporting WRHS Assistant Principal Michael Pratt gave the subcommittee an update on implementation of ALICE.

- G. Audit Advisory Board (B. Mitchel, Chair)

In AAB Chair Mitchel's absence, no report was made.

- H. Ad Hoc Subcommittees

1. Ad Hoc Subcommittee to Negotiate the Superintendent's Contract (K. Mills, Chair, M. Weeks, Vice-chair, S. Brown, M. Dennis, M. Lavoie)

Ad Hoc Subcommittee Chair Mills reported this subcommittee will meet on December 19, 2019.

- I. Building Committees

1. Mountview Building Committee

Motion: To discharge the Mountview Building Committee.

(S. Brown)

(M. Weeks)

Chair Mills took a moment to speak about the Mountview Building Committee and to express his thanks for those who served on it.

Vote:

*In favor:*

Kenneth Mills  
Melissa Ayala  
Scott Brown  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil

Amy Michalowski  
Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*  
None

The motion was unanimously passed.

J. School Council Reports:

Central Tree Middle School (S. Haber), Chocksett Middle School (L. Woodland), Davis Hill Elementary School (K. Mills), Dawson Elementary School (L. Kirshenbaum), Glenwood Elementary School (A. DiFonso), Houghton Elementary School (M. Ayala), Mayo Elementary School (A. Young), Mountview Middle School (S. Brown), Naquag Elementary School (M. Lavoie), Paxton Center School (K. Ottmar), Thomas Prince School (A. Silva), Wachusett Regional High School (L.

Member Woodland – Chocksett Middle School

Member Woodland – Early Childhood Center

Member Ayala – Houghton Elementary School

Member Long-Bellil – WRHS

Member Haber – Central Tree Middle School

Member Gustafson - SEPAC

IX. Public Hearing

No members of the public wished to address the School Committee.

X. New Business

Member Gustafson informed the Committee of an upcoming Holden Planning Board meeting/Public Hearing to be held December 10, 2019 to review and discuss a proposed development in the “Dawson School neighborhood.”

Chair Mills expressed confusion about the constitution of membership of SIMCOs/School Councils and whether or not appointment of members to School Councils follow consistent rules.

Member Lavoie raised questions about funding for school safety items and suggested getting feedback from the towns to see if the towns might be able to provide assistance.

XI. Adjournment

Motion: To adjourn.

(R. Imber)  
(S. Brown)

Vote:

*In favor:*

Kenneth Mills  
Melissa Ayala  
Scott Brown  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*

None

The motion was unanimously approved.

The meeting adjourned at 9:40 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

Attachments:

- Attachment 1 – Sign-in sheets
- Attachment 2 – FY21 Staffing Plan Priorities (Ver. 12/9/2019)
- Attachment 3 – DRAFT #6 of WRSDC By-Laws

## Attachment 1

**Monday, December 9, 2019**

[illegible]

[illegible]

## FY21 Staffing Plan Priorities

<b>FY 21-Priority 1</b>		
<b>Position</b>	<b>FTE</b>	<b>Notes</b>
Elementary Counselors	3.0	0.5 FTE at each elementary school
Assistant Principal	1.0	Naquag
Resource Nurse	1.0	District-wide support
Teacher	1.0	Location TBD
SPED-ABA	1.0	Location TBD
<b>Total</b>	<b>7.0</b>	<b>Approximate cost = \$585,000</b>

<b>FY 21-Priority 2</b>		
<b>Position</b>	<b>FTE</b>	<b>Notes</b>
ESL Teacher	0.5	Location TBD
Director of Voke/Tech Ed	1.0	WRHS
Teacher	3.0	Location TBD
<b>Subtotal</b>	<b>4.5</b>	<b>Approximate cost = \$410,000</b>
<b>Total</b>	<b>11.5</b>	<b>Sum of priorities 1 + 2 = \$995,000</b>

<b>FY 21-Priority 3</b>		
<b>Position</b>	<b>FTE</b>	<b>Notes</b>
Elementary Counselors	3.0	Results in 1.0 FTE at each elementary school
SPED	1.0	Location TBD
Teacher	7.0	Location TBD
<b>Subtotal</b>	<b>11.0</b>	<b>Approximate cost = \$880,000</b>
<b>Total</b>	<b>22.5</b>	<b>Sum of priorities 1 + 2 + 3 = \$1,875,000</b>

<b>FY 21-Priority 4</b>		
<b>Position</b>	<b>FTE</b>	<b>Notes</b>
Teacher	4.0	Location TBD
<b>Subtotal</b>	<b>4.0</b>	<b>Approximate cost = \$320,000</b>
<b>Total</b>	<b>26.5</b>	<b>Sum of priorities 1 + 2 + 3 + 4 = \$2,195,000</b>

**DRAFT # 6 10/22/2019**

Reflecting edits made at 10/21/2019 meeting of the Legal Affairs Subcommittee

**Wachusett Regional School District Committee By-Laws**

**Article I - MEMBERSHIP**

**Section 1.   *Name***

The District shall be called Wachusett Regional School District consisting of the Towns of Holden, Paxton, Princeton, Rutland, and Sterling.

**Article II - ORGANIZATION**

**Section 1.   *Power and Duties***

The Wachusett Regional School District Committee hereafter referred to as the Committee shall have all the powers conferred, and all the duties imposed, by applicable Massachusetts General Laws inclusive, and any amendments thereto; and all the powers and duties conferred and imposed upon school committees by the Massachusetts General Laws and amendments thereto, the same to be exercised for and on behalf of the Wachusett Regional School District.

**Section 2.   *Organizational Meeting***

The Wachusett Regional School District Committee (**WRSDC**) shall, in accordance with Section 13 of the amended Regional Agreement, organize and elect a Chair and a Vice-Chair, and if the offices are vacant a Secretary and Treasurer. The Chair and Vice-Chair shall be members of the Committee. The Committee shall elect a Chair and Vice-Chair by paper ballot **and the individual votes of that ballot shall be read aloud upon conclusion of the vote from its membership** (in accordance with Chapter 71, Section 16A of the Massachusetts General Laws). The Secretary and Treasurer may or may not be members of the Committee, and if not may be reimbursed for this work. This organizational meeting shall be posted at least 14 days in advance.

**Section 3.   *Chair/Vice-Chair***

No member may be elected as the Chair of the Committee unless said member has served on the Committee for at least two years prior to assuming the office of the Chair. No member may be elected as the Vice-Chair of the Committee unless said member has served on the Committee for at least two years prior to assuming the office of the Vice-Chair. The offices of Chair and Vice-Chair shall be for a term of one year, and they may not succeed themselves more than three additional times.

Should the Chair be unable to complete the one-year term of office, the Vice-Chair shall assume all duties and responsibilities of the Chair to the completion of the one-year term. Should the Vice-Chair be unable to

complete the one-year term of office, for reasons including being elevated to the position of Chair, then the Committee, at its next regular meeting, shall elect a Vice-Chair.

Should the Chair and Vice-Chair vacate the positions simultaneously, the Committee, at its next regular meeting, shall elect a Chair and Vice-Chair to serve the balance of the one-year term.

#### **Section 4. *Subcommittees***

~~The Chair shall appoint standing subcommittees.~~ **A standing subcommittee shall be created or dissolved by a two-thirds vote of the School Committee members present.** No member of the Committee shall be appointed to more than three standing subcommittees. The Chair may appoint additional ad-hoc subcommittees as necessary. Should a Management Subcommittee be appointed, the Chair of the Committee shall serve as the Chair of the Management Subcommittee. The Vice-Chair of the School Committee shall serve as the Vice-Chair of the Management Subcommittee. The Vice-Chair of the Committee and the Chairs of any standing subcommittees shall be appointed members of the Management Subcommittee.

~~The Chair shall appoint a Chair to each standing or ad hoc subcommittee. Each subcommittee shall elect its Vice-Chair.~~ **Each subcommittee shall elect its Chair and Vice-chair at its first meeting after the Annual Organizational Meeting. The Chair of the full School Committee or designee shall conduct the subcommittee Chair elections. Subcommittee Chairs shall have served a minimum of one full year on the WRSDC.**

~~The Committee, by a majority vote of the membership, may require the establishment of a standing or ad hoc subcommittee.~~

~~No more than one-half of the School Committee members may~~ **Less than 50% of the School Committee members may** participate in any discussion at a subcommittee meeting. If there are additional members present, the Chair of the subcommittee will identify the members. The others may listen but not participate in discussions, **otherwise a full School Committee meeting must be posted.**

Although ~~up to one-half~~ **less than 50%** of the members may participate in discussion at a Subcommittee level, only the members appointed to the Subcommittee by the Chair of the School Committee may make a motion or vote on recommendations to be made to the full Committee. Only appointed members of a standing subcommittee or ad hoc subcommittee shall attend executive sessions of that subcommittee except by invitation or in accordance with M.G.L. Chapter 39, Section 23B **Chapter 30 A.**



Section 5. ***Duties of the Chair***

The Chair shall preside at all meetings of the Committee, shall appoint members of all subcommittees **subject to approval by a majority of the School Committee members present**, shall serve as ex-officio member of all subcommittees except as otherwise directed by the Committee and shall perform such duties as required by law. The Chair shall be the official spokesperson for the Committee. The Chair of the School Committee shall be required to vote aye or nay on budgetary matters but may abstain (refrain from voting) on other matters except to break a tie.

Section 6. ***Duties of the Vice-Chair***

The Vice-Chair shall, in the absence of the Chair, exercise the powers and perform the duties of said Chair.

Section 7. ***Duties of the Secretary/Assistant Secretary***

The Superintendent shall serve as Secretary to the Committee and shall send out notices of all regular meetings and notices of all special meetings of the Committee at least **two (2) business days** ~~forty-eight hours~~ before the meeting. The Secretary shall keep the minutes of all meetings and shall be the custodian of all records. The Secretary shall also prepare such reports as may be required by the Department of Elementary and Secondary Education and shall submit an annual report to the selectmen of the member towns. The Secretary shall be the custodian of the treasurer's bond.

**Whenever possible, materials relevant to the posted meetings shall be available two (2) business days prior to the scheduled meetings.**

The Chair shall appoint an Assistant Secretary to perform the routine work ordinarily done by the Secretary. The Assistant Secretary need not be a member of the Committee and, if not, may be reimbursed for this work.

A sign-in sheet will be made available for those who wish to sign in at all meetings of the full School Committee for those who wish to become part of the public record.

Section 8. ***Duties of the Treasurer/Assistant Treasurer***

The Treasurer shall be annually appointed, **by majority vote of members present**, at the beginning of each **fiscal** ~~calendar~~ year. The Treasurer shall receive and take charge of all money belonging to the District, and shall pay any bill of the District which shall have been approved by the Committee.

The Committee may appoint an Assistant Treasurer who need not be a member of the Committee, and who shall, in the absence of the Treasurer, perform the duties and shall have the powers and be subject to applicable requirements and penalties. The Treasurer and Assistant Treasurer may,

by vote of the School Committee, be compensated for their services; provided, however, that if the Treasurer or Assistant Treasurer is a member of the School Committee there shall be no compensation for services. **The Treasurer and Assistant Treasurer shall be bonded in accordance with Massachusetts General Laws Chapter 41, 31 and 109 A.**

Section 9. ***Committee Records***

The Records shall be kept at the office of the Committee, which shall be at the Superintendent's office.

**Article III - MEETINGS**

Section 1. ***Regular and Special Meetings***

The School Committee shall schedule a minimum of **twelve (12) meetings a year** ~~one meeting per month.~~

The School Committee calendar shall be adopted by the Committee. Regular meetings may be rescheduled by a majority vote of the Committee in attendance.

**A quorum majority of the Committee is based upon a majority of the total elected positions as outlined in the Regional Agreement. In subcommittees, a quorum is based upon the majority of the appointed members or any subcommittee constitutes a quorum.** A conference or training program is excluded from the quorum restriction so long as members do not deliberate. The attendance of a quorum at a meeting of another public body is permitted so long as the members communicate at the open meeting and do not deliberate among themselves. Executive sessions may be held at any time by (a) **the majority by roll call vote, provided that notice of executive session has been posted in accordance with Chapter 30 A Section 20.**

Town meetings shall take precedent over regularly scheduled School Committee meetings in order to allow respective elected members to participate fully.

**Meetings shall adjourn at 10:00 PM or at the conclusion of discussion of the item before the School Committee at that time. Meetings may be extended in 30 minutes increments if approved by two-thirds (2/3) of the members present. Meetings shall not extend beyond 10:00 PM unless two-thirds of the Committee present vote to extend the meeting for thirty minutes.** Subsequent thirty-minute extensions shall be voted by two-thirds of the Committee present.

The vote to extend the meeting is not debatable.

Section 2. ***Special Meetings***

Special Meetings may be called any time by the Chair, and the Chair or Superintendent shall call a special meeting upon written request of no less than one-third of the membership made to the Chair. In the event the special meeting is being called to reconsider a motion, at least one of the members calling the special meeting must have voted on the prevailing side of the motion to be reconsidered. The motion to be reconsidered must also be identified in the request for the special meeting.

Section 3. ***Emergency Meetings***

An emergency meeting of the School Committee or any of its subcommittees may be called by the Superintendent and/or the Chair of the Wachusett Regional District School Committee for a sudden, generally unexpected occurrence or set of circumstances demanding immediate attention (M.G.L. 39:23A) **M.G.L. 30A Section 18**

Section 4. ***Vote of the Committee***

Action of the Committee shall require a majority vote of Committee members voting unless otherwise specified by law, by the School Committee's By-Laws, or by the Regional Agreement.

Section 5. ***Agenda***

The agenda will be as follows:

- I. **Public Hearing Input**
- II. Chair's Opening Remarks
- III. Student Representatives' Reports
- IV. Superintendent's Report
  - Discussion of Report
  - Recommendations
- V. Unfinished Business
- VI. Secretary's Report
- VII. Treasurer's Report/Financial Statement
- VIII. Committee Reports
  - Standing Subcommittees
  - Ad-Hoc Subcommittees
  - Building Committees
  - School Council Reports
- IX. **Public Hearing Input**
- X. New Business
- XI. Adjournment

Members of the public wishing to speak during the first **Public Hearing Input** are required to sign-in before the start of the first **Public Hearing Input**. The first **Public hearing Input** may be limited to twenty minutes.

The Chair will have discretion to limit the time of each speaker. The School Committee shall encourage the submission of written testimony.

#### Article IV - PARLIMENTARY AUTHORITY

Section 1. ***Rules of Order***

Meetings shall be conducted under accepted rules of parliamentary procedure using the current edition of Robert's Rules of Order as a guide.

Section 2. ***Conducting of Business***

In order to ensure the orderly and timely conduct of business at School Committee meetings, the Wachusett Regional School District Committee agrees to authorize the Chair or his/her Designee of the Committee to observe the following guidelines:

- For any given motion, amendment to a motion, topic of discussion, or agenda item, the Chair or his/her Designee shall allow any member of the Committee two (2) opportunities to speak and each individual will be given **three (3)** ~~two (2)~~ minutes each time they speak on a motion, amendment, topic of discussion, or agenda item.
- The Chair or his/her Designee will use discretion in deciding whether or not to allow discussion to exceed **thirty (30)** ~~twenty (20)~~ minutes on any motion including amendments, other topics of discussion, or agenda items. The Chair or his/her Designee will be responsible for directing the discussions to the business at hand and will limit discussion to the relevant issues and restrict arguments, which are unnecessarily repetitive and redundant.
- The Chair or his/her Designee may extend the discussion in **one of** two ways:
  - 1.) ~~by consensus of members present, by the Chair~~ **requesting a vote of the majority of members present** or
  - 2.) by recognizing a non-debatable motion by any Committee Member to extend the discussion past the allotted **thirty (30)** ~~twenty (20)~~ minutes. The motion should include extending the discussion for a specific and appropriate amount of time. The Chair or his/her Designee will abide by the majority vote of the membership."
- Motions to be acted upon under New Business must be sent to the School Committee Chair, in writing **five days in advance**

**for placement** with rationale appended, on the next available regular School Committee agenda. Excluded from this requirement will be routine motions such as acceptance of gifts and other acknowledgements.

## Article V - FINANCIAL AFFAIRS

### Section 1. *Contracts*

The Superintendent shall **School Committee, annually, shall appoint the Superintendent as the Chief Procurement Officer** to award and administer contracts in accordance with applicable State and Federal laws and Committee policies.

### Section 2. *Bidding Requirements*

The Superintendent, or his/her designee, shall establish and administer Purchasing and Bidding procedures in accordance with applicable State and Federal laws and Committee policies. **M.G.L. 30 B.**

### Section 3. *Disbursement of Funds*

The Treasurer shall pay no money from the treasury, other than court judgments, bonds or notes which may become due and interest thereon, regular payrolls and emergency payments verbally approved in advance by the Chair or Vice-Chair, except upon an order or warrant in accordance with Massachusetts General Laws and Committee Policies.

### Section 4. *Financial Reporting*

The Committee shall in accordance with the provisions of Massachusetts General Laws each year submit to the Treasurer of each member town its budget for operating expenses for the ensuing fiscal year, with an explanation of same.

### Section 5. *Payment of Bills*

The Committee shall pay all bills as they become due, and no bills shall be held after the end of the fiscal year in which such bills were contracted, except by specific vote of the Committee.

### Section 6. *Annual Audit*

There shall be an annual audit of the Committee's accounts in accordance with Chapter 71 of the General Laws, Section 16E. The auditor shall report to the Committee and his/her report shall be submitted to the selectmen of the District.

## Article VI - LEGAL

### Section 1. *Selection of Counsel*

The Committee shall annually appoint legal counsel to address issues determined by the Committee.

Section 2. ***Policies***

The Committee may make policies not inconsistent with law, with the Agreement, and with these By-Laws for the operation and maintenance of the school district.

## Article VII - BY-LAW REVISIONS

Section 1. ***Amendments***

These By-Laws may be amended by a vote of the majority of the full Committee at any regular or special meeting, provided the text of such amendment has been given to each member at least 14 days in advance. The text of such amendment may be amended without further notice, until such amendment has been acted upon by the Committee.

Section 2. ***Repeal***

The repeal of a By-Law shall not thereby have the effect of reviving any By-Law heretofore repealed.

Section 3. ***Validity***

If any Article or Section of any Articles of these By-Laws is declared unconstitutional or illegal by any court, or is disapproved by any state authority having jurisdiction, the validity of the remaining provisions of these By-Laws shall not be affected thereby.

At a meeting of the Wachusett Regional School Committee held on December 18, 1950, at the Town Hall in Holden, it was voted that the above By-Laws pertaining to Wachusett Regional School Committee be and are hereby accepted. Revised March 9, 1953, April 9, 1956, April 8, 1957, September 10, 1962, October 10, 1966, May 11, 1970 (includes votes of October 10, 1966, March 25, 1968, and April 13, 1970), July 12, 1971 (includes votes of April 12, 1971, April 26, 1971, and June 14, 1971), November 22, 1976, March 28, 1977, October 14, 1980, October 27, 1980, June 26, 1995, July 11, 1995, September 25, 1995, June 10, 1996, April 14, 1997, May 6, 1998, April 26, 1999, May 16, 2001, June 11, 2001, October 9, 2001, February 11, 2002, June 10, 2002, July 8, 2002, January 27, 2003, April 28, 2003, January 10, 2005, March 14, 2005, January 16, 2008, April 28, 2008, October 13, 2009, November 10, 2009, April 12, 2010, August 12, 2013, August 11, 2014, December 15, 2014, \_\_\_\_\_

**WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE**

May 2019 – May 2020

Attachment 1  
January 8, 2020

<u>Name</u>	<u>Term Expires</u>	<u>Home Address &amp; Phone</u>
Melissa Ayala	2020	8 Sterling Avenue Sterling 01564 <a href="mailto:melissa_ayala@wrsd.net">melissa_ayala@wrsd.net</a>
Scott Brown	2020	151 Highland Street Holden 01520 (508) 789-0711 <a href="mailto:scott_brown@wrsd.net">scott_brown@wrsd.net</a>
Michael Dennis	2020	15 Cypress Circle Holden 01520 (978) 853-1278 <a href="mailto:michael_dennis@wrsd.net">michael_dennis@wrsd.net</a>
Anthony DiFonso	2021	45 Vista Circle Rutland 01543 <a href="mailto:anthony_difonso@wrsd.net">anthony_difonso@wrsd.net</a>
Stephen Godbout	2020	56 Bean Road Sterling 01564 <a href="mailto:stephen_godbout@wrsd.net">stephen_godbout@wrsd.net</a>
Maleah Gustafson	2022	63 Heather Circle Jefferson 01522 <a href="mailto:maleah_gustafson@wrsd.net">maleah_gustafson@wrsd.net</a>
Sherrie Haber	2022	1 Olivia Lane Rutland 01543 <a href="mailto:sherrie_haber@wrsd.net">sherrie_haber@wrsd.net</a>
Jeffrey Haynes	2020	4 William Circle Rutland 01543 <a href="mailto:jeffrey_haynes@wrsd.net">jeffrey_haynes@wrsd.net</a>
Robert Imber	2021	1 Clearings Way Princeton 01541 (978) 464-2344 <a href="mailto:robert_imber@wrsd.net">robert_imber@wrsd.net</a>
Laura Kirshenbaum	2020	41 Britney Drive Holden 01520 <a href="mailto:laura_kirshenbaum@wrsd.net">laura_kirshenbaum@wrsd.net</a>
Sarah LaMountain	2021	30 Kilburn Road Sterling 01564 (978) 422-6707 <a href="mailto:sarah_lamountain@wrsd.net">sarah_lamountain@wrsd.net</a>
Matthew Lavoie	2022	28 Grizzly Drive Rutland 01543 (857) 891-6164 <a href="mailto:matthew_lavoie@wrsd.net">matthew_lavoie@wrsd.net</a>
Linda Long-Bellil	2021	35 Brentwood Drive Holden 01520 (508) 304-1920 <a href="mailto:linda_longbellil@wrsd.net">linda_longbellil@wrsd.net</a>
Amy Michalowski	2020	28 Pinecroft Avenue Holden 01520 (508) 852-4051 <a href="mailto:amy_michalowski@wrsd.net">amy_michalowski@wrsd.net</a>

**WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE**

May 2019 – May 2020

Kenneth Mills	2022	22 Flagler Drive Holden 01520 (774) 230-4712 <a href="mailto:kenneth_mills@wrsd.net">kenneth_mills@wrsd.net</a>
Benjamin Mitchel	2021	7 Colony Lane Paxton 01612 (508) 208-7728 <a href="mailto:benjamin_mitchel@wrsd.net">benjamin_mitchel@wrsd.net</a>
Karl Ottmar	2020	232 West Street Paxton 01612 (434) 242-7042 <a href="mailto:karl_ottmar@wrsd.net">karl_ottmar@wrsd.net</a>
Asima Silva	2021	75 Nelson Street Holden 01520 (508) 852-1246 <a href="mailto:asima_silva@wrsd.net">asima_silva@wrsd.net</a>
Christina Smith	2022	362 Sterling Road Jefferson 01522 (508) 468-7929 <a href="mailto:christina_smithSC@wrsd.net">christina_smithSC@wrsd.net</a>
Megan Weeks	2022	137 Wheeler Road Princeton 01541 (860)841-4809 <a href="mailto:megan_weeks@wrsd.net">megan_weeks@wrsd.net</a>
Linda Woodland	2022	4 Deborah Lane Sterling 01564 <a href="mailto:linda.woodland@wrsd.net">linda.woodland@wrsd.net</a>
Adam Young	2021	434 Shrewsbury Street Holden 01520 (774) 272-0182 <a href="mailto:adam_young@wrsd.net">adam_young@wrsd.net</a>



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Facilities and Security Subcommittee

Thursday, January 9, 2020  
6:30 PM

MEETING POSTPONED/CANCELLED

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Facilities and Security Subcommittee

Monday, January 13, 2020  
6:30 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

AGENDA:

- I Call to Order
- II Approval of Minutes
- III Implementation of ALICE District-wide – status
- IV Need for a New School in Holden
- V Schools Used as Polling Locations – Student Safety/Security
- VI Cybersecurity
- VII Capital Projects
- VIII Turf Field
  - Update on Field
- IX Facility Concerns/Issues
- X Next Meeting
- XI New Business
- XII Executive session to discuss the deployment of security personnel or devices, or strategies with respect thereto, as the Chair deems a discussion in public session would have an adverse effect on the District's position, not to return to public session
- XIII Adjournment

*The above agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law*

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Education Subcommittee

Monday, January 13, 2020  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

AGENDA:

- I Call to Order
- II Approval of Minutes
- III Review and Approval of New Courses to be Offered at WRHS
- IV Policies Relating to Student Wellness
  - 6433 Policy Relating to Pupil Services Substance Abuse
  - 3313.3 Policy Relating to Education Aids and Sexually Transmitted Diseases
  - 6610 Policy Relating to Pupil Services Health
- V Amended Policy 6434 Policy Relating to Pupil Services Sexual Harassment
- VI Plan to Review Series 3000 and Series 6000 Policies
- VII Old Business
  - Feedback on Staffing Plan
- VIII New Business
- IX Adjournment

*The above agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law*

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Wachusett Regional School District Committee

Monday, January 13, 2020  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

**AGENDA:**

Public Hearing

Chair's Opening Remarks

*Immigration Unit Presentation* by Houghton Elementary School Students and Teachers

Student Representatives' Reports

Superintendent's Report

- Discussion of Report
- Recommendations Requiring Action by the School Committee
  1. Motion: Subject to the approval by the duly authorized members of Village Transportation LLC, and the duly authorized shareholders of AA Transportation Company, Inc.; to approve the recommendation to authorize the assignment of the District's contracts with Village Transportation LLC of Sterling, MA, to provide in-District special education van transportation services (through June 30, 2021) and out-of-District special education van transportation services (through June 30, 2020) to AA Transportation Company, Inc. of Shrewsbury, MA, effective January 14, 2020.

Unfinished Business

Secretary's Report

- Approval of 1335<sup>th</sup> Regular Meeting Minutes of the WRSDC held on 12/9/2019
- Approval of Executive Session Minutes of the WRSDC held on 9/23/2019

Treasurer's Report/Financial Statements

Committee Reports

- Management Subcommittee
- Education Subcommittee
  1. Motion: To accept the report of new course offerings at Wachusett Regional High School for the 2020-2021 school year.
- Business/Finance Subcommittee
- Legal Affairs Subcommittee
- Superintendent Goals and Evaluation Subcommittee
- Facilities and Security Subcommittee
- Audit Advisory Board
- Ad-Hoc Subcommittee
  1. Ad Hoc Subcommittee to Negotiate the Superintendent's Contract
- Building Committees

School Council Reports

Public Hearing

New Business

Adjournment

*The above agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law*

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Ad Hoc Subcommittee to Negotiate the Superintendent's Contract

Tuesday, January 21, 2020  
7:00 PM

Superintendent's Conference Room  
District Central Office  
1745 Main Street, Jefferson

**AGENDA:**

- I Call to Order
- II Approval of Minutes
- III Review of Materials and Continuation of Discussions
- IV Schedule Future Meetings
- V Executive Session to conduct strategy session in preparation for negotiations with non-union personnel (Darryll McCall, Superintendent of Schools), not to return to public session
- VI Adjournment

*The above agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law*

Education Subcommittee

Monday, January 27, 2020  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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Wachusett Regional School District Committee

Monday, January 27, 2020  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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SEPAC (Special Education Parent Advisory Council)

Tuesday, January 28, 2020  
6:30 PM

Presentation on Basic Rights

Curriculum Center  
District Central Office  
1745 Main Street, Jefferson

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Superintendent Goals and Evaluation Subcommittee

Monday, February 3, 2020  
6:30 p.m.

Superintendent's Conference Room  
District Central Office  
1745 Main Street, Jefferson

AGENDA:

- I Call to Order
- II Approval of Minutes
- III Superintendent's Goals Mid-Year Update
- IV Review of Superintendent Evaluation Materials from 2019 MASS/MASC Joint Conference
- V Public Hearing
- VI New Business
- VI Old Business
- VII Next Meeting
- VIII Adjournment

*The above agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law*

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Wachusett Regional School District Committee

Special Meeting

ANNUAL BUDGET HEARING

Monday, February 10, 2020  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

AGENDA:

- I Call to Order
- II Presentation of Proposed FY21 Appropriation
- III Public Hearing
- IV Adjournment

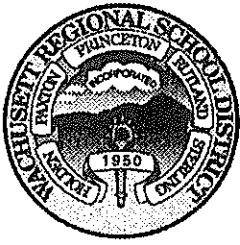
*The above agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought*

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Wachusett Regional School District Committee

Monday, February 10, 2020  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden



Attachment 3  
January 8, 2020

# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 6, 2020

Ms. Elizabeth Cain  
103 General Hobbs Road  
Jefferson, MA 01522

Dear Elizabeth:

Congratulations on your new role as a Project 351 ambassador, representing Mountview Middle School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 6<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Tommy, Gabriella, Mitchell, and Nathaniel would be at the beginning of the agenda.

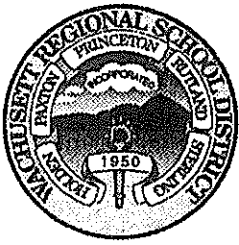
I look forward to meeting you on April 6<sup>th</sup> if you are able to briefly attend our School Committee meeting.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Erik Githmark, Principal, Mountview Middle School

DM:rlp



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 6, 2020

Mr. Nathaniel Dziewietin  
15 Highland Street  
Paxton, MA 01612

Dear Nathaniel:

Congratulations on your new role as a Project 351 ambassador, representing Paxton Center School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 6<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Tommy, Gabriella, Mitchell, and Elizabeth would be at the beginning of the agenda.

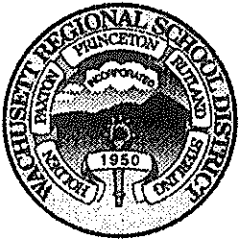
I look forward to meeting you on April 6<sup>th</sup> if you are able to briefly attend our School Committee meeting.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Shawn Rickan, Principal, Paxton Center School

DM:rlp



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 6, 2020

Mr. Thomas Robinson  
94 Houghton Road  
Princeton, MA 01541

Dear Tommy:

Congratulations on your new role as a Project 351 ambassador, representing Thomas Prince School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 6<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Elizabeth, Gabriella, Mitchell, and Nathaniel would be at the beginning of the agenda.

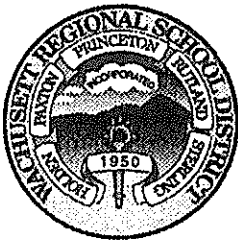
I look forward to meeting you on April 6<sup>th</sup> if you are able to briefly attend our School Committee meeting.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Tammy Boyle, Principal, Thomas Prince School

DM:rlp



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 6, 2020

Ms. Gabriella Boyle  
2 Laurelwood Road  
Rutland, MA 01543

Dear Gabriella:

Congratulations on your new role as a Project 351 ambassador, representing Central Tree Middle School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 6<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Tommy, Elizabeth, Mitchell, and Nathaniel would be at the beginning of the agenda.

I look forward to meeting you on April 6<sup>th</sup> if you are able to briefly attend our School Committee meeting.

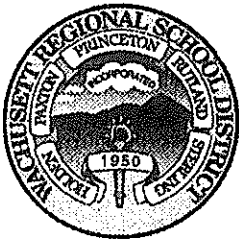
Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
David Cornacchioli, Principal, Central Tree Middle School

DM:rlp





# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 6, 2020

Mr. Mitchell Coonahan  
2 Brookside Lane  
Sterling, MA 01564

Dear Mitchell:

Congratulations on your new role as a Project 351 ambassador, representing Chocksett Middle School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 6<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Tommy, Gabriella, Elizabeth, and Nathaniel would be at the beginning of the agenda.

I look forward to meeting you on April 6<sup>th</sup> if you are able to briefly attend our School Committee meeting.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Christopher LaBreck Principal, Chocksett Middle School

DM:rlp

**Wachusett Regional School District Committee  
June 2019-May 2020**

June 10, 2019	Location: Wachusett Regional High School, Holden
July 9, 2019 (Tuesday)	Location: Wachusett Regional High School, Holden
August 19, 2019	Location: Wachusett Regional High School, Holden
September 16, 2019	Location: Wachusett Regional High School, Holden
October 7, 2019	Location: Wachusett Regional High School, Holden
November 4, 2019	Location: Wachusett Regional High School, Holden
December 9, 2019	Location: Wachusett Regional High School, Holden
January 13, 2020	Location: Wachusett Regional High School, Holden
January 27, 2020	Location: Wachusett Regional High School, Holden
February 10, 2020	Location: Wachusett Regional High School, Holden
March 9, 2020	Location: Wachusett Regional High School, Holden
March 23, 2020	Location: Wachusett Regional High School, Holden
April 6, 2020	Location: Wachusett Regional High School, Holden
April 27, 2020	Location: Wachusett Regional High School, Holden
May TBD	Location: Wachusett Regional High School, Holden

(approved by the WRSDC 5/23/2019)  
(revision approved by the WRSDC 7/9/2019)  
(revision approved by the WRSDC 12/9/2019)

**Wachusett Regional School District  
Amendment to Contract for  
In-District SPED Van Transportation Services**

This Agreement is made by and between the Wachusett Regional School District (hereinafter 'the District') with offices located at the Jefferson School, 1745 Main Street, Jefferson MA and Village Transportation, Sterling, MA (hereinafter 'the Contractor').

The Project or service for which this Agreement is made is In-District Special Education (SPED) Van Transportation Services, as set forth below.

In consideration for the promises and commitments hereinafter contained, the parties agree as follows:

**Article 1: The Contract Documents:** The contract documents consist of this Amended Agreement along with the Proposal dated April 13, 2016 which includes fixed pricing for the term of the contract (Exhibit A), Original Contract Conditions of the contract (Exhibit B), RFQ with addendum, a portion of quote submitted and modifications issued after the execution of this Agreement. These form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated therein. The Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. No changes or modifications shall be made thereto other than by means of a writing signed by the District.

**Article 2: The Work of this Contract:** The Contractor shall execute the entire work described in The Transportation Specifications of this contract and shall do so in a competent and professional manner.

The Contractor agrees at all times to furnish careful, competent and experienced operators for said transportation. The District expressly reserves the right to disapprove any operator and to require the Contractor to furnish another satisfactory to the District.

**Article 3: Date of Commencement and Completion:** Effective July 1, 2016 and ending June 30, 2021 with no renewal options.

**Article 4: Contract Sum:** The Wachusett Regional School District shall pay the Contractor in current funds for the Contractor's full and satisfactory performance of the Contract unless mutually agreed upon due to changes in student's transportation, in accordance with the terms of the Transportation Specifications which are incorporated herein and made part of the contract. The Contractor will only bill for those days said transportation is accomplished. Prices are fixed for the term of contract as follows:

**Min-Vans:**

- 4.1 The Wachusett Regional School District agrees to compensate the Contractor at the rate of One hundred and ninety-three dollars and thirty-two cents (\$193.32) per day per van to provide 27 Mini-vans for all required transportation of students to and from school. The District reserves the right to increase and/or reduce the number of vans for the duration of the contract.

**8 Passenger Vehicles:**

- 4.2 The Wachusett Regional School District agrees to compensate the Contractor at the rate of Two hundred and thirty-five dollars (\$235.00) per day per van to provide 2 eight passenger vans for all required transportation of students to and from school. The District reserves the right to increase and/or reduce the number of vans for the duration of the contract.

**Wachusett Regional School District  
Amendment to Contract for  
In-District SPED Van Transportation Services**

**Wheelchair Vans:**

- 4.3 The Wachusett Regional School District agrees to compensate the Contractor at the rate of Two hundred and twenty-one dollars and forty cents (\$221.40) per day per van to provide 3 Wheelchair vans for all required transportation of students to and from school. The District reserves the right to increase and/or reduce the number of vans for the duration of the contract.

**Monitors:**

- 4.4 The Wachusett Regional School District agrees to compensate the Contractor at the rate of Eighty-one dollars (\$81.00) per day per van to provide 4 monitors for all required transportation of students to and from school. The District reserves the right to increase and/or reduce the number of vans for the duration of the contract.

**Article 5: Payments:** The District shall require invoices to be submitted by Contractor and all payments to be rendered within thirty (30) days of receipt of invoice, and the District will render payments in a prompt and businesslike manner.

**Article 6: Termination:** The Contractor shall fulfill all aspects of this Contract, and the District reserves the right to terminate this Contract without notice for good cause. The District will endeavor to provide thirty (30) days written notice with cause.

**Article 7: Suspension:** The District may suspend the work or services of the Contractor hereunder for failure of the Contractor to comply fully with the terms thereof.

**Article 8: Performance Bond:** The District agrees to reimburse the Contractor for the cost of a Performance Bond subject to the submission of an invoice and supporting documentation.

**Article 9: Insurance:** The Contractor agrees to keep in force at all times during the term of this Contract General Liability and Automobile Liability insurance covering each vehicle in amounts of not less than:

- |                              |                |
|------------------------------|----------------|
| • General Liability Coverage | \$2,000,000.00 |
| • General Aggregate          | \$2,000,000.00 |
| • Personal Injury Limit      | \$1,000,000.00 |
| • Each Occurrence Limit      | \$1,000,000.00 |
| • Property Damage            | \$ 100,000.00  |

The Contractor agrees to keep in force Worker's Compensation coverage with the following limits:

- |                              |               |
|------------------------------|---------------|
| • Bodily Injury by Accident  | \$ 500,000.00 |
| • Bodily Injury per employee | \$ 500,000.00 |

The Contractor shall deliver to the District Certificates of Insurance which indicate the District as an additional named insured upon the execution of this Contract by the Contractor.

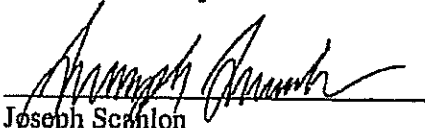
**Wachusett Regional School District  
Amendment to Contract for  
In-District SPED Van Transportation Services**

**Article 10: Sublet, Indemnification:** The Contractor will not sublet, sell, transfer, assign, pledge or otherwise dispose of any portion of this Contract without express, written consent of the District.

The Contractor will indemnify, defend and hold the District harmless for any and all claims, loss, cost, expense or damage of any kind resulting from or arising out of performance of the Contract by the Contractor, its officers, agent or employees.

**Article 11: CORI:** The Contractor agrees to comply with M.G.L. c.6, 172G and obtain authorizations from all employees or volunteers prior to employment or volunteer service in conjunction with this contract in order to obtain all available criminal offender record information and juvenile data for all employees or volunteers. The District will perform all CORI checks and inform the Contractor as to suitability of employees or volunteers. This agreement is executed in at least three original copies of which one is delivered to the Contractor, one to the supervisor of record for use in the administration of the Contract, and the third to the District.

**Article 12: Transportation Specifications:** The Wachusett Regional School District agrees to compensate the Contractor at the rates set forth on the attached Transportation Specifications for the days that transportation is provided. The Contractor agrees to transport the following students to and from their homes and the specified schools. The District reserves the right to increase and/or reduce the type of and/or the number of vans the Contractor is to provide for the duration of the contract.

  
Joseph Scibilon  
Director of Business & Finance  
Wachusett Regional School District

7/1/16  
Date

  
Bob Lowe  
President  
Village Transportation

7/1/16  
Date

# PROPOSAL FOR AMENDMENT TO CONTRACT

Village Transportation LLC

125 Clinton Rd.

P.O. Box 247

Sterling, Ma 01564

April 13, 2016

Joe Scanlon

Business Manager WRSD

1745 Main St.

Jefferson, Ma 01522

Dear Mr. Scanlon,

Enclosed please find our contract proposal for In-District Special Ed Transportation. This proposal provides the Wachusett Regional School District with significant savings over the next 5 years by utilizing larger vehicles when possible and by eliminating a 2% annual increase as our current contract calls for. The use of larger vehicles will reduce the total amount of vehicles needed to meet the needs of the district. It will ensure that over the next 5 years the district will have fixed rates for In-District Special Ed Transportation. A new contract will provide Village Transportation with the security to continue to invest in quality vehicles and employees to best serve the students of the district. We have been a vendor of the district for over 30 years. It has been a strong partnership and we would like to see that partnership continue for many years to come.

Below is a brief description of the information contained on the following pages:

Page 3:

This page contains the scheduled rates that our current contract calls for. It makes no provision for the use of larger vehicles and includes a 2% annual increase.

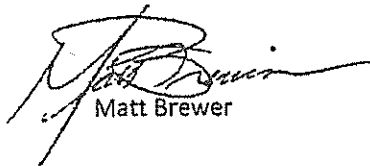
Page 4 & 5:

These pages contain our proposed rates for a new 5 year contract. They make a provision for the use of larger vans, when possible, and include no annual increase. The figures that are in red are the minimum cost savings the district would realize by engaging in a new contract. The actual savings would most likely be greater as these figures do not encumber Summer Program transportation.

For the current year starting July 1, 2015 and ending June 30, 2016, out of our good will, we did not take the 2% annual increase that our contract called for. We also reduced the amount of vehicles used on a daily basis by utilizing larger vans. It is industry standard that these larger vans do come at a higher daily rate than a standard mini-van. We did not charge a higher rate for the current school year. They are more costly to purchase and to operate, but one larger van can do the job of two mini-vans. To be clear, larger vans cannot be used on all routes. It is a careful decision as to where they can be used. Ride time and student compatibility are the two most important factors to consider when determining where a larger van can be utilized. We have proven over the last year that they are routes that they can be used on.

Please do not hesitate to contact us with any questions regarding this proposal.

Sincerely,



Matt Brewer



Bob Lowe

## Scheduled Rates

### 2015-2016

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$197.19	31	180	\$1,100,320.20
Wheelchair Van	\$225.83	3	180	\$121,948.20
Monitor	\$82.62	4	180	\$59,486.40
				\$1,281,754.80

### 2016-2017

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$201.13	31	180	\$1,122,326.60
Wheelchair Van	\$230.35	3	180	\$124,387.16
Monitor	\$84.27	4	180	\$60,676.13
				\$1,307,389.90

### 2017-2018 - Option Year 1

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$205.16	31	180	\$1,144,773.14
Wheelchair Van	\$234.95	3	180	\$126,874.91
Monitor	\$85.96	4	180	\$61,889.65
				\$1,333,537.69

### 2018-2019 - Option Year 2

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$209.26	31	180	\$1,167,668.60
Wheelchair Van	\$239.65	3	180	\$129,412.41
Monitor	\$87.68	4	180	\$63,127.44
				\$1,360,208.45



## Actual and Proposed Rates

### 2015-2016- Actual

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$193.32	27	180	\$939,535.20
8 Passenger Van	\$193.32	2	180	\$69,595.20
Wheelchair Van	\$221.40	3	180	\$119,556.00
Monitor	\$81.00	4	180	\$58,320.00
Actual Rate				\$1,187,006.40
Scheduled Rate				\$1,281,754.80
Cost Savings				\$94,748.40

### 2016-2017- Proposed

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$193.32	27	180	\$939,535.20
8 Passenger Van	\$235.00	2	180	\$84,600.00
Wheelchair Van	\$221.40	3	180	\$119,556.00
Monitor	\$81.00	4	180	\$58,320.00
Proposed Rate				\$1,202,011.20
Scheduled Rate				\$1,307,389.90
Cost Savings				\$105,378.70

### 2017-2018- Proposed

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$193.32	27	180	\$939,535.20
8 Passenger Van	\$235.00	2	180	\$84,600.00
Wheelchair Van	\$221.40	3	180	\$119,556.00
Monitor	\$81.00	4	180	\$58,320.00
Proposed Rate				\$1,202,011.20
Scheduled Rate				\$1,333,537.69
Cost Savings				\$131,526.49

## Actual and Proposed Rates Continued

### 2018-2019- Proposed

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$193.32	27	180	\$939,535.20
8 Passenger Van	\$235.00	2	180	\$84,600.00
Wheelchair Van	\$221.40	3	180	\$119,556.00
Monitor	\$81.00	4	180	\$58,320.00
Proposed Rate				\$1,202,011.20
Scheduled Rate				\$1,360,208.45
Cost Savings				\$158,197.25
4 Year Cost Savings				<u>\$489,850.84</u>

### 2019-2020- Proposed

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$193.32	27	180	\$939,535.20
8 Passenger Van	\$235.00	2	180	\$84,600.00
Wheelchair Van	\$221.40	3	180	\$119,556.00
Monitor	\$81.00	4	180	\$58,320.00
				\$1,202,011.20

### 2020-2021- Proposed

	Daily Rate	# of Vehicles	School Days	Total
Mini-Van	\$193.32	27	180	\$939,535.20
8 Passenger Van	\$235.00	2	180	\$84,600.00
Wheelchair Van	\$221.40	3	180	\$119,556.00
Monitor	\$81.00	4	180	\$58,320.00
				\$1,202,011.20

## **Wachusett Regional School District**

### ***Standard Contract Form***

This Agreement is made by and between the **Wachusett Regional School District** (hereinafter 'the District') with offices located at the Jefferson School, 1745 Main Street, Jefferson MA and Village Transportation, PO Box 247, 125 Clinton Road, Sterling, MA 01564 (hereinafter 'the Contractor').

The Project or service for which this Agreement is made is **transportation services**, as set forth below.

In consideration for the promises and commitments hereinafter contained, the parties agree as follows:

**Article 1: The Contract Documents:** The contract documents consist of this Agreement, Conditions of the contract, RFQ, a portion of quote submitted and modifications issued after the execution of this Agreement. These form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated therein. The Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral. No changes or modifications shall be made thereto other than by means of a writing signed by the District.

**Article 2: The Work of this Contract:** The Contractor shall execute the entire work described in The Transportation Specifications of this contract and shall do so in a competent and professional manner.

The Contractor agrees at all times to furnish careful, competent and experienced operators for said transportation. The District expressly reserves the right to disapprove any operator and to require the Contractor to furnish another satisfactory to the District.

**Article 3: Date of Commencement and Completion:**

**Commencement:** Effective July 1, 2019 and ends on June 30, 2020 with the option of one renewal year.

**Article 4: Contract Sum:** The Wachusett Regional School District shall pay the Contractor in current funds for the Contractor's full and satisfactory performance of the Contract a Contract sum not to exceed **\$162,935.00** unless mutually agreed upon due to changes in student's transportation, in accordance with the terms of the Transportation Specifications which are incorporated herein and made part of the contract.

Both parties agree to re-negotiate the above rates if the number of children transported or the need for a monitor changes during the length of this contract.

**Article 5: Interim Payments and Final Payment:** The District shall require invoices to be submitted by Contractor and all payments to be rendered within thirty (30) days of receipt of invoice, and the District will render payments in a prompt and businesslike manner.

**Article 6: Termination:** The Contractor shall fulfill all aspects of this Contract, and the District reserves the right to terminate this Contract without notice for good cause. The District will endeavor to provide thirty (30) days written notice without cause.

**Article 7: Suspension:** The District may suspend the work or services of the Contractor hereunder for failure of the Contractor to comply fully with the terms thereof.

**Article 8: Insurance:** The Contractor agrees to keep in force at all times during the term of this Contract General Liability and Automobile Liability insurance covering each vehicle in amounts of not less than:

- General Liability Coverage \$2,000,000.00
- General Aggregate \$2,000,000.00
- Personal Injury Limit \$1,000,000.00
- Each Occurrence Limit \$1,000,000.00
- Property Damage \$ 100,000.00

The Contractor agrees to keep in force Worker's Compensation coverage with the following limits:

- Bodily Injury by Accident \$ 500,000.00
- Bodily Injury per employee \$ 500,000.00

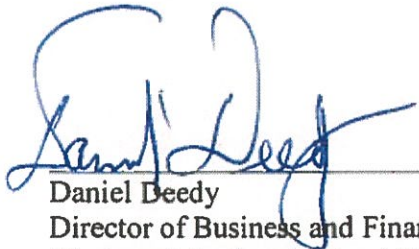
The Contractor shall deliver to the District Certificates of Insurance which indicate the District as an additional named insured upon the execution of this Contract by the Contractor.

**Article 9: Sublet, Indemnification:** The Contractor will not sublet, sell, transfer, assign, pledge or otherwise dispose of any portion of this Contract without express, written consent of the District.

The Contractor will indemnify, defend and hold the District harmless for any and all claims, loss, cost, expense or damage of any kind resulting from or arising out of performance of the Contract by the Contractor, its officers, agent or employees.

**Article 10: CORI:** The Contractor agrees to comply with M.G.L. c.6, 172G and obtain authorizations from all employees or volunteers prior to employment or volunteer service in conjunction with this contract in order to obtain all available criminal offender record information and juvenile data for all employees or volunteers. The District will perform all CORI checks and inform the Contractor as to suitability of employees or volunteers.

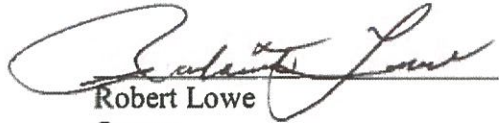
This agreement is executed in at least three original copies of which one is delivered to the Contractor, one to the supervisor of record for use in the administration of the Contract, and the third to the District.



Daniel Deedy  
Director of Business and Finance  
Wachusett Regional School District

4/23/19

Date



Robert Lowe  
Owner  
Village Transportation

Date



Attachment 7  
January 8, 2020  
**AA Transportation Co., Inc.**  
PO Box 639MO Shrewsbury, MA 01545  
508-791-9100 Fax 508-845-7215

December 18, 2020

Wachusett Regional School District  
1745 Main Street  
Jefferson MA 01522

To: Darryll McCall, Ed.D., Superintendent

**RE: Transition of Village Transportation LLC to AA Transportation Co., Inc.**

Dear Mr. McCall,

Village Transportation LLC and AA Transportation Co., Inc. would like to formally request permission to assign all current school transportation contracts that are held by Village Transportation LLC to AA Transportation Co., Inc. effective January 1<sup>st</sup> 2020.

AA Transportation will assume all contractual obligations in accordance to the contract and contract specifications.

I look forward to working with you, your staff as well as serving the children and parents of the Wachusett Regional School District School department for many years to come. If you have any question please feel free to contact me directly.

Sincerely,

Ron Ernenwein  
President  
**AA Transportation Co, Inc.**

Robert Lowe  
Managing Member  
**Village Transportation LLC**



Attachment 8  
January 8, 2020  
**AA Transportation Co., Inc.**  
PO Box 639MO Shrewsbury, MA 01545  
508-791-9100 Fax 508-845-7215

January 8, 2020

Wachusett Regional School District  
1745 Main Street  
Jefferson MA 01522

To: Darryll McCall, Ed.D., Superintendent

**RE: Transition of Village Transportation LLC to AA Transportation Co., Inc.**

Dear Mr. McCall,

Please be advised that AA Transportation is a Sub Chapter S MA corporation which was incorporated in August of 1996. Please see the attached Annual report.

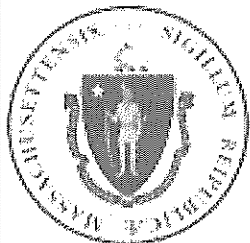
Ron Ernenwein is the company president whom has the legal authority to bind the corporation.

Please contact me if you need any further information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Ernenwein', with a long horizontal line extending to the right.

Ron Ernenwein  
President  
AA Transportation Co, Inc.



**The Commonwealth of Massachusetts**  
**William Francis Galvin**

Minimum Fee: \$100.00

Secretary of the Commonwealth, Corporations Division  
 One Ashburton Place, 17th floor  
 Boston, MA 02108-1512  
 Telephone: (617) 727-9640

**Annual Report**

(General Laws, Chapter 156D, Section 16.22; 950 CMR 113.57)

Identification Number: 043323452

1. Exact name of the corporation: AA TRANSPORTATION CO., INC.

2. Jurisdiction of Incorporation: State: MA Country:

3,4. Street address of the corporation registered office in the commonwealth and the name of the registered agent at that office:

Name: RONALD ERNENWEIN

No. and Street: PO BOX 639

605 HARTFORD TURNPIKE

City or Town: SHREWSBURY

State: MA

Zip: 01545

Country: USA

5. Street address of the corporation's principal office:

No. and Street: P. O. BOX 639MO

605 TURNPIKE RD.

City or Town: SHREWSBURY

State: MA

Zip: 01545

Country: USA

6. Provide the name and addresses of the corporation's board of directors and its president, treasurer, secretary, and if different, its chief executive officer and chief financial officer.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
PRESIDENT	RONALD E. ERNENWEIN	111 GEORGE HILL ROAD GRAFTON, MA 01519 USA
PRESIDENT	RONALD E. ERNENWEIN	111 GEORGE HILL ROAD GRAFTON, MA 01519 USA
TREASURER	RONALD E. ERNENWEIN	111 GEORGE HILL ROAD GRAFTON, MA 01519 USA
SECRETARY	GEORGE E. PEMBER	42 HAMILTON RD., NORTHBORO, MA USA
DIRECTOR	RONALD E. ERNENWEIN	111 GEORGE HILL ROAD GRAFTON, MA 01519 USA

7. Briefly describe the business of the corporation:

TRANSPORTATION

8. Capital stock of each class and series:

Class of Stock	Par Value Per Share Enter 0 if no Par	Total Authorized by Articles of Organization or Amendments	Total Issued and Outstanding
----------------	--	---	---------------------------------



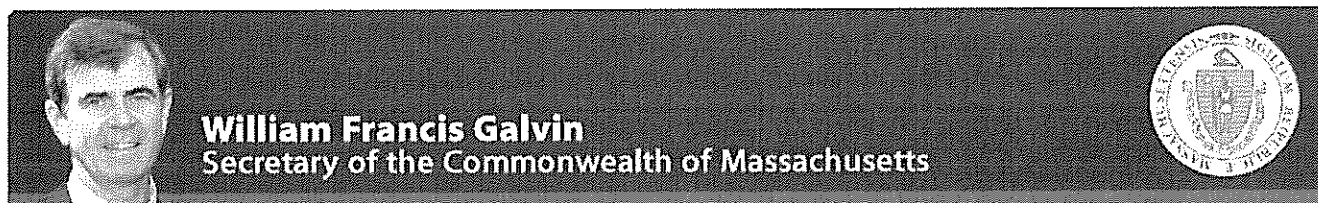
		<i>Num of Shares</i>	<i>Total Par Value</i>	<i>Num of Shares</i>
CNP	\$0.00000	20,000	\$0.00	100

9. Check here if the stock of the corporation is publicly traded: ☐

10. Report is filed for fiscal year ending: 12/31/ 2018

Signed by RONALD E. ERNENWEIN, its PRESIDENT  
on this 29 Day of January, 2019

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All Rights Reserved



**William Francis Galvin**  
Secretary of the Commonwealth of Massachusetts

## Corporations Division

### Business Entity Summary

**ID Number: 272939040**

[Request certificate](#)

[New search](#)

**Summary for: VILLAGE TRANSPORTATION LLC**

<b>The exact name of the Domestic Limited Liability Company (LLC):</b> VILLAGE TRANSPORTATION LLC		
<b>Entity type:</b> Domestic Limited Liability Company (LLC)		
<b>Identification Number:</b> 272939040		<b>Old ID Number:</b> 001031342
<b>Date of Organization in Massachusetts:</b> 06-28-2010		
<b>Last date certain:</b>		
<b>The location or address where the records are maintained</b> (A PO box is not a valid location or address):  Address: 125 CLINTON RD. City or town, State, Zip code,      STERLING, MA 01564 USA Country:		
<b>The name and address of the Resident Agent:</b>  Name: ROBERT F. LOWE Address: 125 CLINTON RD. City or town, State, Zip code,      STERLING, MA 01564 USA Country:		
<b>The name and business address of each Manager:</b>		
Title	Individual name	Address
MANAGER	ROBERT F. LOWE	125 CLINTON RD., P. O. BOX 247 STERLING, MA 01564 USA
<b>In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:</b>		
Title	Individual name	Address
SOC SIGNATORY	ROBERT F. LOWE	125 CLINTON RD., P. O. BOX 247 STERLING, MA 01564 USA
<b>The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:</b>		
Title	Individual name	Address

REAL PROPERTY	ROBERT F. LOWE	125 CLINTON RD., P. O. BOX 247 STERLING, MA 01564 USA	
<b>Consent</b>	<b>Confidential Data</b>	<b>Merger Allowed</b>	<b>Manufacturing</b>
<b>View filings for this business entity:</b>			
<div>ALL FILINGS Annual Report Annual Report - Professional Articles of Entity Conversion Certificate of Amendment Certificate of Cancellation</div>			
<div>View filings</div>			
<b>Comments or notes associated with this business entity:</b>			
<div></div>			

New search

D

The Commonwealth of Massachusetts

FILED

William Francis Galvin

Secretary of the Commonwealth

One Ashburton Place, Room 1717, Boston, Massachusetts 02108-1512

JUL 17 2019

Limited Liability Company Annual Report

(General Laws Chapter 156C, Section 12)

SECRETARY OF THE COMMONWEALTH  
CORPORATIONS DIVISION

Federal Identification No.:

27-2939040

Year:

2019

(a) The exact name of the limited liability company:

Village TRANSPORTATION LLC

(1b) The exact name of the limited liability company as amended:

Village TRANSPORTATION LLC

(2a) Location of its principal office:

125 CLINTON RD STERLING, MA 01564

(2b) The street address of the office in the commonwealth at which its records will be maintained:

125 CLINTON RD STERLING, MA 01564

(3) The general character of the business:

SCHOOL STUDENT TRANSPORTATION

(4) Latest date of dissolution, if specified:

(5) The name and street address of the resident agent in the commonwealth:

Robert Lowe  
125 CLINTON RD  
P.O. Box 247  
STERLING, MA. 01564

(6) The name and business address of each manager, if any:

Robert Lowe  
125 CLINTON RD  
Box 247  
STERLING, MA.  
01564

- (7) The name and business address of the person(s) in addition to manager(s) authorized to execute documents filed with the Corporations Division, and at least one person shall be named if there are no managers:

*None*

- (8) The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property.

*ROBERT LOWE  
125 CLINTON RD  
STERLING, MA  
01564*

- (9) Additional matters:

*None*

Signed by (by at least one authorized signatory):

*Robert Lowe*

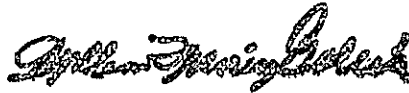
COMMONWEALTH OF MASSACHUSETTS #5189

William Francis Galvin  
Secretary of the Commonwealth  
One Ashburton Place, Boston, Massachusetts 02108-1512

**Limited Liability Company Annual Report**  
(General Laws Chapter 156C, Section 12)

I hereby certify that upon examination of this limited liability company annual report, duly submitted to me, it appears that the provisions of the General Laws relative thereto have been complied with, and I hereby approve said application; and the filing fee in the amount of \$ 500 having been paid, said application is deemed to have been filed with me this 17 day of JULY, 20 19, at \_\_\_\_\_ a.m./p.m.  
time

Effective date: \_\_\_\_\_



WILLIAM FRANCIS GALVIN  
Secretary of the Commonwealth

Filing fee: \$500

**TO BE FILLED IN BY LIMITED LIABILITY COMPANY**  
Contact Information:

Village TRANSPORTATION<sup>LLC</sup> - Robert Lowe  
Box 247 - 125 CLINTON RD  
STERLING, MA 01564

Telephone: 978-422-6808

Email: None - Fax 978 422 8186

Upon filing, a copy of this filing will be available at [www.sec.state.ma.us/cor](http://www.sec.state.ma.us/cor).  
If the document is rejected, a copy of the rejection sheet and rejected document will be available in the rejected queue.

## 2016-21 WACHUSETT REGIONAL SCHOOL DISTRICT STRATEGIC PLAN

1. Leadership, Governance and Communication	2. Aligned Curriculum	3. Effective Instruction	4. Professional Development & Structures for Collaboration	5. Students' Social, Emotional and Health Needs
<b>If</b> the District establishes a clearly defined set of goals, develops a responsible budget based on priority initiatives, and works closely with community stakeholders to communicate district needs and adopt the budget, <b>then</b> the District will have the resources to allow students to realize their highest potential.	<b>If</b> educators implement an aligned curriculum that articulates common, well-defined learning outcomes with a focus on depth of understanding and critical thinking <b>then</b> students will be prepared for the next level of learning.	<b>If</b> educators implement evidence-based, high-quality instructional practices focused on critical thinking, creativity, and collaboration, and systematically measure, analyze, and act upon student learning data, <b>then all</b> students will be challenged to grow as individuals and global citizens.	<b>If</b> staff is consistently provided with professional development that enhances their content knowledge and their pedagogy is enriched through collaboration with staff across all schools in the district, <b>then</b> educators will be able to implement effective educational practices that will improve the learning and growth of all students.	<b>If</b> the district supports effective researched-based practices that promote a healthy school climate, builds an understanding of social, emotional and physical health as factors affecting learning, and works collaboratively with families and community services, <b>then</b> students will be able to utilize their knowledge and skills to maximize their learning potential.

Strategic Objectives	Strategic Objectives	Strategic Objectives	Strategic Objectives	Strategic Objectives
1A. Establish and communicate a clearly defined set of goals and strategic objectives to guide district and school improvement initiatives.	2A. Develop a consistently implemented and vertically aligned PK-12 Curriculum.	3A. Implement evidence-based, high-quality instructional practices focused on critical thinking, creativity, and collaboration	4A. Professional development includes high-quality job-embedded professional development aligned with district, school, and educator goals.	5A. Build an understanding of social, emotional and physical health as factors affecting learning.
1B. Develop a transparent budget that supports the district's goals and strategic objectives and share details with community stakeholders in an environment open to dialogue and collaboration.	2B. Develop common, well-defined learning outcomes with a focus on depth of understanding and critical thinking across all grades and content areas.	3B. Systematically measure, analyze, and act upon student learning data.	4B. Systems, structures, and protocols are in place and used to guide collaborative discussions to improve implementation of the curriculum and instructional practices.	5B. Engage families and the community in a partnership to increase the district's capacity to address students' social, and emotional health needs.
1C. Ensure that relevant information is communicated out to community stakeholders and is easily understood.		3C. Staff regularly use technology to support student learning, enhance student engagement, and work toward developing innovative instructional practices.	4C. Professional development and structures for collaboration are evaluated for their effect on raising student achievement.	

**POLICY RELATING TO EDUCATION**

***CURRICULUM ADOPTION***

The Wachusett Regional School District Committee (WRSDC) will rely on its professional staff to design, revise, and implement instructional programs and courses of study that will support and advance the educational goals of the Wachusett Regional School District.

The Superintendent has the authority to approve new and revised programs and courses of study after they have been thoroughly studied and found to support educational goals. The WRSDC itself will consider, and officially adopt, new and revised programs and courses when they constitute an extensive alteration in instructional content or approach.

The WRSDC shall be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. The acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

Legal Reference: M.G.L. 71:1; 69:1E  
MASC Ref: IGD

First Reading: 02/11/19  
Second Reading: 03/11/19

WRSDC Policy 3341





### **Nathaniel Holden**

Uxbridge High School

"If a composer could say what he had to say in words he would not bother trying to say it in music."

- Gustav Mahler



### **Allanna K. O'Callahan**

Wachusett Regional High School

"I am a success today because I had a friend who believed in me and I didn't have the heart to let him down."

- Abraham Lincoln



### **Grace K. Williams**

Wachusett Regional High School

"Nothing in life is to be feared, it is only to be understood. Now is the time to understand more so that we may fear less."

- Marie Curie



### **Mia Lipman-Tessicini**

Bartlett High School

"But you know happiness can be found even in the darkest of times, if one only remembers to turn on the light."

- Harry Potter

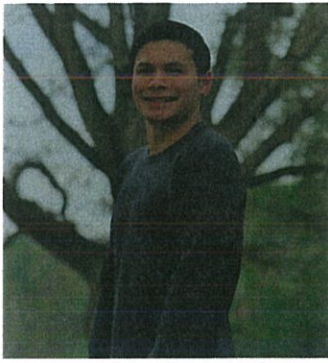


### **Celina Ricaurte**

West Boylston High School

"The third-rate mind is only happy when it is thinking with the majority. The second-rate mind is only happy when it is thinking with the minority. The first-rate mind is only happy when it is thinking."

- A. A. Milne



### **Justin Papagelis**

Westborough High School

"Throughout the centuries, there were men who took first steps down new roads armed with nothing but their own vision."

- Ayn Rand, *The Fountainhead*



### **Nishka Pant**

Westborough High School

"The more I read, the more I acquire, the more certain I am that I know nothing."

- Voltaire



### **Hannah Demanche**

Murdock High School

"You can be your own worst critic or your biggest supporter."

- Cameka Smith



### **Rita Brederson**

Burncoat High School

"In our work, the question is, how much you absorb from others. So for me, creativity is really like a relay race. As children we are handed a baton. Rather than passing it on to the next generation as is, first we need to digest it and make it our own."

- Hayao Miyazaki



### **Peter Korfuzi**

Claremont Academy

"Education is the most powerful weapon which you can use to change the world."

- Nelson Mandela



Attachment 12  
January 8, 2020

Rebecca Petersen <rebecca\_petersen@wrsd.net>

## Wachusett Bullying Prevention & Intervention Plan Review Advisory Committee

1 message

**Brendan Keenan** <brendan\_keenan@wrsd.net> Mon, Jan 6, 2020 at 1:58 PM  
To: Allison Connors <allison\_connors@wrsd.net>, Anthony DiBenedetto  
<anthony\_dibenedetto@wrsd.net>, Brendan Keenan <brendan\_keenan@wrsd.net>,  
Jennifer Reilly <jennifer\_reilly@wrsd.net>, Jessica Maguire <jessica\_maguire@wrsd.net>,  
Linda Woodland <linda\_woodland@wrsd.net>, Mai Grover <mgrover@rutlandpd.us>,  
Rebecca Petersen <rebecca\_petersen@wrsd.net>, Sean McKiernan  
<sean\_mckiernan@wrsd.net>, Shawn Rickan <shawn\_rickan@wrsd.net>,  
dameliobridget@yahoo.com, leachristo@gmail.com  
Cc: Darryll McCall <darryll\_mccall@wrsd.net>  
Bcc: rebecca\_petersen@wrsd.net

Good afternoon,

Darryll McCall and I appreciate your willingness to serve as members of the Wachusett Bullying Prevention & Intervention Plan Review Advisory Committee.

The committee will be comprised of District counselors, a member of the School Committee, parents, representatives from local law enforcement, and District and building-based administrators (see full list below). It is our hope that the constellation of this committee and the conversations that will occur at the meetings will provide valuable insights to inform the refinement of this important document.

Below you will find the dates, times of the three committee meetings. The meetings will be held in the Curriculum Center (located on the lower level) at the District Central Office, 1745 Main Street, Jefferson.

	Date	Time	Location
1	Thursday January 9, 2020	4:00 - 5:00 PM	Curriculum Center - Central Office
2	Thursday January 23, 2020	4:00 - 5:00 PM	Curriculum Center - Central Office
3	Thursday February 13, 2020	4:00 - 5:00 PM	Curriculum Center - Central Office

### Counseling Staff

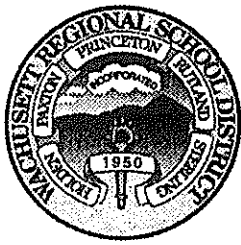
Name	Jess Maguire	Jennifer Reilly	Allison Connors		
Location	Paxton Center School	Wachusett Regional High School	Wachusett Regional High School		
Role	School Counselor	School Counselor	School Counselor		
Police					
Name	Mai Grover	Sean McKiernan			
Location	Rutland Police Department	Holden Police Department			
Role	Police Liaison	School Resource Officer			
Parents/Guardians					
Name	Bridget D'Amelio	Lea Christo			
Location	Chocksett Middle	Mountview Middle			
Role	Parent	Parent			
Administrators & School Committee					
Name	Darryll McCall	Brendan Keenan	Shawn Rickan	Anthony DiBenedetto	Linda Woodland
Location	Central Office	Central Office	Paxton Center School	Wachusett Regional High School	Sterling
Role	Superintendent	Director of Social Emotional Learning	Principal	Assistant Principal	School Committee Member

Please feel free to contact me if you have any questions in the meantime.  
 I look forward to your participation in this very important stakeholder committee.  
 Brendan

--

Brendan Keenan, Ed.D, MSW  
 Director of Social Emotional Learning  
 - Homeless Education Liaison  
 - Home Schooling Coordinator  
 - District 504 Coordinator

Wachusett Regional School District  
 1745 Main St.  
 Jefferson, MA 01522



Attachment 13  
January 8, 2020

# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

December 23, 2019

Dear WRSD student-artists:

In conjunction with the School District Art Department, I am pleased to invite you and your families to attend the opening of the Wachusett Regional School District Central Office Art Exhibit. A piece of your artwork has been selected to be a part of this exhibit and we are excited to have the opportunity to display your talents at this exhibition, and to have the chance to meet you and congratulate you on your fine work.

Please join us on Wednesday, January 29, 2020, at 3:00 PM (snow date Wednesday, February 5<sup>th</sup>). The exhibit will be in the Superintendent's Office, 1745 Main Street, Jefferson. Refreshments will be provided.

Please enter the front door of the building, proceed up the stairs and follow the hallway to the right to the Superintendent's Office.

We look forward to meeting you and celebrating together at the reception!

Sincerely,

A handwritten signature in dark ink, appearing to read "Darryll McCall".

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Parents/Guardians of Student-Artists  
William Beando, Principal, WRHS  
Carol Farricker, Art Department Head  
Robert Berlo, Deputy Superintendent  
Wachusett Regional School District Committee

DM:rlp



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 6, 2020

Dear Parent(s):

The Wachusett Regional School District is excited to once again host Winter Special Olympics. The games will begin at 10:00am on Wednesday, March 11, 2020 at the Wachusett Regional High School gymnasium, and end at 12:30. (Snow Day: Friday, March 13, 2020). Events will include Basketball, Dash and Bowling. New this year we will have the Wachusett Warrior Run! All athletes will be provided a Special Olympics t-shirt and will be transported to the High School. After the games, athletes will be transported back to their district school. Parents are encouraged to attend.

As a student with a disability in the Wachusett Regional School District your child is invited to participate in the games. If you would like your child to participate, **please complete the information below** and return the completed form to the Office of Special Education 1745 Main Street, Jefferson, MA 01522 OR email to randi\_jacob@wrsd.net **by January 31<sup>st</sup>**.

We are also offering 'Super Fan' t-shirts to family and friends to purchase. The cost is \$10.00 (cash or check – checks to be made out to WRSD). These t-shirts will be available to purchase in February at the Superintendent's Suite at Central Office located at 1745 Main Street in Jefferson. Monies received for t-shirts or any monetary donation will assist with costs associated with hosting the event. Please support our Special Olympians! If you have any question, please do not hesitate to contact us. We look forward to seeing you in March for our seventh annual Special Olympics!

Regards,

Christine Smith

Randi Jacob

Christine J. Smith  
Administrator of Special Education  
(508)829-1670 (x)238

Randi Jacob  
Administrative Assistant  
(508)829-1670 (x) 240

---

**ATHLETES NAME/SCHOOL:** \_\_\_\_\_

I **WOULD** like my athlete to participate in Special Olympics on March 11, 2020. (Please circle):  
YES                      NO

I **GIVE** my permission for my athlete to be photographed (please circle):    YES                      NO

My athlete's tee-shirt size is: (Please circle):

YS      YM      YL      YXL      AS      AM      AL      AXL

---

**Parent Signature**

---

**Date**



Notes from MASC Conference November 6-9, 2019  
Prepared by Linda Woodland

Wednesday 11/6/2019

**Communicating the Budget: Transparency and Trust**

*Brian Allen (CFO Worcester), Mary DeLai (District Resources Group LLC), Margaret Driscoll (MASBO)*

Main priorities for communication between the school district and towns in regards to budget:

1. Publicize budget calendar
  - Timeline of major steps, by using, eg: a graphic summary, punchlist, wheel for 12 months of budget cycle
  - Should keep budget easy to get to on district website
  - Explainers online: (Michael Connelly from North Reading on youtube)
  - Make sure not just a spreadsheet, need graphics and narrative
    - Cleargov, Google data suite
    - Include expenditures + outcomes ("Return on investments")
    - Weston Public won award for communicating budget; may be a good resource
  - Can be good to highlight PTO contributions in budget
  - Monthly reporting, ideal to include symbols to mark if district on track or not for cost centers
2. Educate public
  - When presenting to towns, beneficial to include municipal law explanations since it is very different than private and even non-profit
  - Usually 4% from federal sources, 39% from MA, 57% from local
  - Most of public don't realize the school budget is constricted by collective bargaining agreements
  - Based on enrollment (a bit different for regional, unless opting for alternative method)
3. Participatory
  - Outline all stakeholders: public, Superintendent/Central office, Principals, Elected officials in towns
  - School Committee needs to have robust discussions on our own goals and priorities for the budget, not just rely on Superintendent's
  - Begin SC discussions in summer

**Addressing the Unique Financial Challenges of Regional Schools**

*Mary Jane Handy (Buereau Accounts, Division of Local Services), Margaret Hughes (SC Narragansett), Maureen Marshall (MASBO), Jay Sullivan (DESE Associate Commissioner)*

Very general overview of Ch. 70, budgeting & reporting practices

One specific recommendation:

Stabilization funds possible to create: Capital, Special Education, Transportation

- Member towns need to approve creation (and any use out of Special Education)

(Many specific/situational questions from the audience took up the time)

### **Cybersecurity and Ransomware**

*Glenn Fratto (Business Admin Leominster), Edward McGuire (Specialty Insurance, FB Insure)*

Over the past couple years the big deal is getting money, NOT data.

- Ransomware is the biggest threat for school districts/anyone not in healthcare. The kinds of health data held at schools is not really that attractive to attackers - they will opt to ask for a ransom to resume access to system, and get back out quickly.
- Budgets and constraints are public, so they usually have a good idea of what can actually get out of attack - they want the low hanging fruit
- Have the capability to sit behind the firewall and wait for the right moment/send out thousands of phishing emails
- Current advice is to pay ransom, but caution that don't necessarily get everything back

Key steps every district should take to have decent coverage from exposure:

1. 3rd party risk assessment is the minimum first step
  - Nerds To Go, DataSmith, NetDiligence are well respected companies to do this
2. Employee training - ongoing refreshers, not just at hiring
  - Phishing, data sharing, passwords, etc
3. Daily backup
  - Independent backup servers are ideal, offsite storage
  - Ensure cloud company based in US (strongest laws)
4. Breach Incident Response team
  - Point person to coordinate
  - Have a contact with forensics expert, privacy lawyer (must notify according to laws in states past students now reside too, not just MA)
5. Notification Plan (public relations contact)
6. Bitcoin broker contact
7. Plan should be tested every 6 months or annually, check how fast can get back up

If breached, ransoms can range in \$10k, 100k, millions etc. But cost to reset breached system is often close to \$20 million.

1. Separate affected piece from the rest, but don't shut down the system
2. If ransom demanded, have back up and make sure patches are up to date before reloading
3. Need 3rd party to through steps (insurance ideally, professionals because complex)
4. Notify Police, AG, other appropriate officials.
5. Antivirus, Firewall updates, etc.

6. After the action plan, debrief to include changes made from lessons learned
7. Retrain all parties

Thursday 11/7/2019

### **Keeping Our Schools Safe: What Every Educator Should Know about Safety Assessment**

*Nancy Rappaport (Associate Professor of Psychiatry), Andre Ravelle (Teachers21)*

#### **Recommended:**

- Comprehensive School Threat Assessment by Dewey Cornell
- Safe School Initiative; check on followthrough of assessments, and proper communication between personnel/centralized reporting mechanism
- Enhancing School Safety Using a Threat Assessment Model (Secret Service doc; "Preventing Targeted School Violence")
- Disciplinary and Internet code integrated into safety assessment plan
- Police/SRO: keep track of preventative work vs disciplinary work
- Sandy Hook Promise provides free anonymous reporting, but district needs personnel to respond at all hours - there's always a "tell" or "leak" ahead of any plan
- Make sure to train all employees, goal for each student to have a safe adult in school

### **School Committee Self-Evaluation**

*Dorothy Presser (Field Director MASC)*

- School Committee should develop a Handbook and/or New Member manual specific to district
  - Could include mentoring: 4 hours by chair, including superintendent, pupil services, etc
  - MASC offers workshops for this (and other topics)
- Determine goals each summer as a workshop, ahead of new budget. Schedule summer workshop by March
  - Aim for 2-4 SMART goals with outcomes
- Write out Operation protocols and norms so can track if being followed (and if not, need to be revised?). Can be a checklist.
- MASC developing a self-evaluation tool through surveymonkey.

### **The Benefits of Municipal-School Collaboration: Financial Summits**

*Wayland, Spencer-East Brookfield, Andover*

- Recommend moving budget roundtables to September for better planning
- Finance subcommittee should work with FinCom to explain Education law



- Tends to be room for education on the differences between profit/municipal/school laws
- Invite town representative of some kind to sit in on Special Ed issues to better understand the constraints on school districts (while paying high attention to maintaining privacy)
- Interest Based Bargaining has been successful in creating a more collaborative spirit in budget discussions

Friday 11/8/2019

### **MA School Building Authority Update**

*Matt Donovan (MSBA), Jack McCarthy (ED MSBA)*

- First step is sending Statement of Interest (SOI), and the MSBA decides based on priority of need, caps, and how current buildings inhibit delivery of education
  - 2019: received 144 SOI
  - MSBA has hierarchy of priorities, starting with students unable to enter building, overcrowding, in danger of losing accreditation due to building, future overcrowding, etc.
- Studies & design work done without MSBA cannot be reimbursed; projected enrollment through MSBA (reportedly they account for the typical boost to enrollment after a new building is completed)
- Space guidelines are “by the book”, so anything beyond will be on district (eg, auditoriums at middle schools will never be reimbursed)
- MSBA website has process outlined

Once built and comes to furnishing - school districts can partner with other districts for collaborative purchasing (not just MSBA projects)

### **Social and Emotional Learning: Beyond the Jargon - What’s Involved in Implementing Effectively?**

*Rachel Poliner(Leaders & Learners Consulting), James Vetter (SEL4MA)*

For resources, information:

SEL4MA.org; CASEL.org; AIR.org for school climate surveys;

<http://www.parenttoolkit.com/topics/social-and-emotional#>

- Reportedly \$1 put into SEL get \$11 in return because not as many higher level services necessary
- SEL: self-management, self-awareness, social awareness, relationship skills, responsible decision making
- 3 tiers of support, with Universal Behavior support as base (expectation to cover 85% of students), Supplemental support and Intense (15% of students between these tiers; )
- Include check ins on emotional health of teachers

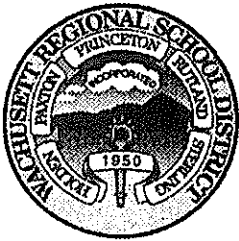
- Communicate principles to parents: can be called problem solving, resilience
- Consider SEL steering committees

Saturday 11/9/2019

**Building Community Support for School Construction Projects**

*Chris Horan (Horan Communications)*

- Vote on a new building usually a referendum of public confidence in school district
- Based on trust - make sure to stay firmly within campaign laws, specifically district officials can only communicate facts (not advocacy) and get out the vote initiatives
- Any doubt, Office for Campaign Finance can advise
- Outside groups can do advocacy, but must register as a political entity
- No advocacy materials at school/on school grounds though



# *Wachusett Regional School District*

## *Holden, Paxton, Princeton, Rutland, Sterling*

Evaluation of Director of Business and Finance Dan Deedy  
08/2018 - 10/2019

Evaluation completed by Superintendent Darryll McCall  
12/19/2019

This initial evaluation of Director of Business and Finance Daniel Deedy spans 16 months, from the time of Director Deedy's hire (August 2018) through December 2019.

In this evaluation cycle, Director Deedy worked on several different goals associated with a modified version of the Standards and Indicators of Effective Administrative Leadership Rubric for School Business Administrators that was created by MASBO. This rubric is aligned with the same standards and indicators found in the Superintendent's evaluation rubric. With input from three members of the WRSDC Business/Finance Subcommittee, the following evaluation is provided for Director Deedy for the August 2018 - December 2019 evaluation cycle:

For this evaluation cycle, an evaluation questionnaire used previously for evaluation input for the former Director of Business and Finance was utilized by members of the Business/Finance Subcommittee to provide input for Director Deedy's evaluation (attachment). Members were asked to complete the questionnaire and share their information with the Superintendent. Each survey questionnaire response was ranked from Unsatisfactory (1) to Exemplary (4) in order to quantify the member's satisfaction with said statement. After reviewing responses from Business/Finance members, the final tally of all scores averaged out was 2.7 which, when rounded numerically, corresponds with a rating of Proficient. The following summaries highlight comments and statements made by members in reference to specific questions on the evaluation questionnaire:

### **I. Budget Development**

Develops a budget with the Superintendent through an open, participatory process that includes all relevant stakeholders and meets all statutory requirements.

Rating: 3

Budget is complete, clearly written, highly transparent

Rating: 3

*Members included statements that mentioned Director Deedy's effectiveness in working with the Superintendent around the development of the line-item budget. Members also raised concern about how they could use more information on the budget process as well as timely information pertaining to requests around budget priorities and costs related to such items.*

### **II. Allocation of Resources**

Proposes allocation of existing resources and identifies new resources to meet budget needs and quality facilities.

Rating: 3

*Members stated that Director Deedy has been resourceful and creative in his ability to address revenue shortfalls.*

### **III. Financial Management and Oversight**

Continuously tracks and analyzes district expenditures and regularly reports on how those expenditures impact the budget.

Rating: 3

Identifies ineffective internal controls and works to improve their effectiveness or implement new and improved controls.

Rating: 2

Consistently meets or exceeds all statutory reporting requirements.

Rating: 2

Identifies ways to improve auditing program and practices and implements highly effective auditing programs.

Rating: 3

Ensures all applicable staff members are fully utilizing and are trained in the district's financial management software.

Rating: NA

*Members mentioned that while Director Deedy has made improvements throughout the year in these areas, there are still questions about the School Committee having enough detailed information concerning the audits and the total financial impact of the transportation and Medicaid reimbursement issues this year.*

### **IV. Accounting and Payroll Administration**

Identifies ineffective accounting and payroll practices and procedures and works to improve their effectiveness or implement new practices and procedures.

Rating: 2

Ensures staff is knowledgeable and competent in the accounting and payroll functions they perform and continually works to increase their knowledge and competence through training.

Rating: NA

Identifies and implements ways in which policies and procedures can be more clearly articulated and documented.

Rating: 3

*Members mentioned that this was a difficult category to effectively assess from their vantage point, but comments did include the fact the Director Deedy has made improvements in clarifying procedures, as well as comments that the District seems to be reactive instead of proactive around internal controls.*

### **V. Purchasing Administration**

Identifies ineffective purchasing practices and procedures and works to improve their effectiveness or implement new practices and procedures.

Rating: 3

Ensures staff is knowledgeable and competent in the purchasing functions they perform and continually works to increase their knowledge and competence through training.

Rating: 3

Identifies and implements ways in which policies and procedures can be more clearly articulated and documented.

Rating: 2.5

Ensures a commitment to fiscal responsibility and sustainability at all levels.

Rating: 3

*Members mentioned that Director Deedy has worked diligently to provide procedures that align with best practices.*

## **VI. Resource management**

Implements policies and procedures to more effectively pursue external financial resources.

Rating: 2

Identifies the resources and capabilities of the district to pursue external funding.

Rating: 2

Effectively manages the use of state and federal grants and tuition and fee revenue received.

Rating: 3

*Members made minimal comments concerning resource management but did mention that the District should look for more external funding sources, while recognizing the Director Deedy does not have a great deal of time to do so.*

## **VII. School Committee Communication**

Timely and accurately responds to School Committee member inquiries.

Rating: 2

Attends Business/Finance Subcommittee and regular full School Committee meetings.

Rating: 3.5

*While some members praised Director Deedy for his timeliness to responding to questions and the good relationships he has developed with School Committee members, there was still concern about Director Deedy's ability to be clear, in both his meetings and his reports need to be improved.*

*Additional comments from Business/Finance members included the challenges faced by Director Deedy as he attempted to manage the fiscal issues associated with the District. His attention to the hiring of a Manager of Medicaid Services was noted and was highlighted as an important way in which to better oversee our capacity to accurately account for special education documentation. Members thanked Director Deedy for his efforts and mentioned that he has done a competent job starting with such challenging circumstances. Finally, concern was raised in reference to the support Director Deedy receives from the Superintendent as well as a lack of clear communication around budgetary issues.*

Update on Director Deedy's goals:

**Standard 1. Instructional Leadership**

*E. Data-Informed Decision Making Indicator*

**Goal:** To become proficient in the use of Edwin Analytics and other data sources including EOYR for budget development.

Director Deedy has initiated the review of Edwin Analytics for the purpose of studying data that can be used to develop, amend, or better understand the District's spending patterns. Director Deedy reviewed Edwin data with Central Office administration when discussing the upcoming FY21 budget process. Director Deedy also used the EOYR as a guide for projecting expenditures in the Teacher Substitute line for FY19. He also used the average of three years of cost to project the FY19 figures. This was an important line item to review as the costs associated with substitutes could fluctuate annually.

**Standard II. Management and Operations**

*A. Environment Indicator*

**Goal:** Develop 5-Year Capital Budget for FY2020.

**Goal:** Develop Long-Range Facilities Plan Needs and Budgets.

Director Deedy developed a draft 10-year capital projects plan in the fall of 2019. He worked with Central Office administration, the District's Facility Manager, as well as all building principals in the development of the plan. The draft plan was completed in October, 2019 and was shared with the Facilities and Security Subcommittee in the same month. This draft plan was also mentioned at my meeting with Town Administrators on December 11, 2019. Director Deedy also identified a number of projects that by definition are not capital projects, but are substantial in cost with a range of \$15,000 to \$30,000 that may have an impact on the General Fund budget. More importantly, through the identification of such items, the plan will address aging systems and equipment across the District.

*C. Scheduling and Management Information Systems Indicator*

**Goal:** Improve systems accuracies of school bus routing and communication systems.

Director Deedy has worked with our bus company, AA Transportation, to identify routes and/or stops that would enable more efficiency of routes and times. In some cases, stops were made that addressed safety concerns. This is an ongoing task that Director Deedy will continue to work toward over the next several months.

*D. Fiscal Systems Indicator*

**Goal:** Improve accuracy of year-end budget forecast from the month of September through the end of the fiscal year.

Director Deedy was faced with two financial issues in FY19 that included Regional Transportation reimbursement and Medicaid disbursement of funds. Director Deedy worked diligently at keeping a close eye on the FY19 budget, while also preparing for FY20. Director Deedy projected in June 2019 that the District would have a balance of approximately \$94,000 to

end FY19. The audited balance in the General Fund was \$134,000. Director Deedy also presented monthly projections to the Business/Finance Subcommittee using data from previous EOYR's, and year to date ACTUALS.

### **Standard III: Family and Community Engagement**

#### *C. Communication Indicator*

**Goal:** Add Business Office pages and documents on website.

The District's Budget Book and draft budget were posted on the website during the FY20 budget process. Director Deedy has begun working with IT to upload salient reports to the website on a monthly basis. This is an ongoing goal that will be monitored throughout the year.

#### *A. Engagement Indicator.*

**Goal:** Provide clear, concise, consistent budget book for communication of budget to the school community.

Director Deedy continued the practice of preparing and presenting a comprehensive Budget Book document for FY20. He expanded the material in the Budget Book by including a line item budget as requested by the towns in the fall of 2018. Director Deedy will continue to amass information pertaining to the upcoming budget as he prepares the FY21 WRSD Budget Book.

#### *D. Family Concerns Indicator.*

**Goal:** Work with the Superintendent and Chiefs of Police and Fire and Building Principals to update Emergency Response Plans for all schools.

Since September 2018, Director Deedy has been an active participant/attendee during the District's monthly meetings with Police and Fire officials. Director Deedy, working with building principals and the Superintendent, helped to update emergency plans for all schools. Plans were also reviewed with Police and Fire Chiefs in order to have consistency with the plans being current and accurate.

### **Standard IV: Professional Culture**

#### *A. Commitment to High Standards Indicator.*

**Goal:** Address all comments and recommendations from auditors.

Director Deedy worked with the auditors in the spring and summer of 2019. The District received several findings from the FY18 audit and Director Deedy worked on a plan and delivered the corrections to the auditors and the Audit Advisory Board in October 2019. Director Deedy continues in working to implement the agreed upon changes into the operations of the Business Office.

#### *B. Continuous Learner Indicator*

**Goal:** Investigate opportunities for solar and other forms of alternate energy.

Director Deedy worked with SOLECT, a private, for-profit company, on the installation of solar panels on the roofs of Glenwood Elementary School and Naquag Elementary School. These

projects are close to completion at which point both buildings will begin to realize savings in the cost of electricity. Director Deedy is also working with said company on the installation of solar panels for Central Tree Middle School in Rutland. This project is likely to begin in late winter/early spring of 2020.

Director of Business and Finance Dan Deedy has worked diligently over the past year to work toward progress on his goals and make adjustments to the inner-workings of the Business Office. His work ethic and attention to detail have been greatly appreciated by the staff who work with him. Director Deedy will continue to work on clarity in his communication so that information is easily understood and aligns with how the District creates and maintains the FY21 Budget.



## Director of Business and Finance Evaluation Questionnaire

(August 2018 -October 2019)

### Performance Evaluation

**Daniel Deedy, Director of Business and Finance**

**Evaluation input by members of the Business/Finance Subcommittee, due 11/1/2019**

Using the following rating scale, please indicate the most appropriate number for each category/task.

---

1 – Unsatisfactory

2 – Needs Improvement

3 – Proficient

4 – Exemplary

---

#### **I. Budget Development**

Develops a budget with the Superintendent through an open, participatory process that includes all relevant stakeholders and meets all statutory requirements;

Rating: \_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budget is complete, clearly written, highly transparent

Rating: \_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **II. Allocation of Resources**

Proposes allocation of existing resources and identifies new resources to meet budget needs and quality facilities

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **III. Financial Management and Oversight**

Continuously tracks and analyzes district expenditures and regularly reports on how those expenditures impact the budget;

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identifies ineffective internal controls and works to improve their effectiveness or implement new and improved controls;

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Consistently meets or exceeds all statutory reporting requirements;

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identifies ways to improve auditing program and practices and implements highly effective auditing programs.

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ensures all applicable staff members are fully utilizing and are trained in the district's financial management software.

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **IV. Accounting and Payroll Administration**

Identifies ineffective accounting and payroll practices and procedures and works to improve their effectiveness or implement new practices and procedures

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ensures staff is knowledgeable and competent in the accounting and payroll functions they perform and continually works to increase their knowledge and competence through training;

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identifies and implements ways in which policies and procedures can be more clearly articulated and documented;

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Purchasing Administration**

Identifies ineffective purchasing practices and procedures and works to improve their effectiveness or implement new practices and procedures;

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ensures staff is knowledgeable and competent in the purchasing functions they perform and continually works to increase their knowledge and competence through training;

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identifies and implements ways in which policies and procedures can be more clearly articulated and documented;

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ensures a commitment to fiscal responsibility and sustainability at all levels;

Rating: \_\_\_\_\_

Comments:

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**VI. Resource Management**

Implements policies and procedures to more effectively pursue external financial resources;

Rating: \_\_\_\_\_

Comments:

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Identifies the resources and capabilities of the district to pursue external funding;

Rating: \_\_\_\_\_

Comments:

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Effectively manages the use of state and federal grants and tuition and fee revenue received.

Rating: \_\_\_\_\_

Comments:

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## **VII. School Committee Communication**

Timely and accurately responds to School Committee member inquiries.

Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attends Business/Finance Subcommittee and regular full School Committee meetings.

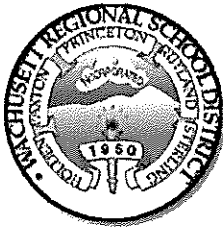
Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
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ADDITIONAL COMMENTS:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signed \_\_\_\_\_ Dated \_\_\_\_\_



# Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

PLEASE POST

## Wachusett Regional School District

### Substitute Payment Schedule

Effective January 1, 2020

The following payment schedule is applicable to substitute teachers who work in the same teaching assignment with out a break in service for the number of days indicated below. Long term substitutes hired for the full year may be eligible to participate in the District's benefits programs.

The payment schedule is as follows:

Day 1 to Day 20	\$90.00 per day for a substitute teacher
Day 21 to day 40	\$110.00 per day
Day 41 and beyond	\$130.00 per day
Long Term Substitute	To be determined by Superintendent

### Daily Substitute Schedule

The following payment schedule is applicable for substitute teachers who replace an absent employee on a daily basis.

The payment schedule is as follows:

\$90.00 per day for a substitute teacher

### Issued pursuant to School Committee Policy P5410

The following payment schedule is applicable to the position listed below:

\$12.75 per hour substitute food service associate  
\$12.75 per hour substitute paraprofessional  
\$12.75 per hour substitute school secretaries  
\$12.75 per hour substitute school custodian  
\$13.00 per hour for substitute ABA Program Assistants  
\$30 .00 per hour substitute nurse

**POLICY RELATING TO PERSONNEL MANAGEMENT**

**SUBSTITUTE EMPLOYEES**

**DEFINITIONS:**

**DAILY SUBSTITUTE:** A person hired to replace an absent employee on a daily basis to cover his/her regular assignment(s)/duties for that day pursuant to the direction of the building principal or other supervisor.

**LONG-TERM SUBSTITUTE:** A person hired to replace an absent employee on a long-term basis to cover his/her regular assignment(s)/duties for that period while performing all the duties of the absent employee pursuant to the direction of the building principal or other supervisor.

**COMPENSATION:**

1. Daily and long-term substitutes shall be paid an established rate either by the day or by the hour consistent with the portion of the day actually worked. In no case shall the rate paid exceed the entry level rate paid to regularly and/or permanently appointed employees.
2. The District shall annually review substitute compensation, compose and post a substitute payment schedule at the start of each school year. Such payment schedule shall be consistent with and not exceed funds appropriated in the annual fiscal year budget.

**BENEFITS:**

1. Daily substitutes and long-term substitutes hired for less than the full school year are not entitled to any benefits granted to regular full or part time District employees.
2. Long-term substitutes hired for the full year shall be eligible to participate in the District's benefit programs, including the group health insurance program, upon the appointment date for the full year.

First Reading: 04/13/98

Second Reading: 04/27/98

WRSDC Policy 5410



REPORT OF EMPLOYEE TRAVEL FOR WORKSHOPS, CONFERENCES, VISITATIONS										
For Period:	October-December 2019									
CLASSIFICATION OF EMPLOYEE	NAME	DATE	DESTINATION	PURPOSE	REGISTRATION	MILES	LODGING	MEALS	TOLLS/PARKING	TOTAL
	KENT, CHERIE	12/4-6/2019	CHATHAM, MA	CACE CONFERENCE		\$161.24	\$26.12			\$487.36
						(PAID BY TITLE I GRANT)				
DIRECTOR/BUSINESS	DEEDY, DANIEL	9/28/2019	MILFORD, MA	MASBO BI-MONTHLY CONFERENCE		\$33.30				\$33.30
ADMIN ASST-BUSINESS	HOLDEN, CAROLYN	9/15/2019	DUDLEY-CHARLTON, MA	COMMBUYS SEMINAR		\$37.70				\$37.70
SUPERVISOR OF LIT.	KENT, CHERIE	11/15/2019	MARLBOROUGH, MA	FEDERAL GRANT CONFERENCE		\$30.16				\$30.16
DIR. SEL & GUIDANCE	KEENAN, BRENDAN	11/7/2019	SPRINGFIELD, MA	DESE URBAN LEADERS CONFERENCE		\$60.20				\$60.20
DIR. SEL & GUIDANCE	KEENAN, BRENDAN	11/15/2019	NORWOOD, MA	NEW ENGLAND PBIS CONFERENCE		\$70.64				\$70.64
ELE SPECIALIST	BRUNELLE, JODI	11/13/2019	DEVENS, MA	DESE LOW INCIDENCE MEETING		\$30.86				\$30.86
ELE SPECIALIST	BRUNELLE, JODI	11/15/2019	MARLBOROUGH, MA	FEDERAL GRANT CONFERENCE		\$28.77				\$28.77
DIR. SEL & GUIDANCE	KEENAN, BRENDAN	10/30/2019	WORCESTER, MA	DESE MCKINNEY-VENTO WORKSHOP		\$4.18				\$4.18
ELE SPECIALIST	BRUNELLE, JODI	10/7/2019	MARLBOROUGH, MA	MATSOL CONFERENCE		\$30.18				\$30.18
NURSE	LAMOUREUX, LISA	11/5/2019	WORCESTER, MA	HEALTH & SAFETY CONFERENCE	\$159.00					\$159.00
TEACHER	SCHLEGEL, TERRY	11/18-19/2019	WORCESTER, MA	MAHPERD ANNUAL CONFERENCE	\$220.00					\$220.00
TEACHER	SMITH, TERRY	10/18/2019	BOSTON, MA	DYSLEXIA & LEARNING CONFERENCE	\$199.00					\$199.00
NURSE	BEQUIST, SANDRA	10/30/2019	MARLBOROUGH, MA	NURSE LEADER MEETING		\$28.54				\$28.54
TEACHER	CONRAD, PATRICK	11/18-19/2019	WORCESTER, MA	MAHPERD ANNUAL CONFERENCE	\$220.00					\$220.00
TEACHER	BEAUMIER, CAROLYN	10/3-4/2019	AMHERST, MA	BABAT ANNUAL CONFERENCE	\$275.00					\$275.00
TEACHER	WARNER, ELIZABETH	7/18-19/2019	BOSTON, MA	GREAT MINDS READING CONFERENCE	\$400.00					\$400.00
TEACHER	ROSS, GUIDA	10/2/2019	MARLBOROUGH, MA	MCAS ALT WORKSHOP		\$30.04				\$30.04
TEACHER	OTTEMAN, MATTHEW	10/2/2019	MARLBOROUGH, MA	MCAS ALT WORKSHOP		\$34.53				\$34.53
TEACHER	WILDER, JODI	10/28/2019	NATICK, MA	STEM INSTRUCTION WORKSHOP	\$279.00					\$279.00
TEACHER	WALSH, MICHAEL	11/18-19/2019	WORCESTER, MA	MAHPERD ANNUAL CONFERENCE	\$150.00					\$150.00
TEACHER	KEEFE, PATRICIA	10/28/2019	NATICK, MA	STEM INSTRUCTION WORKSHOP	\$279.00					\$279.00
TEACHER	DILL, KATHLEEN	10/28/2019	NATICK, MA	STEM INSTRUCTION WORKSHOP	\$279.00					\$279.00
PRINCIPAL	CIPRO, ANTHONY	11/19/2019	WALTHAM, MA	RESPONSIVE CLASSROOM LEADERSHIP MEETING		\$45.24				\$45.24
TEACHER	WILDE, DANIEL	11/18-19/2019	WORCESTER, MA	MAHPERD ANNUAL CONFERENCE	\$220.00					\$220.00





TOWN OF HOLDEN  
MASSACHUSETTS

Attachment 19  
January 8, 2020

OFFICE OF THE TOWN CLERK

Dale T. Hickey  
TOWN CLERK

TO: All Board and Committee Members  
FROM: Dale T. Hickey  
DATE: January 14, 2019  
SUBJECT: Conflict of Interest

Conflict of Interest Training for Town of Holden Committee and Board Members

Each Committee and Board member for Town of Holden is required by law to complete the online Conflict of Interest Training once every two years.

Attached is a copy of the Conflict of Interest Law Summary. Please review it, fill out the enclosed Acknowledgment of Receipt and return the receipt to the Town Clerk's Office along with the receipt from your online training.

The online training is accessed at the State Ethics Commission website ([www.mass.gov/ethics](http://www.mass.gov/ethics)). Scroll to the middle of the page under What would you like to do? Under Top actions & services, click on Online Conflict of Interest Law Training. Next, scroll to What would you like to do, under Top tasks, click on Complete the Online Training Program for Employees of Cities and Towns. Next, click on Online Program for Municipal Employees. Click the Next arrow in the upper right corner twice. You will now need to install adobe flash. A receipt will be issued at the end of the online training. Please print and forward that receipt to the Town Clerk's Office by March 1, 2019.

There are public computers available at the Gale Free Library should you not have Internet availability. Headphones are available to purchase for \$1.00 for those who may need them.

Thank you for your cooperation.

Sincerely,  
Dale T. Hickey  
Town Clerk

# Summary of the Conflict of Interest Law for Municipal Employees

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This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

## I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts. Town meeting members and charter commission members are not municipal employees under the conflict of interest law.

## II. On-the-job restrictions.

**(a) Bribes.** Asking for and taking bribes is prohibited. (See Section 2)

*Example where there is no violation:* A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

**(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)**

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

*Example of violation:* A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

*Example of violation:* A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

*Example of violation:* A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

**(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)**

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a

**Regulatory exemptions.** In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

*Example where there is no violation:* A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shellfishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

**(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)**

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

*Example of violation:* A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

**(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))**

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal

contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

*Example of violation:* A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

*Example of violation:* A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

*Example:* A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school

#### IV. After you leave municipal employment. (See Section 18)

**(a) Forever ban.** After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

*Example of violation:* A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

**(b) One year cooling-off period.** For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

*Example:* An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

**(c) Partners.** Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.



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ACKNOWLEDGMENT OF RECEIPT

I, \_\_\_\_\_, an employee at \_\_\_\_\_,  
*(first and last name) (name of municipal dept.)*

hereby acknowledge that I received a copy of the summary of the conflict of interest law  
for municipal employees, revised November 14, 2016, on \_\_\_\_\_.  
*(date)*

Return to The Town Clerk's Office, 1196 Main St., Holden, MA 01520  
*Municipal employees should complete the acknowledgment of receipt and return it to the  
individual who provided them with a copy of the summary. Alternatively, municipal  
employees may send an email acknowledging receipt of the summary to the individual  
who provided them with a copy of it.*

*WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE*

*Kenneth Mills, Chair*

*1745 Main Street*

*Jefferson, MA 01522*

December 10, 2019

Mr. Sean Kelleher  
8 Jackson Avenue  
Rutland, MA 01543

Ms. Alexandra Smith  
212 Barre-Paxton Road  
Rutland, MA 01543

Dear Alexandra and Sean:

On behalf of the WRSDC, please accept my very sincere thanks for attending last evening's School Committee meeting and educating the School Committee, District administration, and the public about T.G.A.L. and Project Green Challenge. I must say, you certainly WOWED all of us! Aside from your sharing the interesting background about Project Green Challenge and an overview of the month-long challenges, your enthusiasm and excitement about the project and environmental awareness in general was so impressive and your commitment inspiring.

Best of luck as your school year continues.

Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Darryll McCall, Superintendent of Schools  
William Beando, Principal, WRHS  
Angela Colwell-Arbour, Teacher, WRHS

KM:rlp

*WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE*

*Kenneth Mills, Chair  
1745 Main Street  
Jefferson, MA 01522*

December 10, 2019

Ms. Angela Colwell-Arbour  
Wachusett Regional High School  
1401 Main Street  
Holden, MA 01520

Dear Ms. Colwell-Arbour:

On behalf of the Wachusett Regional School District Committee, I wish to thank and commend you on the mentoring you provide to high school students, especially the work you have done guiding, assisting, and supporting Sean Kelleher and Alexandra Smith with their Project Green Challenge, which they very successfully undertook in the month of October. It is educators like you that help students thrive and succeed, and to be lifelong learners. Thank you for your services and your dedication to our students.

Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Darryll McCall, Superintendent of Schools  
William Beando, Principal, WRHS

KM:rlp

To: Wachusett Regional School District Finance Committee

From: James J. Dunbar, Treasurer

Date: January 8, 2020

Subject: Treasurer's Update – November 2019

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I have reviewed the bank statements, bank reconciliations, and reconciling items for the month ending November 30, 2019 and feel that Treasurers cash is accurately stated.

1. The November 30, 2019 bank balances are as shown on the attached sheet.
2. The warrants funded during the month of November 2019 were as follows:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/1	Payroll Warrant	\$ 2,126,059.37
11/4	Warrant # 12	649,578.38
11/15	Payroll Warrant	2,116,916.09
11/19	Warrant # 13	4,764,995.48
11/20	Warrant # 14	1,386.00
11/29	Payroll Warrant	2,909,152.54

Note: Warrant # 11 was to void and replace checks.

Our excess general funds are currently earning the following rates:

MMDT	1.89%
Berkshire Bank	0.50%

**CASH RECONCILIATION OF CASHBOOK TO GENERAL LEDGER**  
**November 30, 2019**

Bank	Account #	Fund	Description	Cashbook 11/30/2019
<b>CHECKING</b>				
Eastern Bank	-7310	001	Payables reconciliation-clearing	208.77
Berkshire Bank	-4534	001	Depository Account	331,625.98
Eastern Bank	-0264	001	Payroll Reconciliation	141.16
Fidelity Bank	-1451	050	checking - Paxton	2,517.89
Leominster Credit Union	-8861	050	checking - Mountview	2,550.00
Leominster Credit Union	-8832	050	checking - Dawson	100.00
Leominster Credit Union	-8845	050	checking - Mayo	2,500.00
Leominster Credit Union	-0344	050	checking - Sterling	2,500.00
Fidelity Bank	-1444	050	checking - Thomas Prince	2,519.00
Leominster Credit Union	-8858	050	checking - Davis Hill	2,500.00
Cornerstone Bank	-9626	050	checking - Naquag	2,286.47
Cornerstone Bank	-9618	050	checking - Central Tree	2,500.00
Cornerstone Bank	-9551	050	checking - Glenwood	500.00
Leominster Credit Union	-1024	050	WRHS student activity checking	3,324.93
<b>TOTAL CHECKING</b>				<b>355,774.20</b>
<b>MONEY MARKET</b>				
Berkshire Bank	-2960	022	Cafeteria revolving - Sterling	13,480.25
Leominster Credit Union	-1029	050	WRHS Student Activity Revolving	340,585.87
Berkshire Bank	-3002	023	Middle School Athletic Revolving	81,559.57
TD Banknorth, NA	-1032	001	General Fund	26,783.21
Eastern Bank	-0363	001	General Fund	2,700,739.03
Eastern Bank Debit Card	-6672	001	General Fund	275.47
Eastern Bank Tuition	-7357	001	General Fund	38,766.71
Enterprise Bank	-3225	001	General Fund	39,819.15
Avidia Bank	-8701	001	General Fund	33,258.32
MMMT	-4707	001	Money Market	7,588,193.04
<b>TOTAL MONEY MARKET</b>				<b>10,863,460.62</b>
<b>SAVINGS</b>				
Cornerstone Bank	-0132	022	Cafeteria revolving - Naquag	7,549.36
Cornerstone Bank	-0140	022	Cafeteria revolving - CTMS	7,719.59
Cornerstone Bank	-1230	022	Cafeteria revolving - Glenwood	12,297.95
Cornerstone Bank	-3092	022	Student Activity - CTMS	6,443.19
Cornerstone Bank	-9535	022	Student Activity - Glenwood	17,415.98
Cornerstone Bank	-3117	022	Student Activity - Naquag	12,761.10
Fidelity Bank	-1908	022	Cafeteria revolving - Princeton	6,114.99
Fidelity Bank	-6479	022	Cafeteria revolving - Paxton	10,687.29
Berkshire Bank	-4569	022	Cafeteria revolving - Dawson	8,133.95
Berkshire Bank	-2944	022	Cafeteria revolving - Davis Hill	8,363.65
Berkshire Bank	-4550	022	Cafeteria revolving - Mayo	6,779.07
Berkshire Bank	-2952	022	Cafeteria revolving - Mountview	19,037.72
Berkshire Bank	-4542	022	Cafeteria revolving - WRHS	311,652.01
Berkshire Bank	-2979	029	Adult Education	72.20
Fidelity Bank	-0736	050	Student Activity Depository	36,352.97
Leominster Credit Union	-6025	050	Student Activity Revolving	117,536.99
Berkshire Bank	-2987	023	Athletic revolving	56,038.02
Berkshire Bank	-2995	023	Athletic transportation	5,878.41
<b>TOTAL SAVINGS</b>				<b>650,834.44</b>
<b>CDs (Investments)</b>				
Leominster Credit Union		60	Atlas	10,796.88
Leominster Credit Union		60	Bailey	2,134.42
Leominster Credit Union		60	Bradshaw	13,619.97
Leominster Credit Union		60	D'Errico	3,041.82
Leominster Credit Union		60	Finocchio	8,084.81
Leominster Credit Union		60	Fitzgerald	9,232.08
Leominster Credit Union		60	Green	6,764.20
Leominster Credit Union		60	Giffin	18,663.52
Leominster Credit Union		60	Hayman	3,238.89
Leominster Credit Union		60	Hawson	12,623.38
Leominster Credit Union		60	Lionett	8,142.58
Leominster Credit Union		60	Ljungberg	2,186.58
Leominster Credit Union		60	Narolan	10,904.22
Leominster Credit Union		60	Shullale	4,740.54
Leominster Credit Union		60	Tarkiainen	7,418.25
Leominster Credit Union		60	Thibodeau	12,576.85
Leominster Credit Union		60	Wachusett #2	60,301.48
Leominster Credit Union		60	Wesley	6,059.40
Leominster Credit Union		60	White	1,175.33
<b>TOTAL CDs</b>				<b>201,705.20</b>
<b>OPEB</b>				
Bartholomew and Company	-3593	70	OPEB	10,660.94
<b>TOTAL OPEB</b>				<b>10,660.94</b>
<b>TOTAL</b>				<b>12,082,435.40</b>
US Bank to be paid in December				(1,247,600.00)
<b>Adjusted Cashbook</b>				<b>10,834,835.40</b>
<b>General Ledger</b>				<b>10,834,835.40</b>
<b>Variance</b>				<b>0.00</b>
<b>General Fund Total</b>				<b>10,759,810.84</b>



# Wachusett Regional School District

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To: Darryll McCall, Ed.D., Superintendent of Schools

From: Robert Berlo, Deputy Superintendent

Date: January 8, 2020

Re: Deputy Superintendent's Report

This month, this report will focus solely on the proposed changes to the high school program of studies.

Per our Curriculum Adoption Policy (refer to [P3341](#) for full text), "the Wachusett Regional School District Committee (WRSDC) will rely on its professional staff to design, revise, and implement instructional programs and courses." The policy also goes on to state that, "the Superintendent has the authority to approve new and revised programs and courses of study after they have been thoroughly studied and found to support educational goals." The high school staff has provided their input into the proposed changes to the High School Program of Studies, and Principal Beando and the Deputy Superintendent have discussed these changes with each department head and have brought forward to the Superintendent those changes that best support the school and district goals. The Superintendent, along with the high school Principal and the Deputy Superintendent have reviewed these changes and the Superintendent has approved of the changes.

Finally, the Curriculum Adoption Policy states that, "the WRSDC shall be informed of all new courses" and will "receive reports on changes under consideration. The acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes."

This month's Deputy Superintendent Report constitutes the report on changes mentioned above. The "listing of the high school program of studies" that includes both the new and existing courses, can be found on the high school's website (refer to the [Wachusett Regional High School Educational Guide](#)).

The proposed changes are detailed in the remainder of this report (below).

## **Wachusett Regional High School**

### **Proposed changes to the High School Program of Studies for 2020-2021**

#### **1. Proposed Course: Introduction to Percussion**

##### **a. General Information:**

- i. Offered By: Music Department
- ii. Grade Level(s): 9-12
- iii. Course status: New course; does not replace an existing class

- b. Rationale: This course will be run in a similar fashion to our beginning guitar and beginning piano courses, allowing all students another choice of musical instrument to be exposed to in order to foster a lifelong love of music. By adopting this course, students who are interested in learning the various percussion instruments would have an opportunity for musical performance.
- c. Course Description: This course is a 'hands on' course designed for students who are interested in learning to play percussion and have limited or no prior experience. The course will include familiarization with the various percussion instruments, including mallet percussion, concert drums, and drum set, music reading and basic theory. By the end of the semester students will be able to play a variety of music independently as well as in an ensemble setting with classmates. Student progress will be measured and graded by periodic performance exams.

## **2. Proposed Course: Entrepreneurship**

- a. General Information:
  - i. Offered By: Business Department
  - ii. Grade Level(s): 10-12
  - iii. Course status: New course; does not replace an existing class
- b. Rationale: Business continues to be the number one major in colleges throughout the United States. Entrepreneurship among women and minorities is growing at amazing rates presenting an opportunity to educate these two groups. The breakdown of business ownership is:
  - 1.7 million traditional corporations
  - 7.4 million partnerships
  - 23 million sole proprietors
- c. Course Description: This business-focused elective is designed to support our students majoring in business as they prepare for their collegiate careers. The skills learned in Entrepreneurial classes such as creativity and originality, complex problem solving, and resilience are transferable to many other areas in life and career. Aside from the actual skill set covered in entrepreneurial classes, this course has been designed to develop a mindset that will help our students succeed in their future endeavors even if college is not in their immediate plans.

## **3. Proposed Course Taking IT Global 1**

and

## **4. Proposed Course Taking IT Global 2**

- a. General Information:
  - i. Offered By: History/Social Studies Department
  - ii. Grade Level(s): 11-12
  - iii. Course status: New course; does not replace an existing class
- b. Rationale: A group of Wachusett students came forward requesting we provide more course offerings connected with global cultures. After examining our existing electives, we have found that the Social Studies Department does in fact need an elective that examines regions outside of the United States as well as offering students the opportunity to continue their study of history. Currently our electives focus on civics, economics, psychology, sociology, and U.S. government. We do not have an elective that includes the study of history. Additionally, the civics, U.S. government, and

economics classes are largely focused on topics connected to the United States and this class would have a global focus.

- c. Course Description: Taking It Global 1 is a course offered in the first semester focusing on Africa and Latin America. Taking It Global 2 is a course offered in the second semester focusing on Asia and the Middle East. Students may take both semesters or just semester 1 or semester 2. For both offerings, students will explore current events by delving into the history and culture of those regions in this largely project-based course. Students will also focus on global citizenship and explore materials from a variety of sources including TakingItGlobal, an international program, developed in Canada and supported by the United Nations, designed to encourage young adults to become global leaders.

## **5. Proposed Course: AP Physics C**

- a. General Information:
  - i. Offered By: Science Department
  - ii. Grade Level(s): mostly 12 but possibly grade 11
  - iii. Course status: New course; would replace Honors Modern Physics *however* AP Physics C will *still serve* the current Honors Modern Physics student population.
- b. Rationale: Currently, there are no science courses for students who are looking to major in engineering or math in college. There also is a need to provide students who have doubled up on AP Math electives a *math-based* AP Science course. Finally, We have a desire to increase AP offerings in Science. AP® Physics C will complement the current AP Science electives (AP Biology and AP Environmental Science) and strengthen the transcripts of WRHS potential engineering/math majors by making them more competitive than peers from other schools which do not offer AP Physics C.
- c. Course Description: AP® Physics C is designed to provide an extensive, first-year college-level, calculus-based, physics education.

## **6. Proposed Course: Reading and Writing About Illness**

- a. General Information:
  - i. Offered By: ELA Department
  - ii. Grade Level(s): 11-12
  - iii. Course status: New course; would not replace anything
- b. Rationale: Reading and writing about illness provides a critical space to engage and teach students for several reasons:
  - i. Everyone experiences illness in some capacity. The human experience of illness, although perceived and understood very differently by different cultures, offers a commonality, or at least a point of engagement. We all engage with illness and so do and will our students and their loved ones. Illness is deeply personal and individual yet communal because we all experience it.
  - ii. Although some social changes have occurred, the language surrounding illness remains largely language of difference, language of "othering." This separation between the sick and the well creates a space wherein we can discuss difference in a context Wachusett students can grasp more readily.
  - iii. Empathy: We need much more of it and we create it through a personal connection with texts and an ability to understand the experiences of those around us.



- iv. Although our students enjoy the privilege of the English elective system, the department offerings do not specifically address the interests of science-minded students.
- v. Additionally, Reading and Writing About Illness would offer students interested in pursuing the health sciences partnership program, a career in healthcare, or programs of study in the sciences a competitive advantage, differentiating their high school transcripts as they apply to selective programs.
- vi. As Domain 5 of the WRSD's strategic plan makes clear, students' social, emotional, and physical health is critical to learning and education. The English elective Reading and Writing About Illness would support this directive, giving students a space to safely engage in critical consideration of and discussions on themes central to and for their physical, emotional, and social health and wellbeing.
- c. **Course Description:** This course unites elements of health and medicine with fundamental aspects of what it means to be human: feeling pain and empathy, considering mortality, navigating social conventions and the loss of them. Through discussions, diverse texts, and a variety of writing and projects, students will engage in texts to consider how literary conventions interact with science and medicine, to investigate and explore the forms and techniques authors employ to construct and depict illness, and to consider how we as readers read and react to these texts and how these works influence our understanding of illness, ourselves, and those around us.

## **7. Proposed Course: Digital & Information Literacy for Modern Life**

- a. **General Information:**
  - i. Offered By: ELA Department
  - ii. Grade Level(s): 9-12
  - iii. Course status: New course; would not replace anything
- b. **Rationale:** Students need to be technologically and informationally literate to be successful, informed citizens. Both students and teachers have asked about the possibility of a class like this to teach valuable critical-thinking life skills.
- c. **Course Description:** Learn how to protect yourself online, identify bad information, find good information, curate information, and present your ideas. Digital & Information Literacy for Modern Life covers topics including information evaluation for diverse media sources, 21st-century communication skills, intentional and mindful interaction with technology, social media safety and online etiquette, and your digital footprint. This course aims to provide students with skills necessary to navigate the complexities that arise from living in an increasingly information-rich digital society, both virtually and face-to-face. Digital & Information Literacy for Modern Life is intended for all students.

Attachment B  
January 8, 2020



*Wachusett Regional School District*  
*Holden, Paxton, Princeton, Rutland, Sterling*

TO: Business/Finance Subcommittee  
THROUGH: Darryll McCall, Superintendent of Schools  
FROM: Daniel Deedy, Director of Business and Finance  
RE: Material for January 6, 2020 Meeting  
DATE: January 3, 2020



Attached are materials for Monday's Business/Finance Subcommittee Meeting.  
I will see you Monday evening @ 7:00 pm in the Curriculum Center.

Thank you.

Attachments

Jefferson School  
1745 Main Street  
Jefferson, MA 01522  
Telephone: (508) 829-1670 Facsimile: (508) 829-1679  
[www.wrsd.net](http://www.wrsd.net)

*Business/Finance Subcommittee*

Monday, January 6, 2020  
7:00 PM

Curriculum Center  
1745 Main Street, Jefferson

**Executive Summary**

- I. **Call to Order:**
- II. **Approval of Minutes of October 2, 2019 and October 28, 2019 Meeting:** The Minutes from the October 2 and October 28, 2019 meetings will be reviewed.
- III. **Medicaid Update:** Administration will present an overview of costs associated with the FY18 Cost Report which impacted revenue in FY19 and FY20. Also, at the request of the Committee from the October 28 meeting, the District has prepared a brief summary of time spent on Medicaid billing as presented by a provider on behalf of staff. Please see ATTACHMENT A.
- IV. **FY20 Budget Update:**
  - ✓ **FY20 Expense Budget Report:** ATTACHMENT B is a copy of an Expense Budget Report by Appropriation dated January 3, 2020. Mr. Deedy has prepared the following summary for each Appropriation. This report shows an unencumbered balance of \$1,646,727.75. This is the General Fund only and does not include balances from grants or Revolving Funds such as School Lunch and Circuit Breaker.

**Salaries and Stipends:** With the exception of day to day subs, spring coaches and final year end payments for sick leave buyback and insurance buyout, all lines are fully encumbered. This Appropriation is projected to end with a nominal balance.

**Benefits and Insurance:** This Appropriation will also have a nominal balance. Chargebacks to School Lunch Revolving estimated at \$250,000 annually will be made in the final 6 months. Also, Chargebacks to School Choice estimated at approximately \$159,491 will also be made in the final 6 months.

**Instructional Support:** There is still additional product to be ordered (material from the Textbook line, for example). This Appropriation will have a small balance at the end of the fiscal year.

**Operations and Maintenance:** Utilities including fuel and electricity are two of the main drivers here. The District will have a better picture of savings in those lines mid to late February.

**Pupil Services:** The majority of this deficit will be corrected once the District is reimbursed \$15,800 for costs associated with the School Safety Grant (a cost reimbursement grant). Administration will review existing encumbrances and reduce where possible. Otherwise, Administration will request a transfer.

**Special Ed Tuitions:** The balance of \$315,257.50 will be used for remaining tuitions for the balance of the fiscal year. In the unlikely event there is a balance here, journal entries will be made between the General Fund and Circuit Breaker.

**Other Operating Costs:** This Appropriation is the Charter School and School Choice Assessments. The deficit reflects year to date payments. Adjustments are

typically made mid-year (at about this time). Administration will have clearer data then to project the balance of the year. If necessary, Administration will request a budget transfer to address any shortfall.

**Transportation:** The negative balance is the result of greater than anticipated special education transportation costs. Special Education and Finance review these figures on a regular basis and make adjustments whenever possible. They will continue this practice and if necessary, Administration will request a transfer this spring.

**Debt Service:** This Appropriation is projected to have a balance as noted here. These Funds will be used to offset deficits in other Appropriations.

- ✓ **FY20 Revenue Budget Report dated January 2, 2020. ATTACHMENT C** are the Revenue Budget Projections. Mr. Deedy will speak to this report Monday evening. **ATTACHMENT D** is the same report, converted to EXCEL, which projects revenues for the balance of FY20. Administration has revised its revenue projections since October 28, 2019 notably in Medicaid and Interest Income.

- Medicaid receipts are estimated at \$500,000, thus a variance of \$637,521. Administration spoke with representatives at UMASS in December 2019 who shared a very preliminary figure, one that had yet to be vetted by Mass Health. The figures for the FY19 Cost Report are factored into this revenue number. Given the turnover of staff at UMASS, the definitive figure for the FY19 Cost Report is not expected to be released until mid-January 2020.
- Interest income receipts are estimated at \$70,000, an increase of \$48,995 above the budgeted figure for FY20.

- ✓ **FY20 Grants Update: ATTACHMENT E** is a copy of the District's grants status for both FY19 and FY20. This report was compiled from information from the DESE on December 3, 2019. Administration projects that all remaining funds from FY19 will be expended by June 30, 2020. Also, Administration projects all funds for FY20 grants similarly will be expended by June 30, 2020.

- V. **FY21 Budget Schedule:** **ATTACHMENT F** is a copy of the FY21 budget schedule. Administration shares this with the committee for informational purposes. Administration held a majority of its meetings with the District's leadership team in November and December. Administration has begun to compile their requests into the development of the FY21 draft budget.

- VI. **End of Year Report Overview Presentation at Future School Committee Meeting:** Administration will present a brief overview to the full School Committee at a future meeting. Administration intends to speak to the more salient points of information in the FY19 EOYR. Administration welcomes guidance from Finance as it prepares this presentation.

- VII. **Discussion and Overview – Development of WRSD Annual Report:** This item was requested by the Chair and will be discussed Monday evening.

- VIII. **School Use Fees:** This is an ongoing agenda item. Administration has included it on tonight's agenda once again to begin the discussion for possible adjustment. See **ATTACHMENT G** for the proposed agreement and rates. This discussion is a continuation of previous discussions in FY19 as noted on the dated material.

**ATTACHMENT H** is a summary of responses solicited by the Business Office to stakeholders relative to potential rate changes as requested by the Committee last spring.

- IX. **Fixed Asset Policy:** This item was added to the agenda in response to the field work being conducted by the Melanson Heath, the District's auditors, for FY19. Administration is in the process of identifying a policy that meets the auditor's needs and ultimately, is approved by the School Committee.
- X. **Creation of New Revolving Funds – Facility Use and Stabilization:**  
**ATTACHMENT I** is a DESE Advisory on the creation of a district Stabilization for a regional school district. This agenda item refers to a discussion amongst the School Committee last spring. Administration will speak to this Monday evening.  
**ATTACHMENT J** is a copy of MGL. Section 71 E regarding receipts for a Facility Use Revolving Fund. This attachment also includes a guide printed from the Department of Revenue regarding the establishment of Revolving Funds and their use.
- XI. **Policy Review, Policy 4323.20, Bidding Requirements:** This item was briefly discussed last spring. Administration would like to amend this policy to align it with contract thresholds of Chapter 30B. **ATTACHMENT K** is a copy of the District's current policy. **ATTACHMENT L** is a copy of the procurement thresholds per the Office of the Inspector General, July 2018.
- XII. **Next Meeting:**
- XIII. **Adjournment:**

## ATTACHMENT A

### Sampling of Time on Medicaid Billing from a Clinician

*Good Morning,*

*Please find the data Dan requested regarding the time needed for staff to complete Medicaid paperwork.*

*\*\*The sample set used for these averages remains small. I expect to get more numbers over the course of the week and, if requested, will update you at such time.*

*\*\*Most service providers have completed this paperwork at home. It is likely that our homes had less distractions than our work setting. Moving forward, this work should be done in our buildings given the information required to do so and finding distraction free time is challenging given our schedules, which will likely increase the time needed.*

*\*\*Based on the numbers below, the district should initially expect that for a **student seen 2x a week**, for whom services are medically necessary and billable, a provider/provider team would need **11.25 hours per year/per student**. This number will always be fluid as each case is a little different (e.g. students transferring in, evaluation reports are on different schedules, etc).*

*Also, please note that the time below does not account for billing for evaluation services when findings support medically necessary services, nor does it account for the possibility of making the forms electronic and therefore more time efficient.*

*What is not calculated into these numbers is the time spent making the forms (5+ hours), and additional group work time (4 hours) and the hours staff have spent researching ICD 10 codes, etc. I can say I spent over an hour reading through ICD 10 codes for my population before I could even start my paperwork.*

## ATTACHMENT A

Job/Task	Time to Complete One Student
Medicaid Eval Report	20 minutes
Service Authorization Form	5 minutes
Treatment Plan	10 minutes
Daily/Therapeutic Intervention note (paper based note written to be in a permanent file)	4.5 minutes
Enter the note into the UMASS portal to complete the interim claim	4 minutes per note
Photocopying the SOAP note and approving assistant notes, as applicable (assume total time per quarter)	12 minutes *estimated



## Attachment B

01/03/2020 14:46  
9820ddeeWachusett Regional School District  
FY20 EXPENSE BUDGET REPORT 1.3.20P 1  
glytdbud

FOR 2020 13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1 SALARIES & STIPENDS	62,064,715	0	62,064,715	23,681,059.97	37,857,393.45	526,261.58	99.2%
2 BENEFITS & INSURANCE	15,054,973	0	15,054,973	9,863,402.64	5,344,596.49	-153,026.13	101.0%
3 INSTRUCTIONAL SUPPORT	3,322,090	20	3,322,110	1,981,033.98	681,327.34	659,748.68	80.1%
4 OPERATIONS & MAINTENANCE	3,606,166	0	3,606,166	1,312,225.71	2,078,254.27	215,686.02	94.0%
5 PUPIL SERVICES	51,241	-20	51,221	53,586.14	14,064.64	-16,429.78	132.1%
6 SPECIAL ED TUITIONS	3,123,545	0	3,123,545	1,509,826.52	1,298,460.98	315,257.50	89.9%
7 OTHER OPERATING COSTS	1,196,956	0	1,196,956	502,888.00	771,948.00	-77,880.00	106.5%
8 TRANSPORTATION	6,919,413	0	6,919,413	2,715,758.57	4,286,804.29	-83,189.86	101.2%
9 DEBT SERVICE	2,497,106	0	2,497,106	2,038,228.13	198,578.13	260,299.74	89.6%
GRAND TOTAL	97,836,205	0	97,836,205	43,658,049.66	52,531,427.59	1,646,727.75	98.3%

\*\* END OF REPORT - Generated by Dan Deedy \*\*



## Attachment C

01/02/2020 12:45  
9820ddaeWachusett Regional School District  
FY20 REVENUE BUDGET REPORT 1.2.20P  
glytdbud 1

FOR 2020 13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001 GENERAL FUND						
0000 UNDESIGNATED						
001 401412 GE MIN LOCAL CONT -	0	-19,225,254	-19,225,254	-9,612,627.00	-9,612,627.00	50.0%
001 401413 GE MIN LOCAL CONT -	0	-4,397,455	-4,397,455	-2,198,726.50	-2,198,726.50	50.0%
001 401414 GE MIN LOCAL CONT -	0	-3,565,466	-3,565,466	-1,782,733.00	-1,782,733.00	50.0%
001 401415 GE MIN LOCAL CONT -	0	-7,226,608	-7,226,608	-3,613,304.00	-3,613,304.00	50.0%
001 401416 GE MIN LOCAL CONT -	0	-8,220,062	-8,220,062	-4,110,030.50	-4,110,030.50	50.0%
001 401422 GE OPER - HOLLEN	0	-7,306,064	-7,306,064	-3,653,033.00	-3,653,033.00	50.0%
001 401423 GE OPER - MAXTON	0	-1,466,595	-1,466,595	-733,297.50	-733,297.50	50.0%
001 401424 GE OPER - PRINCETON	0	-948,577	-948,577	-474,289.00	-474,289.00	50.0%
001 401425 GE OPER - BUTLAND	0	-3,614,910	-3,614,910	-1,807,455.00	-1,807,455.00	50.0%
001 401426 GE OPER - STEELING	0	-2,377,050	-2,377,050	-1,188,525.50	-1,188,525.50	50.0%
001 401432 GE TRANS ASSESS - HO	0	-2,204,518	-2,204,518	-1,102,259.00	-1,102,259.00	50.0%
001 401433 GE TRANS ASSESS - PA	0	-442,528	-442,528	-221,264.00	-221,264.00	50.0%
001 401434 GE TRANS ASSESS - RA	0	-286,222	-286,222	-143,111.00	-143,111.00	50.0%
001 401435 GE TRANS ASSESS - RU	0	-1,090,756	-1,090,756	-545,378.00	-545,378.00	50.0%
001 401436 GE TRANS ASSESS - ST	0	-717,246	-717,246	-358,623.00	-358,623.00	50.0%
001 401442 GE DEBT ASSESS - HOLL	0	-1,089,974	-1,089,974	-544,987.00	-544,987.00	50.0%
001 401443 GE DEBT ASSESS - PRIN	0	-237,436	-237,436	-118,718.00	-118,718.00	50.0%
001 401445 GE DEBT ASSESS - BUTL	0	-153,566	-153,566	-76,783.00	-76,783.00	50.0%
001 401446 GE DEBT ASSESS - STER	0	-587,031	-587,031	-293,515.00	-293,515.00	50.0%
001 401450 GE CHAP 70 - REG SCH	0	-369,100	-369,100	-184,550.00	-184,550.00	50.0%
001 401451 GE CHAP 71 - REG SCH	0	-28,500,615	-28,500,615	-11,876,466.00	-16,624,149.00	41.7%
001 401452 GE CHAP 70 - CHARTER	0	-2,178,143	-2,178,143	-1,089,071.50	-2,178,143.00	50.0%
001 401453 GE TAXP - SCHOOL CHO	0	-33,253	-33,253	-16,624.00	-3,629.00	89.1%
001 401454 GE TAXP - UNRESERVED	0	0	0	0.00	0.00	0%
001 401455 GE - MEDICAID	0	0	0	0.00	0.00	0%
001 401459 GE INTEREST	0	-1,137,521	-1,137,521	-100,290.85	-1,037,230.15	8.8%
001 401462 GE SEVENURE - M-SCOLL	0	-21,005	-21,005	-51,208.18	30,203.18	244.2%
001 401464 GE SEVENURE - M-SEUR R	0	-439,250	-439,250	-17,710.82	-421,539.18	4.0%
001 401466 GE SEVENURE - RAN	0	0	0	0.00	0.00	0%
001 401468 GE SEVENURE - M-SPR RE	0	0	0	0.00	0.00	0%
001 497100 GE SEV - TRANSFER IN	0	0	0	0.00	0.00	0%
TOTAL UNDESIGNATED	0	-97,836,205	-97,836,205	-44,836,589.85	-52,997,615.15	45.8%
5400 SHORT-TERM INTEREST						
AEC784 401466 GE PREM - REV ANT	0	0	0	0.00	0.00	0%
TOTAL SHORT-TERM INTEREST	0	0	0	0.00	0.00	0%

# Attachment C

01/02/2020 12:45  
9820dde

Wachusett Regional School District  
FY20 REVENUE BUDGET REPORT 1.2.20



P 2  
glytdbud

FOR 2020 13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMENTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL GENERAL FUND	0	-97,836,205	-97,836,205	-44,838,589.85	-52,997,615.15	45.8%
TOTAL REVENUES	0	-97,836,205	-97,836,205	-44,838,589.85	-52,997,615.15	45.8%
GRAND TOTAL	0	-97,836,205	-97,836,205	-44,838,589.85	-52,997,615.15	45.8%

\*\* END OF REPORT - Generated by Dan Deedy \*\*

Attachment D

OBJ	ACCOUNT	ACCOUNT DESCRIPTION	ESTIM REV	REVISED ESTIM	BUDGET ADJ	ACTUAL YTD	REMAINING	NOTES
			ADJ	REV		REVENUE	REVENUE	
401412	001-00-000-000-0000-0-401412	GF MIN LOCAL CONT - HOLDEN	-19,225,254	-19,225,254		-9,612,627.00	-9,612,627	
401413	001-00-000-000-0000-0-401413	GF MIN LOCAL CONT - PAXTON	-4,397,455	-4,397,455		-2,198,726.50	-2,198,729	
401414	001-00-000-000-0000-0-401414	GF MIN LOCAL CONT - PRI	-3,565,466	-3,565,466		-1,782,733.00	-1,782,733	
401415	001-00-000-000-0000-0-401415	GF MIN LOCAL CONT - RUTLAND	-7,226,608	-7,226,608		-3,613,304.00	-3,613,304	
401416	001-00-000-000-0000-0-401416	GF MIN LOCAL CONT - STERLING	-8,220,062	-8,220,062		-4,110,031.50	-4,110,031	
401422	001-00-000-000-0000-0-401422	GF OPER - HOLDEN	-7,306,064	-7,306,064		-3,653,033.00	-3,653,031	
401423	001-00-000-000-0000-0-401423	GF OPER - PAXTON	-1,466,595	-1,466,595		-733,297.50	-733,298	
401424	001-00-000-000-0000-0-401424	GF OPER - PRINCETON	-948,577	-948,577		-474,289.00	-474,288	
401425	001-00-000-000-0000-0-401425	GF OPER - RUTLAND	-3,614,910	-3,614,910		-1,807,455.00	-1,807,455	
401426	001-00-000-000-0000-0-401426	GF OPER - STERLING	-2,377,050	-2,377,050		-1,188,525.50	-1,188,525	
401432	001-00-000-000-0000-0-401432	GF TRANS ASSESS - HOLDEN	-2,204,518	-2,204,518		-1,102,259.00	-1,102,259	
401433	001-00-000-000-0000-0-401433	GF TRANS ASSESS - PAXTON	-442,528	-442,528		-221,264.00	-221,264	
401434	001-00-000-000-0000-0-401434	GF TRANS ASSESS - PRINCETON	-286,222	-286,222		-143,111.00	-143,111	
401435	001-00-000-000-0000-0-401435	GF TRANS ASSESS - RUTLAND	-1,090,756	-1,090,756		-545,378.00	-545,378	
401436	001-00-000-000-0000-0-401436	GF TRANS ASSESS - STERLING	-717,246	-717,246		-358,623.00	-358,623	
401442	001-00-000-000-0000-0-401442	GF DEBT ASSESS- HOLDEN	-1,089,974	-1,089,974		-544,987.00	-544,987	
401443	001-00-000-000-0000-0-401443	GF DEBT ASSESS- PAXTON	-237,436	-237,436		-118,718.00	-118,718	
401444	001-00-000-000-0000-0-401444	GF DEBT ASSESS- PRINCETON	-153,566	-153,566		-76,783.00	-76,783	
401445	001-00-000-000-0000-0-401445	GF DEBT ASSESS- RUTLAND	-587,031	-587,031		-293,515.00	-293,516	
401446	001-00-000-000-0000-0-401446	GF DEBT ASSESS- STERLING	-369,100	-369,100		-184,550.00	-184,550	
401450	001-00-000-000-0000-0-401450	GF CHAP 70 - REG SCHOOL AID	-28,500,615	-28,647,835	147,220	-11,876,466.00	-16,771,369	
401451	001-00-000-000-0000-0-401451	GF CHAP 71 - REG SCHOOL TRANS	-2,178,143	-2,464,098	285,955	0.00	-2,464,098	See note 1
401452	001-00-000-000-0000-0-401452	GF CHAP 70 - CHARTER REIMBURSE	-33,253	-84,245.00	50,992	-29,624.00	-54,621	
401455	001-00-000-000-0000-0-401455	GF - MEDICAID	-1,137,521	-500,000	(637,521)	-100,290.85	-399,709	
401460	001-00-000-000-0000-0-401460	GF INTEREST	-21,005	-70,000	48,995	-51,288.18	-18,712	
401462	001-00-000-000-0000-0-401462	GF REVENUE - MISCELLANEOUS	-439,250	-200,000	(239,250)	-17,710.82	-182,289	
Total 001 GENERAL FUND			-97,836,205	-97,492,596	(343,609)	-44,838,590	-52,654,006	
Revenue Total			-97,836,205	-97,492,596	(343,609)	-44,838,590	-52,654,006	

(343,609.00)

Note 1: This Cherry Sheet # is post the DESE reduction of 135k; confirmed with DESE on 8.16.19

(343,609.00)

Note 2: Estimated revenue budget shortfall. This is exclusive of other funds, such as Revolving Funds.

See note 2

# Attachment E

## Massachusetts Department of Elementary & Secondary Education FY19 & FY20 Claim Status Report as of 12/3/19

District	Wachusett	select LEA from dropdown									
LEA Code	FY	Account	Fund Name	Grant Award	Claimed as of 12/3/19	Available to Claim as of 12/3/19	% Available to Claim as of 12/3/19	Projection for June 30, 2020			
0775	2019	140-217758-2019-0775	Title IIA	\$113,943	\$64,394	\$49,549	43.5%	\$0.00			
		180-217759-2019-0775	Title III	\$16,742	\$15,204	\$1,538	9.2%	\$0.00			
		240-217760-2019-0775	SPED IDEA	\$1,644,056	\$1,627,013	\$17,043	1.0%	\$0.00			
		262-217761-2019-0775	SPED Early Childhood	\$63,114	\$63,114	\$0	0.0%	\$0.00			
		305-217762-2019-0775	Title I	\$247,541	\$246,271	\$1,270	0.5%	\$0.00			
		309-217763-2019-0775	Title IV	\$32,610	\$31,113	\$1,497	4.6%	\$0.00			
	2020	140-299613-2020-0775	Title IIA	\$112,075	\$11,207	\$100,868	90.0%	\$0.00			
		180-299535-2020-0775	Title III	\$17,852	\$1,785	\$16,067	90.0%	\$0.00			
		240-299615-2020-0775	SPED IDEA	\$1,649,665	\$305,474	\$1,344,191	81.5%	\$0.00			
		262-299616-2020-0775	SPED Early Childhood	\$64,332	\$13,842	\$50,490	76.5%	\$0.00			
		305-299617-2020-0775	Title I	\$267,292	\$41,326	\$225,966	84.5%	\$0.00			
		309-299614-2020-0775	Title IV	\$16,688	\$6,795	\$9,893	59.3%	\$0.00			
0775 Total				\$4,245,910	\$2,427,538	\$1,818,372	0.0%	\$0.00			



WACHUSETT REGIONAL SCHOOL DISTRICT  
FISCAL YEAR 2021  
BUDGET CALENDAR

Attachment F

Date	Task	Responsible
September, 2019	Initiate Discussions on CIP with Leadership Team	Director of Business and Finance, Director of Facilities, Leadership Team
October, 2019	CIP Documents due	
November, 2019	FY21 Budget Kickoff With Leadership Team and Directors	Director of Business and Finance, Director of Facilities, Leadership Team
November 7, 2018	FY21 Budget Roundtable	Superintendent, Director of Business and Finance, Leadership Team
December, 2019	Ongoing FY21 Budget Development with Leadership Team & Directors	Superintendent, Director of Business and Finance, Towns
December, 2019	FY21 Budget Round Table Discussions	Superintendent, Director of Business and Finance, Leadership Team
December 20, 2019	FY21 Draft Budgets Due to Director of Business and Finance @ 4:00 pm	Superintendent, Director of Business and Finance, School Committee
January, 2020	Develop Initial Revenue Projections for FY21 Budget	Superintendent, Director of Business and Finance, Leadership Team
January, 2020	Governor's House 1 Budget Released	Director of Business and Finance
January, 2020	FY21 Budget Round Table Discussions, if necessary	Director of Business and Finance
February, 2020	FY21 Budget Community Forums, Various Locations	Superintendent, Director of Business and Finance, School Committee
February, 2020	FY21 Budget Updated -- Salary, Expense, Transportation and Revenues	Director of Business and Finance
February, 2020	FY21 Budget Meetings with Town FinCom's and BOS	Superintendent, Director of Business and Finance
March, 2020	FY21 Budget Assessments Finalized	Director of Business and Finance
March, 2020	FY21 Budget Public Hearing	Superintendent, Director of Business and Finance
March, 2020	FY21 Budget approved by School Committee	Superintendent, Director of Business and Finance, School Committee
March, 2020	FY21 House Ways and Means Budget Released; Adjust revenues if necessary	Director of Business and Finance
April, 2020	FY21 Senate Ways and Means Budget Released; Adjust revenues if necessary	Director of Business and Finance
April, 2020	FY21 Budget Updated As Needed; Prepared for Town Meetings	Superintendent, Director of Business and Finance
May, 2020	House & Senate Compromise Committee Convenes to Discuss FY21 State Budget	Director of Business and Finance
May, 2020	Annual Town Meetings	Superintendent, Director of Business and Finance
June, 2020	FY21 Budget Entered into MUNIS	Director of Business and Finance
June, 2020	FY21 School Operating Budget Opens; Building Staff Begin To Enter Supply and Services Requisitions	Leadership Team and Secretary's
July 1, 2020	FY21 Begins	Superintendent, Director of Business and Finance, Leadership Team

Created 10.24.19

Draft

Attachment G

**WACHUSETT REGIONAL SCHOOL DISTRICT**  
**SCHOOL USE APPLICATION and AGREEMENT**

USER: \_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
(Address)

TYPE OF EVENT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ EVENT SPACE: \_\_\_\_\_

***NOTE: If there are special accommodations necessary for this event, please detail same on a separate sheet and attach to this Application/Agreement.***

DAY(S): \_\_\_\_\_ DATE(S): \_\_\_\_\_

TIME: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

User's Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address and telephone for invoicing, if different than above:  
\_\_\_\_\_

Tax Exempt # (if applicable): \_\_\_\_\_

Number of participants expected: \_\_\_\_\_

<b>Fee Summary:</b>	<b><u>Hours:</u></b>	<b><u>Amount:</u></b>
Facility Use Fee (Pursuant to Fee Schedule):	_____	\$ _____
Custodial Services (Pursuant to Fee Schedule):	_____	\$ _____
Other Services (Pursuant to Fee Schedule):	_____	\$ _____
Total Fee:		\$ _____

**AGREEMENT**

This is an Agreement between the above-named User and Wachusett Regional School District (the District). If more than one User is named above, each of them shall be jointly and severally responsible under this Agreement. In consideration of their mutual promises contained herein, the parties hereby agree as follows:



1. **Permission to Use.** The District hereby gives User permission to use the following portions of the \_\_\_\_\_ School during the Time Period and Event listed above. The Event may take place only in the \_\_\_\_\_ (the Event Space). The license provided for under this Agreement shall not constitute a tenancy of any kind; this agreement is not a lease. The license is personal to the User and may not be assigned by User in whole or in part. The User acknowledges that the District reserves the right to terminate the license at any time, with or without cause, in the sole discretion of the District.
2. **Payment of Fee.** The User agrees to pay the District the Fee stated above in advance of the event in exchange for the use of the Event Space. Additional fees will be invoiced to User and payment to the District will be within thirty days.
3. **Purposes and Restrictions.** User may not use the Event Space or any other portion of the school facility for any purpose other than for the Event as described above. User agrees to all restrictions and instructions, which may be provided to it by the District concerning the use of the Event Space. User shall not use the Event Space or any other part of the school facility in any way which would constitute a nuisance, shall not damage the Event Space or any part of the school facility in any way, and shall not obligate the District in any way. Smoking is prohibited anywhere in the school facility or on the school grounds. No food or drink is allowed in the Event Space or on school property unless prior written authorization is provided to the User by the District. All material to be removed at end of event day.
4. **Insurance and Release.** If User maintains liability insurance, User shall have the District named as an additional insured thereof for the purpose of the Event and shall deliver to the District prior to the Event a certificate evidencing same.

Whether or not User maintains insurance, User and all of User's guests, invitees, employees, licensees and agents shall assume all risks of use and shall be liable for any damage to the school facility arising out of the use of the school facility. User hereby waives and releases the District from any claims, demands, expenses, attorneys' fees and liability which may be imposed upon or incurred by the District by reason of any act or omission on school property by the User, its agents, guests, invitees, licensees and agents. In addition, User, for itself and for all of its employees, agents, guests, licensees and invitees, and for all persons who may come upon the school facility or adjoining areas and grounds during User's use of the school facility, hereby agrees that the District shall not be liable in any way for any matter, cause, thing, action or omission with respect to use of the school facility, the adjoining areas and grounds, including, but not limited to, personal injury or property damage. User hereby releases and discharges the District of any and all liability of any kind with respect to the User's use of the facility. The District and User are not partners, joint venturers, principals, agents or otherwise related in any way.

5. **Compliance.** User agrees to comply with all local, state and federal laws, regulations and ordinances. User also agrees to comply with all Wachusett Regional School District and School Committee Policies and School Regulations.
6. **Criminal History Systems Board:** If applicable, User agrees to comply with M.G.L. c.6, § 172G and obtain all available criminal offender record information and juvenile data for all employees or volunteers prior to employment or volunteer service in conjunction with use or lease of school facility.
7. **Miscellaneous.** Paragraph headings are for convenience and are not a substantive part of this Agreement. This document contains all statements and agreements made regarding the use of the School by the User, except for any specific instructions and rules provided by the District.



This agreement may not be amended or modified except by a written Agreement signed by both User and the District.

**USER:**

By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING PRINCIPAL RECOMMENDATION:** Approve: \_\_\_\_\_ Disapprove: \_\_\_\_\_

By: Principal \_\_\_\_\_ Date: \_\_\_\_\_

**Fee Schedule - FY20**

The following fees will be charged for School Building Use for the year 2019-2020:

**1. District and Town Charges or Non-Profit Groups (non-Fund Raising)**

	<i>Mon-Sat</i>	<i>Sun/Holidays</i>
Custodial Time*	\$40.00 per hour	\$50.00 per hour
Cafeteria Staff Time	\$30.00 per hour	\$40.00 per hour
Specialists	\$30.00 per hour	\$40.00 per hour
Police Security	Billed by and paid directly to Town Police Dept.	
<i>Rates are per person per hour or any part of an hour. Time will be charged if incremental to operations of building. All rates are billed at a minimum of three hours.</i>		

**\*Disclaimer:** If weather conditions warrant the school grounds be cleared of snow or otherwise readied for use by an outside group, the outside group would be responsible for that extra custodial time.

**Building/Facility Usage Fees (1/2 Day Basis) – Non-Profit**

Kitchen/Cafeteria – Elementary/Middle School	\$20.00 per hour
Kitchen/Cafeteria – High School	\$20.00 per hour
Gym/Auditorium – Elementary/Middle School	\$20.00 per hour
Gym – High School	\$50.00 per hour
Auditorium – High School	\$50.00 per hour
Library – Elementary/Middle School	\$10.00 per hour
Library – High School	\$20.00 per hour
Athletic Fields – Elementary/Middle School	No Charge
Athletic Fields (Natural) – High School	\$50.00 per hour
Athletic Fields (Synthetic Turf) – High School	\$80.00 per hour, plus \$30.00 per hour for lights at night
Classroom/Pod – Elementary/Middle School	\$10.00 per hour
Classroom – High School	\$10.00 per hour
Theater	\$20.00 per hour
<i>(AV use in theater may require use of Specialist)</i>	
Foyer (if not included in above)	\$60.00 per half day
Trash Removal as appropriate	Actual cost of dumpster
Other	Fees to be specified

2. **For – Profit Groups or Non-Profit Groups when Fundraising/Events with admissions fees**

	<i>Mon-Sat</i>	<i>Sun/Holidays</i>
Custodial Time*	\$40.00 per hour	\$50.00 per hour
Cafeteria Staff Time	\$30.00 per hour	\$40.00 per hour
Specialists	\$30.00 per hour	\$40.00 per hour
Police Security	Billed by and paid directly to Town Police Dept.	

*Rates are per person per hour or any part of an hour. All rates are billed at a minimum of three hours.*

**\*Disclaimer:** If weather conditions warrant the school grounds be cleared of snow or otherwise readied for use by an outside group, the outside group would be responsible for that extra custodial time.

**Building/Facility Usage Fees (1/2 Day Basis)**

Kitchen/Cafeteria	\$250.00 per half day
Gym/Auditorium – Elementary/Middle School	\$250.00 per half day
High School	\$1,000.00 per half day
Athletic Fields – Elementary/Middle School	\$125.00 per half day
Athletic Fields (Natural) – High School	\$100.00 per hour
Athletic Fields (Synthetic Turf) – High School	\$300.00 per hour, plus \$50.00 per hour for lights at night
Small Classroom	\$150.00 per half day
Large Classroom	\$250.00 per half day
Library – Elementary/Middle School	\$200.00 per half day
Library – High School	\$200.00 per half day
Theater – Elementary/Middle School	\$500.00 per half day
High School	\$1,000.00 per half day
Set up and cleaning fee	\$250.00
<i>(AV use in theater may require use of Specialist)</i>	
Foyer (if not included in above)	\$100.00 per half day
Trash Removal as appropriate	Actual cost of dumpster
Other	Fees to be specified



FEEDBACK FROM BUILDING USERS REGARDING POTENTIAL RATE INCREASE							
BUILDING USERS		Contact Person	Contact Phone #	Contact email	Usage Dates	Reason	School
Wachusett Basketball Travel League (girls)		Dawn Sulmasy		newdawnnutrition@yahoo.com			TP
Response:		<p>Wachusett Basketball Travel League (Dawn Sulmasy): My first response is Wow! A 100% percent increase for gym use at elementary/middle schools. I would be interested to know why you feel such an increase is necessary and where the increased revenue would go- ie general budget or back into building maintenance? From a business 101 perspective, an immediate 100% increase is very very steep indeed. To double gym fees will also double the costs for most programs using the gymsmost of which are non-profit with missions to serve children. One organization I volunteer for pays thousands of dollars across the district for gym time. Doubling our cost will be heroic to overcome. I would like you to know that nearly all the parties who use the schools are non-profits like youth sports and scouts and even those that aren't specifically set up as non-profits are benefitting WRSD students and families. These activities are supplemental to a child's education and are seen as such by parents. Parents who already pay taxes for these buildings and taxes for education. Small fees do not mean small costs- these are not one time uses. Most times it's full year contracts equaling thousands of dollars. Even the camps at the high school would become unaffordable- sending kids to a camp that costs \$120 per child increases to \$240 per child - that's \$360 to \$720, that's a serious budget consideration and personally it would be a game changer for my kids summer. I volunteer a lot my time for the organizations (Wachusett Basketball and Princeton Scouts), I can't imagine a basketball program going from \$300 to \$600 for these parents. You will make it unaffordable and thereby the program may become elitist where only the skilled AND wealthy can play. Furthermore, my husband and others in town volunteer their time to do gym floor maintenance, in fact several of the organizations that use the gyms have paid for floor finish. I personally sweep the floor every time I use it. I have had a parent maintain the scoreboard. There is very little custodial time or costs, at least at Thomas Prince School, for the district. If you double the fees are you willing to take on maintaining the floors and score boards etc?</p>					
Princeton Boy Scouts		Terry Bass		terry.bass28g@gmail.com			TP
Response:		<p>Princeton Boy Scouts: As Scouts we don't mind paying our fair share. The amount we pay today seems more than fair to cover the cost of utilities and a portion of the custodial fees. The custodians are already on duty so there should be little to no incremental cost to support the custodians. All participating families in our program are taxpayers supporting the School District and the Thomas Prince School. We are a non-profit who's aim is character development, citizenship training and personal fitness development in young people. One of the points of the Scout Law is "A Scout is Thrifty." A Scout pays their own way. As I said before, we don't mind paying our way, but doubling our usage fee seems a bit egregious. Please reconsider. More than happy to discuss further with you.</p>					
Rutland Indoor Soccer Team		Leah Johnston	508-259-4804	leah259@gmail.com	Tues nites	weekly practices	Naquag
Response:		<p>Rutland Indoor Soccer Team (Leah Johnston) I rented the Naquag gym in Rutland &amp; I don't recommend increasing that because it's only half the space.</p>					



Rutland Indoor Soccer Team	Response:	Drew Weymouth	508-735-3513	weymouthd@gmail.com	every other Thurs nite 11/8 - 2/28	weekly practices	Naquag
		Rutland Indoor Soccer Team (Drew Weymouth) I think most of the changes look ok. I'd be concerned about the HS turf rate (and maybe others but I haven't looked that closely). That's a huge increase and based on my knowledge of other turf fields, puts you way over on the going rate.					
Rutland Indoor Soccer Team	Response:	Ken Lebetkin	508-981-6494	klebetkin@gmail.com	Weds nites 12/5/18- 3/27/19	weekly practices	Naquag
		Rutland Indoor Soccer Team (Ken Lebetkin): I understand the need to raise costs at times to cover expenses, but I feel as if extra resources are not needed, at least in my case. There is currently staff already in the building leaning during my usage time, and lights are already on. I am a parent and volunteer soccer coach. In the fall I coach Rutland Youth Soccer and in the spring Mountain Soccer Club (consists of kids from Rutland, Sterling, Princeton, Paxton and West Boylston). For these two leagues we typically have outdoor practice space, however, that is tough this time of year due to the fields being water logged. But in the winter, I put together indoor soccer teams for my kids so they can continue to play. I am just a parent that volunteers my time to organize and coach soccer teams for my daughters to continue to play soccer throughout the winter. For this, I have been renting and using Naquag gym for a number of years. It is small and tough to really do much because of the size. Due to other organizations using school gyms the only thing that is really available to me is Naquag. And they only allow me to use the gym side. They do not allow sports on the other side. Charging more than the current \$10 an hour for a space that size doesn't seem fair. The space is small and barely allows for a full team to practice, especially for my 11 and 12 year olds. Three touches of the soccer ball and you are already at the far side. As it is, either I pick up the rental cost or I have to ask parents if they are willing to put money towards gym rental.					
Central Flight LLC Basketball	Response:	Tim Jones		centralflightcf@gmail.com		TP	
		I rent elementary gym space during the school year and feel as though an increase from \$10 to \$20 is reasonable and understandable. I appreciate the opportunity to provide input.					
Wachusett Basketball Travel League	Response:	George Vinton		gvinton@ford.com			DH & HS
		Wachusett Basketball Travel League: I have run the Wachusett Girls Travel Program which is a non-profit for several years. This program is strictly for Wachusett players only. They must live in the 5 towns to play in our league. In our league we then go play surrounding towns and play in 2 or three tournaments. Our program has been a feeder program for the Wachusett varsity girls program for years and we continue to work directly with Jim Oxford and his coaching staff every year. Last year we spent \$8,667.00 in gym rental for games and practice times. As you know gym time is becoming harder and harder to rent. Two things I would like the district to consider: 1) I would like the district to offer a lower rate to non-profit organizations that are strictly made up of Wachusett participants. Wachusett District organizations should not be paying the same amount as an organization that is outside the district and, 2) I would like the district to reach out to organizations like mine to offer gym times before the gym rentals go to outside organizations. We need to take care of programs that were established to benefit Wachusett kids and that have become feeder programs for Wachusett High School programs.					



Seven Hills Wheelman Bicycling Club	Karen Pare	508-450-7281	Karen_pare@charter.net	Sat June 15, 2019	Bike Club Ride	Naquag
Response:	Your proposed change will not affect us. Thanks for circulating the draft.					
Wachusett Youth Football & Cheer	Kelly Hartnett	508-212-7990	wachusett youthcheer@gmail.com	T & Th 10/9-11/16		Glenwood
Response:	<p>I am writing on behalf of Wachusett Youth Football &amp; Cheer in response to the proposed increase in building rates for the upcoming year. While the increase per hour may seem insignificant, I believe that most organizations would find the increase to be extremely burdensome when considered over the course of a sports season. In our case, the sting would be particularly harsh because the rate increase would almost certainly need to be passed on to the Wachusett families enrolled in our program, but our 2019 registration rates have already been announced and registration is coming to a close so we don't have any opportunity to do so. We are fearful that our inability to absorb such a large increase, especially when coupled with limited outside field space that has forced us to pursue increasingly expensive alternatives for games and outdoor practices, would be extremely harmful to our league. With 3-4 cheer teams practicing 2-3 times per week, our need for gym space is already a significant expense. Increasing fees would likely leave us searching for alternative venues, such as having a "walk through" practice at a local library rather than gym time. Obviously this will negatively affect practice time and competition performance. In the future years, we would need to increase our participation fees to absorb the increased fee; as we have seen an increase in the number of families requesting financial assistance, I would then expect that number to increase as well. I understand that there hasn't been an increase in a number of years, but the "wear and tear" brought by 6-10 girls aged 5-13 on a gym floor is minimal and shouldn't be resulting in any increase in the bottom line to the school. Similarly, they aren't using it for a public event that requires significant janitorial staff or other support. We have always enjoyed a positive relationship with the district and the time we've been able to rent in school gyms, and would be extremely disappointed to have to find alternative venues. I greatly appreciate your solicitation of input before making this decision. As I'm sure you understand, local town organizations like Wachusett Youth Football and Cheer operate on a very tight budget and such an increase would be very difficult for us. Thank you for making us aware of the proposed change and for taking the time to thoughtfully consider this difficult issue.</p>					
Holden Youth Basketball	Tom Conrad		tomc3434@gmail.com			HS
Response:	<p>If I am reading the proposed fee increase correctly, it appears the gym rental fee is going up 100% from \$10 per hour to \$20 per hour. While I think that is a bit much (and will increase our cost by 20%), the amount is sustainable and will be incorporated into our new registration rates. I noticed some other fees going up 100% as well but those don't impact our league directly. My issue is the drastic increase as opposed to a marginal increase over time. My question is what is the rationale for the increase? What improvements will be made to the gyms with these additional funds? If would be nice if these funds were used to improve the gym floor surface at all the schools. The Mayo gym was atrocious this past winter. The floor at Dawson was not much better, the bleachers are broken and the backboard padding is hanging off. Perhaps the added funds could support these improvements.</p>					
Wachusett Basketball Travel League (boys)	Jay Lanpher		jpaaci@msn.com			TP





## Attachment I

### **Advisory on Regional School District Stabilization Funds**

G.L. c.71, s.16 G ½ provides for the establishment of stabilization funds by regional school districts. This law was recently amended, by St. 2010, c.188, s.58, to clarify the approvals necessary to make expenditures from these funds.

Establishment and use of a stabilization fund should be based on the district's long range capital plan. A regional school district stabilization fund may be established through a majority vote of the school committee and with the approval of a majority of the local appropriating authorities of the member municipalities. Member municipalities must take a specific vote to authorize establishment of the fund.

Once established, the school committee may include a line item in each year's annual budget to appropriate monies into the stabilization fund. This line item is part of the annual school committee budget and does not require a separate vote by the member municipalities. The amount to be appropriated to the stabilization fund is included in each member municipality's assessment and is apportioned based on the regional agreement methodology for apportioning capital costs. The amount budgeted in any year may not exceed five percent of the aggregate amount assessed to the member municipalities for the preceding fiscal year. A larger amount may be budgeted only if approved by the Director of Accounts in the Department of Revenue's Division of Local Services. At no time, however, may the aggregate fund balance exceed five percent of the combined equalized valuations of the member municipalities. The regional school district treasurer is the custodian of the stabilization fund and any interest earned must be added to and become a part of the fund.

Because appropriations into a stabilization fund are a form of capital budgeting, the regional school committee does not have authority to increase or decrease the amount appropriated for the year once the district budget has been approved. On July 1 (or upon approval of the budget if later), the amount appropriated and shown in the budget is credited to the fund. After the annual budget has been approved, the school committee may increase the amount in the stabilization account through the use of excess and deficiency funds or through an additional assessment to member municipalities only by amending its approved budget. Such an amendment must be approved in accordance with CMR 41.05 (5).

Annual appropriations into a stabilization fund should not be reported as an expenditure on the End of Year Financial Report. The appropriations represent revenue to the district and should be reported on Schedule 2 as a capital assessment to the member districts.



Advisory on Regional School District Stabilization Funds  
Page Two

In any given year, expenditures from the fund may be authorized by a vote of two-thirds of all the members of the regional school committee. If the funds are to be used for a purpose for which the district is permitted to borrow, no further approval is required. These purposes are listed in G.L. c.71, s.16(d), and generally encompass what are considered capital costs. If the funds are to be used for any other purpose (for example, to cover unexpected increases in operating costs), then the approval of the Director of Accounts is also required.

Expenditures are made directly from the stabilization fund; a transfer into the general fund is not required. Expenditures should be reported on the End of Year Financial Report as an additional appropriation of the school committee.

Unexpended balances in amounts authorized for expenditures close to the stabilization fund when the project or purpose is completed. The unexpended balance of the fund at the end of a fiscal year carries over to the succeeding fiscal year. Balances in the stabilization fund are not part of the district's general fund and do not impact the district's excess and deficiency calculation. However, if the Director of Accounts determines that an annual appropriation into the stabilization fund, or the aggregate balance of the fund, exceeds the applicable statutory limit, the Director may take appropriate action, including but not limited to closing any amount in excess of that limit to the district's general fund. A report of the fund balance and any withdrawals or additions must be prepared annually and presented to the member municipalities.

Questions about this advisory should be directed to Christine Lynch, director of school governance, at 781-338-6520 or [clynch@doe.mass.edu](mailto:clynch@doe.mass.edu).

## Attachment I

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title XII** EDUCATION**Chapter 71** PUBLIC SCHOOLS**Section** STABILIZATION FUND  
**16G1/2**

Section 16G1/2. A regional school district may, upon a majority vote of all the members of the regional district school committee and, with the approval of a majority of the local appropriating authorities of the member municipalities, establish a stabilization fund and may, in any year, include in its annual budget for deposit in the stabilization fund an amount not exceeding five per cent of the aggregate amount apportioned to the member municipalities for the preceding fiscal year or such larger amount as may be approved by the commissioner of elementary and secondary education. The aggregate amount in the fund at any time shall not exceed five per cent of the combined equalized valuations of the member municipalities. Any interest shall be added to and become a part of the fund. The annual report submitted to the member municipalities pursuant to clause (k) of section sixteen shall include a statement of the balance in the stabilization fund and all additions to and withdrawals from the fund during the period covered by such report.

The treasurer of the regional school district shall be the custodian of such fund and may deposit or invest the fund in such deposits or investments as are legal for the deposit or investment of revenue funds of the district or in such securities as are legal for the investment of funds of savings banks under the laws of the commonwealth.

The stabilization fund may be appropriated by vote of two-thirds of all of the members of the regional district school committee for any purpose for which regional school districts may borrow money or for such other district purpose as the commissioner of elementary and secondary education may approve.

This section shall also apply to any regional school district established under the provisions of a special law.

## Attachment J

**Part I** ADMINISTRATION OF THE GOVERNMENT**Title XII** EDUCATION**Chapter 71** PUBLIC SCHOOLS**Section 71E** APPROPRIATIONS FOR AND EXPENDITURE OF RECEIPTS  
FROM ADULT EDUCATION AND CONTINUING EDUCATION  
PROGRAMS

Section 71E. In any city, town or regional school district that accepts this section, all monies received by the school committee in connection with the conduct of adult education and continuing education programs, including, but not limited to: (1) adult physical fitness programs conducted under section 71B; (2) summer school programs and enrichment programs, authorized by the school committee and in connection with the use of school property under section 71; and (3) including parking fees, shall be deposited with the treasurer of the city, town or regional school district and held as separate accounts. The receipts held in such a separate account may be expended by the school committee without further appropriation for the purposes of the program or programs from which the receipts held in such account were derived or, in the case of the use of school property account, for expenses incurred in making school property available for such use, notwithstanding section 53 of chapter 44.

A city, town or regional school district may appropriate funds for the conduct of any such program or for expenses incurred in making school property available for such use, which funds shall be expended by the school committee in addition to funds provided from other sources.

Acceptance in a city or town shall be in the manner provided in section 4 of chapter 4 and in a regional school district by vote of the regional school committee. In a city, town or regional school district that accepts this paragraph, said city, town or district may rescind its original acceptance every third year thereafter.



## REVOLVING FUNDS FOR SCHOOL DEPARTMENT PROGRAMS

The purpose of this chart is to provide general information about revolving funds allowed by Massachusetts law. It is not designed to address all questions or issues about the listed funds. Nothing contained in the chart changes the laws that authorize and govern these funds.

A revolving fund separately accounts for specific revenues and earmarks them for expenditure by a board or officer without appropriation for particular purposes to support the activity, program or service that generated the revenues. Typically, revolving funds are authorized by state law for programs or services with expenses that (1) fluctuate with demand and (2) can be matched with the fees, charges or other revenues collected during the year.

The board or officer with authority to spend from a revolving fund can only incur liabilities and spend from the available, unspent and unencumbered balance of actual collections.

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
ADULT AND CONTINUING EDUCATION § 15C, § 71, § 71C	YES IN REGIONAL SCHOOL DISTRICT BY VOTE OF THE SCHOOL COMMITTEE	NONE	ADULT EDUCATION, ADULT CONTINUING EDUCATION, PHYSICAL FITNESS, SUMMER SCHOOL AND ENRICHMENT PROGRAMS	YES	NOT PROHIBITED	NONE	PARTICIPATION FEES AND PROGRAM RECEIPTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY	SEPARATE FUNDS FOR ADULT PROGRAMS AND SUMMER SCHOOL AND ENRICHMENT PROGRAMS		
COMMUNITY SCHOOLS § 15C, § 71, § 71C	NO	NONE	MATERIALS AND EQUIPMENT FOR COMMUNITY SCHOOL PROGRAMS	NO	PROGRAM EQUIPMENT	\$10,000	PARTICIPATION FEES AND PROGRAM RECEIPTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			
CULINARY ARTS § 15C, § 71, § 17A	YES IN REGIONAL SCHOOL DISTRICT BY VOTE OF THE SCHOOL COMMITTEE AND A MAJORITY OF MEMBER CITY OR TOWN SELECTBOARDS OR CITY COUNCILS	NONE	CULINARY ARTS PROGRAMS	NO	PROGRAM EQUIPMENT	\$15,000 TOTAL \$5,000 IN EQUIPMENT PURCHASES	SALE OF CULINARY PRODUCTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY	FY RECEIPTS OVER \$15,000 CREDITED TO GENERAL FUND	ANNUAL AUDIT BY TREASURER TO SCHOOL COMMITTEE, MAYOR OR CITY MANAGER AND CITY COUNCIL, SELECTBOARD OR TOWN MANAGER	COPY TO BOA (SCHEDULE A)



Bureau of Municipal Finance Law  
As of November 7, 2016

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
NON-RESIDENT STUDENT TUITION G.L.c. 71, § 71F G.L.c. 71, § 160½	YES IN CITY OR TOWN NO IN REGIONAL SCHOOL DISTRICT	NONE	EDUCATION EXPENSES OF NON-RESIDENT AND FOSTER CARE CHILDREN ENROLLED IN SCHOOL	YES	INSTRUCTIONAL EQUIPMENT THAT COULD BE FUNDED FROM SCHOOL BUDGET**	NONE	NON-RESIDENT TUITION PAYMENTS AND STATE REIMBURSEMENTS FOR FOSTER CARE CHILDREN	GENERAL FUND	CARRIES FORWARD TO NEXT FY			
SCHOOL BUS ADVERTISING § 184, § 197 OF THE ACTS OF 2002	NO	NONE	EDUCATION EXPENSES	YES	INSTRUCTIONAL EQUIPMENT THAT COULD BE FUNDED FROM SCHOOL BUDGET**	NONE	SALE OF ADVERTISING SPACE ON SCHOOL BUSES	GENERAL FUND	CARRIES FORWARD TO NEXT FY			SALE OF SPACE MUST BE OVERSEEN BY COVERING BOARD APPOINTED BY SCHOOL COMMITTEE AND IS SUBJECT TO STATUTORY STANDARDS
SCHOOL CHOICE TUITION G.L.c. 75, § 12B(a)	NO	NONE	EDUCATION EXPENSES	YES	INSTRUCTIONAL EQUIPMENT THAT COULD BE FUNDED FROM SCHOOL BUDGET**	NONE	SCHOOL CHOICE TUITION PAYMENTS AND FEDERAL STATE OR OTHER PAYMENTS, GIFTS AND GRANTS	GENERAL FUNDS	CARRIES FORWARD TO NEXT FY			
SCHOOL EXTENDED SERVICES G.L.c. 71, § 26C	NO	NONE	EXTENDED SCHOOL SERVICES FOR CHILDREN	YES	NOT PROHIBITED	NONE	PROGRAM FEES, FEDERAL FUNDS, OTHER GRANTS, GIFTS, DONATIONS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			PROGRAMS MUST BE APPROVED BY COMMISSIONER OF ELEMENTARY AND SECONDARY EDUCATION (DESE)
SCHOOL LUNCH § 146 OF THE ACTS OF 1940, AS AMENDED BY c. 650, § 1929	NO	NONE	OPERATION OF SCHOOL LUNCH PROGRAMS	YES	PROGRAM EQUIPMENT	NONE	FEES FROM SALES OF LUNCH AND OTHER MEALS, SCHOOL LUNCH GRANT FUNDS	REVOLVING FUND	CARRIES FORWARD TO NEXT FY	MUST COMPLY WITH PRESCRIBED FEDERAL AND STATE REPORTING AND AUDITING REQUIREMENTS		

\*\* Refers to equipment used in instruction that school committees may fund within its annual appropriation and generally considered "Instructional Equipment" under DESE end of year financial reporting guidelines



Bureau of Municipal Finance Law  
As of November 7, 2016

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/ CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
SCHOOL RENTAL G.L.C. 40, § 3 G.L.C. 71, § 16(d)	NO, BUT PROVISION OF FUNDS FOR ANY FACILITY AND FUND CARRY OVER APPLIES ONLY IF CITY OR TOWN AND REQUIRES ACCEPTANCE (SEE DEPARTMENT/ ACTIVITIES FUND BALANCE)	NONE	UPKEEP OF RENTED FACILITY OR SPACE, INCLUDING CUSTOMER COSTS, UTILITIES, ORDINARY REPAIRS AND MAINTENANCE. MAY BE USED FOR UPKEEP OF ANY SCHOOL FACILITY IF CITY OR TOWN HAS ACCEPTED PROVISION SO PERMITTING	YES	NOT PROHIBITED	NONE	RENTAL PAYMENTS OF SURPLUS FROM LESSEES OF SCHOOLS OR SURPLUS SPACE IN SCHOOL IN USE	GENERAL FUND	CLOSES TO GENERAL FUND AT END OF FY, UNLESS CITY/TOWN HAS ACCEPTED PROVISION PERMITTING CARRY OVER TO NEXT FY  CLOSES TO EXCESS AND DEFICIENCY IN REGIONAL SCHOOL DISTRICT			LEASING OF SURPLUS SPACE IN SCHOOL IN USE MUST BE APPROVED BY DESE
STUDENT ATHLETICS AND ACTIVITIES G.L.C. 71, § 47	NO	NONE	SCHOOL COMMITTEE SPONSORED ATHLETIC AND EXTRACURRICULAR PROGRAMS, AWARDS, EQUIPMENT AND FACILITIES	YES	PROGRAM EQUIPMENT AND FACILITIES	NONE	PARTICIPATION FEES AND PROGRAM RECEIPTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY			USE OF FUND FOR OUT-OF-STATE TRAVEL EXPENSES REQUIRES APPROVAL OF MAYOR OR SELECTBOARD
STUDENT AGENCY G.L.C. 71, § 47	NO	NONE	SCHOOL COMMITTEE AUTHORIZED STUDENT ACTIVITIES	NOT APPLICABLE	NOT APPLICABLE	NONE	STUDENT ACTIVITY RECEIPTS	AGENCY ACCOUNT	CARRIES FORWARD TO NEXT FY	PRINCIPAL AUTHORIZED BY SCHOOL COMMITTEE TO RECEIVE STUDENT ACTIVITY MONIES MUST TURN OVER TO TREASURER FOR DEPOSIT INTO STUDENT AGENCY CHECKING ACCOUNT	ANNUAL AUDIT BASED ON PROCEDURES AGREED TO BY SCHOOL COMMITTEE AND AUDITOR, AND DESE GUIDELINES	SCHOOL COMMITTEE MAY AUTHORIZE PRINCIPAL TO SPEND MONIES IN STUDENT ACTIVITY AGENCY CHECKING ACCOUNT FOR PRINCIPAL MUST BE BONDED IN AMOUNT FIXED BY TREASURER AND MUST FOLLOW ADMINISTRATIVE PROCEDURES ESTABLISHED BY TREASURER OR ACCOUNTING OFFICER  SCHOOL COMMITTEE (1) FIXES MAXIMUM BALANCE ON DEPOSIT IN CHECKING ACCOUNT, (2) TRANSFERS THROUGH WARRANT PROCESS INITIAL FUNDS FROM AGENCY ACCOUNT INTO CHECKING ACCOUNT FOR TREASURER TO REPLENISH PERIODICALLY





Bureau of Municipal Finance Law  
As of November 7, 2016

REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/CITY COUNCIL ACTION	DEPARTMENT/ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
USE OF SCHOOL PROPERTY G.L. c. 71, § 71E	YES IN REGIONAL SCHOOL DISTRICT BY VOTE OF THE SCHOOL COMMITTEE	NONE	EXPENSES OF MAKING FACILITY AVAILABLE, INCLUDING ADDITIONAL COSTS, UTILITIES, ORDINARY REPAIRS AND MAINTENANCE	YES	NOT PROHIBITED	NONE	FEES AND CHARGES FOR USE OF FACILITY SCHOOL PARKING FEES	GENERAL FUND	CARRIES FORWARD TO NEXT FY			USE OF SCHOOL FACILITIES BY INDIVIDUALS, GROUPS, ORGANIZATIONS FOR CIVIC, SOCIAL, EDUCATIONAL, RECREATIONAL PURPOSES GOVERNED BY SCHOOL COMMITTEE POLICIES ESTABLISHED UNDER G.L. c. 71, § 71
VOCATIONAL EDUCATION G.L. c. 74, § 14B	YES IN REGIONAL SCHOOL DISTRICT BY VOTE OF THE SCHOOL COMMITTEE AND A MAJORITY OF MEMBER CITY OR TOWN SELECTED ARDS OR CITY COUNCILS	NONE	CULINARY ARTS, HOME ECONOMICS AND OTHER VOCATIONAL-TECHNICAL SCHOOL PROGRAMS	NO	PROGRAM EQUIPMENT	NONE	SALE OF PROGRAM PRODUCTS AND SERVICES	GENERAL FUND	CARRIES FORWARD TO NEXT FY		ANNUAL REPORT BY SCHOOL SUPERINTENDENT TO MAYOR OR CITY MANAGER AND CITY COUNCIL, SELECTED BOARD OR TOWN MANAGER COPY TO BOA (SCHEDULE A)	

## Attachment K

P4323.2

### **POLICY RELATING TO BUDGET/FINANCE**

#### **BIDDING REQUIREMENTS**

All purchases of materials and equipment and all contracts for services, construction or maintenance, not associated with an emergency, in amounts exceeding \$2,500 will be based upon competitive pricing.

An effort will be made to procure multiple quotations for all purchases in excess of \$2,500. Written specifications and competitive quotations/bids will be required for all procurements exceeding \$5,000 except as exempted under Chapter 30B. All purchases over \$10,000 require bids in accordance with Chapter 30B.

Pursuant to M.G.L., when bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid. Specifications will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Chief Procurement Officer and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The District reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the District. The District reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of at least 30 days after opening.

Provisions for bonding requirements will be made when it is deemed necessary to protect the interests of the District.

Provisions for vendor to declare conflicts regarding relatives or former employment status will be made when it is deemed necessary to protect the interests of the District.

The bidder to whom an award is made may be required to enter into a written contract with the District.

First Reading:	05/09/95
Second Reading:	05/23/95

Amendment First Reading:	03/11/08
Amendment Second Reading:	03/24/08

WRSDC Policy 4323.2

## Attachment L

## M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Estimated Contract Amount		Under \$10,000		\$10,000 to \$50,000		Over \$50,000	
<b>Procurement Procedure</b>	Sound business practices. <sup>1</sup>	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service. <sup>2</sup>	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).				
<b>Notice/Advertising Requirements</b>	None.	None.	Post a notice 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUYS. If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .				
<b>Award contract to:</b>	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible <sup>3</sup> and responsive <sup>4</sup> bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.				
<b>Written Contract Required<sup>5</sup></b>	No. Keep written records as a best practice.	Yes.	Yes.				
<b>Maximum Contract Term<sup>6</sup></b>	Three years, unless majority vote authorizes longer.						
<b>OSD Option</b>	Yes.						

<sup>1</sup> M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

<sup>2</sup> M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016.

<sup>3</sup> M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance."

<sup>4</sup> M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as "a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals."

<sup>5</sup> M.G.L. c. 30B, § 17(a), states "All contracts in the amount of \$10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract."

<sup>6</sup> M.G.L. c. 30B, § 12(b), states "Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option."