

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

February 7, 2020

To: *Wachusett Regional School District Committee*

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

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

SUBJECT: Superintendent's Report

Posting and Subcommittee Assignments

Attached you will find the updated posting of School Committee, subcommittee, and SEPAC meetings (attachment 1). PLEASE NOTE: The full Committee will meet in **executive session at 6:00 PM Monday evening, in the back room of the Media Center at the high school**. The Annual Budget Hearing and the regular School Committee meeting are posted for Monday evening, both with a 7:00 PM start time, due to the regular meeting convening immediately upon conclusion of the Budget Hearing. Notice of the Annual Budget Hearing was advertised in the January 30, 2020 edition of *The Landmark* and copies of the FY21 Budget Narrative are available at the Central Office for those from the public who are interested (attachments 2 & 3).

ALSO NOTE: On the posting, two additional meetings (plus the Annual Budget Hearing) of the full School Committee have been added, in the event weather impacts the Committee meeting on the regularly scheduled Mondays. Meetings have been posted for Tuesday, February 11th, and Tuesday, March 10th, but we are keeping optimistic and hoping New England weather continues as it has since the start of 2020 and weather/snow/ice will not impact our meeting on Monday, February 10th, and/or on Monday, March 9th. These Tuesday meetings have been added, just as precautions, because of the time constraints between the Committee approving the FY21 appropriation and the dates of the first Annual Town Meetings in May.

Chair Mills has named Member Hayes as a member of the Business/Finance Subcommittee. Attached is the updated listing of Subcommittee Assignments (attachment 4).

At the start of Monday's meeting, we will welcome student representatives from Mountview Middle School, along with their teacher/mentors, who will make a presentation to the Committee about the Mountview Model United Nations Club and the activities and events these students have participated in and their plans ahead. Beginning our regular meetings with these presentations from our students, sharing the other parts of their student lives is very uplifting, and I appreciate the students and staff willingness to attend our meetings to share their knowledge and enthusiasm.

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

WRSDC Meeting Schedule

Attached is an amended schedule of regular School Committee meetings, which the Committee will be asked to approve at Monday's meeting. The change to the schedule is the date for the second meeting in April, moving it from April 27th to Thursday, April 30th (attachment 5). This change is being proposed in order for the Superintendent Goals and Evaluation Subcommittee to meet in advance of the full School Committee voting on the Superintendent's annual evaluation, which will be brought before the full Committee at the second regular School Committee meeting in April. Due to the timing of this year's April recess and in order for the sitting School Committee to evaluate the Superintendent before local elections on May 11th, Chair Mills is proposing this edit to the Committee's meeting schedule. Amending the schedule is on the agenda for Monday's meeting.

Superintendent Goals Update

On the agenda for Monday's meeting is the Superintendent Evaluation/Update on Goals - midyear review. I met with the Superintendent Goals and Evaluation Subcommittee on February 4th and I am sharing with the full Committee my update (attachment 6).

I appreciate the feedback on my goals that was shared with me by the subcommittee this week. I will continue to work on progress toward my goals during the next few months, and in April I will have a completed goals/evaluation summary for the 2019-2020 to share with the full Committee.

FY21 Budget Discussion

After our last meeting, the administrative team met to review the information shared with us concerning our draft budget. We also had the opportunity to review insurance information that was updated and our increase has been tentatively set at 8%. With this new number for health insurance, it affords us the opportunity to increase our staffing at Mountview Middle School by two new teachers. This increase will assist us as we look to revamp the schedule at Mountview to provide more consistency concerning teacher workload from one middle school to another. We feel that with the new staff in place at Mountview it will allow for a model to be developed where teachers will have fewer students on a daily basis and they will be able to provide more

opportunities for feedback and individualization for students. The final budget increase has remained the same as it was at the presentation shared with the Committee on January 27th.

Proposed FY21 Expense Summary by Appropriation

Salaries and Stipends:

\$65,282,485

This appropriation covers salaries for all teachers, nurses, specialized providers such as Applied Behavioral Analysts (ABAs), paraprofessionals, custodians, clerical staff, technical staff, principals, and administrators. Total salaries for FY21 have an increase of 5.18% which includes contractual obligations for all employee groups, projected spending for substitutes and stipends, and includes seven (7) new position requests. The increase also includes the absorption of all kindergarten teachers as full-time teachers. This budget request will enable the District to maintain all educational programs and expand our efforts in addressing targeted areas of need as outlined in the Strategic Plan. These include providing support for social and emotional learning and safe school learning environments. Our overall increase for Salaries, Stipends and Substitutes is \$3,217,770.00 or 5.18% above FY20's appropriation.

Benefits and Insurance:

\$16,144,699

The District has received preliminary information on health insurance that indicates a projected increase for both active and retired employees of 8% above FY20. To offset health care costs the District applies charge-backs to grants and revolving funds which lowers the "net" total of the Employee Health Insurance budget. The continued reduction in the number of School Choice tuition-in students will result in lower cost offsets in this appropriation. Cost increases are projected for Other Insurances and Benefits and for the assessment to the Worcester Regional Retirement System. Our overall increase in this appropriation will be \$1,089,726 or 7.24% above FY20. Administration is awaiting final numbers for health insurance due in the next 2 to 3 weeks.

Instructional Support:

\$3,392,969

The District is proposing an increase in the instructional support budget for FY21. This is an area of the budget where we are committed to providing resources in order to address areas of need that have been lagging in recent years. We are requesting to increase this appropriation to \$3,392,969 which is an increase of \$70,879 or 2.13% over FY20.

Operations & Maintenance:

\$3,738,231

The District is invested in the maintenance of our schools in order to provide a safe and secure learning environment for our students. The District continues to budget for ongoing building repairs and maintenance. We are projecting some increased costs for natural gas and electricity, and will receive net-metering credits from solar panel installations. For FY21, this appropriation is being budgeted at \$3,738,231 which is an increase of \$132,065 or 3.66%.

Pupil Services:

\$52,758

This appropriation supports non-instructional programs in the schools such as the health offices and student related activities. There have been significant decreases in this appropriation over the past several years as all athletic team expenses, with the exception of stipends, were

redirected to be paid out of the athletic revolving fund. We are proposing to budget this appropriation at \$52,758 which is an increase of \$1,517 or 2.96% from FY20.

Special Education Tuition:

\$2,770,000

The District is responsible for student placements at other public schools, private schools, and collaboratives which are determined by the programmatic needs of the individual student and program rates approved by the state. Prior to arranging placements, the District evaluates whether a student's needs can be met through an in-District program and contract services. As the result of the strengths of our in-District programs, placements and anticipated contract costs have decreased, which results in a reduction in our Special Education Tuition appropriation for FY21. This budget continues to address all current and pending placement agreements and contract increases. The District lowers the "net" expense of this appropriation by allocating costs to the Circuit Breaker revolving fund and the I.D.E.A. grant. For FY21 we are proposing to budget this appropriation at \$2,770,000 which is a decrease of (\$353,545) or (11.32%) less than FY20.

Other Operating Costs:

\$1,176,810

Other Operating Costs include the District's cost for tuition-out expenses for students attending schools in other districts through the School Choice and Charter School programs. These figures are estimates based upon FY20 expenditures. For FY21, we are proposing to budget this appropriation at \$1,176,810 which is a decrease of (\$20,146) or (1.68%) over FY20. This is a fluid number and is likely to change during the State budget process.

Transportation:

\$7,241,701

The Transportation appropriation reflects a contractual increase in the home to school bus contract as well as in the special education in-District and out-of-District contracts. This figure is difficult to pinpoint as Special Education transportation routes may change at any point in the school year given student programmatic need. This appropriation will be budgeted for FY21 at \$7,241,701 which represents an increase of \$322,288 or 4.66% above FY20.

Debt Service:

\$2,415,731

Debt service includes payments for construction bonds for two projects which are the high school renovation/addition project and the Jefferson oil remediation project. This appropriation of \$2,415,731 reflects a decrease of (\$81,375) or (3.26%) below FY20.

Summary

The District continues to provide Member Towns with a budget that is proactive in supporting educational goals, including student health and wellness, while remaining fiscally prudent. Our overall increase of 4.48% from FY20 to FY21 will provide our students with the necessary tools and learning environment to prepare them for success in an ever-changing, global society of the 21st century.

Total Proposed FY21 Appropriation:

\$102,215,384

FY21 New Revenue

The Massachusetts Department of Revenue (DOR) posted their Municipal Revenue Growth Factor (MRGF) sheets early in the FY21 budget process (attachment 7). Typically, this material is not released by DOR until June or July, whenever the Governor signed the final State budget. For your information, attached you will find Preliminary Municipal Revenue Growth Factor (MRGF) Calculations for the five Member Towns (attachment 8). Per this information, which again are projections only, the DOR is projecting:

- Holden's new revenue for FY21 to be \$2,011,167, 4.39% above FY20
- Paxton's new revenue for FY21 to be \$430,944, 3.93% above FY20
- Princeton's new revenue for FY21 to be \$467,716, 4.27% above FY20
- Rutland's new revenue for FY21 to be \$1,135,596, 6.35% above FY20
- Sterling's new revenue for FY21 to be \$1,080,286, 5.00% above FY20

Historically, these growth figures have closely aligned with actual figures.

SOA (Student Opportunity Act)

On Thursday of this week, DESE hosted a webinar to provide districts with direction and guidance to support planning for the three-year, evidence-based program required by the Student Opportunity Act (attachment 9). After reviewing the process and options available, I will bring a proposal to the Management Subcommittee in late February or early March. In order to gather public information concerning the use of the funds, I will share a survey with our communities and we will hold a public hearing at the March 23rd regular School Committee meeting. The date, time, and location of this public hearing will be advertised in *The Landmark* and through SchoolMessenger.

Annual Central Office Art Exhibit

The middle of last week, the offices at 1745 Main Street were busy and filled with visitors, student-artists and their families, as well as art teachers from across the District, building administrators, and Central Office staff, accepting our invitation to visit the Central Office to view the artwork that decorates our spaces. This now-annual event is very well received and it is a nice opportunity to get to meet some of our talented students and to thank them, and their teachers, for sharing their works of art, at least for a short time (attachment 10).

2020-2021 School Calendar

Following the Committee's approval of the 2020-2021 school calendar at our last meeting, the calendar has been shared with schools and has been posted on the District website (attachment 11).

Conflict of Interest Training

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 12).

Executive Staff Reports

- Deputy Superintendent Robert Berlo's Report to the Superintendent, dated February 6, 2020 (attachment A)
- Director of Business and Finance Daniel Deedy's Report to the Superintendent, Dated February 4, 2020 (attachment B)
- Director of Human Resources Jeff Carlson's Report to the Superintendent, dated February 5, 2020 (attachment C)
- Administrator of Special Education Christine Smith's Report to the Superintendent (attachment D)

Subcommittee Minutes

- Minutes of the October 2, 2019 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 1)
- Minutes of the October 3, 2019 meeting of the Superintendent Goals and Evaluation Subcommittee (Subcommittee Minutes attachment 2)
- Minutes of the October 21, 2019 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 3)
- Minutes of the October 28, 2019 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 4)
- Minutes of the January 6, 2020 meeting of the Education Subcommittee (Subcommittee Minutes attachment 5)
- Minutes of the January 13, 2020 meeting of the Education Subcommittee (Subcommittee Minutes attachment 6)

Chair's Correspondence

- January 28, 2020 correspondence to Chocksett Middle School students Laela, Sarah, Anthony, Megan, Connor, Will, Zach, Ava, Rylie, Dan, and Mitchell (Chair's Correspondence 1)
- January 28, 2020 correspondence to Chocksett Middle School counselor Melissa Dervishian (Chair's Correspondence 2)
- January 28, 2020 correspondence to Sterling COA Director Veronica Buckley

(Chair's Correspondence 3)

- January 28, 2020 correspondence to Holden resident Jenn Kempton (Chair's Correspondence 4)
- January 28, 2020 correspondence to Holden resident Rachel Bullock (Chair's Correspondence 5)
- January 28, 2020 correspondence to Holden resident Peter Singley (Chair's Correspondence 6)
- January 28, 2020 correspondence to WREA President and Holden resident Heidi Lahey (Chair's Correspondence 7)

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 #1338

Monday, February 10, 2020
7:00 PM

Media Center
Wachusett Regional High School, Holden

- I. Public Hearing
- II. Chair's Opening Remarks
 - *Mountview Model United Nations Club - Presentation* by Mountview Middle School Students and Mentors
- 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
 1. Motion: To amend the 2019-2020 WRSDC meeting schedule
- V. Unfinished Business
- VI. Secretary's Report
 - A. Approval of #1337 Regular Meeting Minutes of the Wachusett Regional School District Committee held on January 27, 2020 – 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. Deleted Policy 5241.4 *Policy Relating to Personnel Management Substance Abuse* - first reading

2. Deleted Policy 5241.5 **Policy Relating to Personnel Management Smoking in District Facilities** - first reading
 3. Deleted Policy 6433 **Policy Relating to Pupil Services Substance Abuse** - first reading
 4. Draft Policy 3625 **Policy Relating to Education Teaching about Alcohol, Tobacco, and Drugs** – first reading
 5. Draft Policy 5241.41 **Policy Relating to Personnel Management Drug-free Workplace Policy** – first reading
 6. Draft Policy 6431.1 **Policy Relating to Pupil Services Tobacco Products on School Premises Prohibited** – first reading
 7. Draft Policy 6433.1 **Policy Relating to Pupil Services Alcohol, Tobacco, and Drug Use by Students Prohibited** – first reading
- 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)
1. Superintendent Evaluation/Update on Goals – midyear review
- 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

If you cannot attend the February 10, 2020 Wachusett Regional School District Committee meeting, please contact Rebecca Petersen at (508) 829-1670 Ext. 230.

WACHUSETT REGIONAL SCHOOL DISTRICT

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DRAFT Minutes

Regular Meeting #1337

Monday, January 27, 2020
7:00 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Kenneth Mills, Chair	Laura Kirshenbaum
Melissa Ayala	Matthew Lavoie
Scott Brown	Linda Long-Bellil
Michael Dennis	Amy Michalowski
Maleah Gustafson	Karl Ottmar
Sherri Haber	Megan Weeks (7:06 PM)
Jeffrey Haynes	Linda Woodland
Robert Imber	

Committee Members Absent:

Christina Smith, Vice-chair	Benjamin Mitchel
Anthony DiFonso	Asima Silva
Stephen Godbout	Adam Young
Sarah LaMountain	

Committee Members Participating Remotely:

None

Administration Present:

Darryll McCall, Superintendent of Schools
Robert Berlo, Deputy Superintendent
Daniel Deedy, Director of Business and Finance
Jeff Carlson, Director of Human Resources
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 7:02 PM. He announced the meeting was being broadcast live on Channel 194 and is also streaming on HCTV.com.

I. Public Hearing

Jenn Kempton, Holden resident, addressed the School Committee.

7:06 PM Member Weeks joined the meeting.

II. Chair's Opening Remarks

Chair Mills welcomed Chocksett Middle School students Laela Boardman, Sarah Cox, Anthony DelNegro, Megan Jarnis, Connor Martin, Will McGrail, Zach Prest, Ava Poirier, Rylie Schoville, and Dan Simons along with Chocksett school counselor Melissa Dervishian and Sterling Council on Aging Director Veronica Buckley. He invited Chocksett Middle School Principal LaBreck to the podium. Mr. LaBreck thanked Chair Mills for the opportunity to address the Committee and he invited the students, Ms. Dervishian, and Ms. Buckley to the podium. Ms. Dervishian gave a brief overview of the Chocksett Middle School Peer Leader Program, and then invited the students to address the Committee and let the Committee know what the Peer Leader Program is all about (attachment 2). At the conclusion of the student presentations, members were given the opportunity to ask questions. Chocksett representatives were thanked for attending the meeting and were given a round of applause.

Chair Mills reviewed the format of the meeting, billed as *Budget Retreat II*.

Chair Mills extended thanks to District nurses and teachers for their services in these times of heightened illnesses.

III. Student Representatives' Reports

Student Representative Michalowski reported a WRHS Winter Gala will be held in February, that Semester 2 is underway, a "Mac & Cheese dinner" fundraiser will be held on January 31st, and she congratulated winter track teams for ongoing successful seasons,. Student Representative Michalowski then shared comprehensive updates she received from the five middle schools.

7:22 PM Member Gustafson left the table.

IV. Superintendent's Report

7:25 PM Member Gustafson returned to the table.

Superintendent McCall called members' attention to the FY21 Administrative Budget Presentation and he spoke in detail to each slide and the information about District administration's FY21 budget proposal (attachment 3). At the conclusion of Superintendent McCall's presentation, Chair Mills opened the floor to discussion.

Member Brown asked for confirmation about the projected percentage increase that is needed in order to “open the doors” in the next fiscal year, which Director Deedy, at the podium, confirmed is 4%. Member Brown also had questions about the transportation appropriation.

7:56 PM Student Representative Michalowski left the meeting.

Member Haynes had questions about per pupil expenses and ratio of staffing.

Member Long-Belill asked about Total Local Revenues on slide 37, which Superintendent McCall explained is a realistic number and it does not include use of Excess & Deficiency funds.

Member Woodland referenced the draft Staffing Plan, and asked how administration limited the proposed five new positions to three elementary counselors, a resource nurse, and an Assistant Principal at Naquag Elementary School and did not include any increase in teaching position.

Member Ayala asked why WRSD per pupil spending is so low.

Member Gustafson asked why a health insurance projected increase of 10% v a 0% for FY20. It was explained health insurance premiums are based on the District’s claims experience. Member Gustafson also asked why technology support, which has been requested by teachers and others, is not included in the proposed budget. She also had questions about additional assistance for the Director of Business and Finance and the proposed reduction in the Special Education Tuitions appropriation.

Member Michalowski expressed her grave concerns about the decrease in the Special Education Tuitions appropriation. Member Michalowski had questions about vocational programming at the high school. She also noted her understanding that additional counselors did not seem to be a top priority among the principals.

Member Dennis stated the 4% projection needed to open the doors does not seem to enhance the operation(s) of the District, which was confirmed. Member Dennis asked for a breakdown of the 4% projections and how District administration came up with that projection. At Member Dennis’ inquiry about the net of chargebacks and offsets, Director Deedy approached the podium and explained how school choice and school lunch are used as offsets and chargebacks. Member Dennis asked for a true breakdown and explanation of the 4% projected increase, including offsets and chargebacks.

Member Weeks voiced her opinion that the Staffing Plan needs to be a higher priority.

At Member Ottmar’s inquiry, Superintendent McCall explained the discrepancy between two enrollment numbers found in the budget presentation (7,007 v 7,010). Member Ottmar had additional questions about the correlation between per pupil spending v MCAS scores, and how many District employees are residents of one of the five Member Towns.

Member Lavoie expressed his concern about the decrease in the Special Education Tuitions appropriation. He also shared his opinion about the lack of detail(s) included in the presentation. Member Lavoie also raised questions about per pupil spending and student enrollment numbers. Superintendent McCall explained per pupil spending data can be found on the DESE website.

Member Imber had questions about implementation of the Staffing Plan, specifically asking about a vocational position at WRHS and staff needed to address enrollment and class sizes at Mountview Middle School. Member Imber again stated his request to have the Staffing Plan available to the full Committee for approval.

Chair Mills stressed the importance of clearly explaining kindergarten enrollment numbers and kindergarten teacher FTE numbers, due to the implementation of full-day kindergarten District-wide.

One last comment, during this initial budget discussion, was about room being built into the FY21 budget to address increase(s) in enrollment if the towns experience significant population growth.

At the conclusion of all members being availed the opportunity to voice their opinions, ask their questions, and make comments about the FY21 budget presentation, Chair Mills explained he will give members an additional opportunity to comment, asking members to be as succinct as possible. Chair Mills limited this additional discussion to 20 minutes.

Member Michalowski wanted to clarify she is not pushing to fully funding the draft Staffing Plan, but is looking for more of a stop gap to address problems, especially staffing. She did voice her disappointment in the lack of attention to address staffing needs at Mountview Middle School.

Member Gustafson has concerns about staffing as well as the reduction in the Special Education Tuition appropriation.

At Member Dennis' inquiry, Superintendent McCall confirmed District administration is not planning to support or encourage school choice participation in the coming year. Member Dennis had questions about professional development offerings and how these offerings address specific domains in the Strategic Plan. Deputy Superintendent Berlo approached the podium, and offered to bring the Professional Development Plan to the Committee for their information. Member Dennis stated the District has a series of plans – the Technology Plan, the Textbook Plan, the Strategic Plan, etc. - and he asked what is the vision to enhance and/or to address these plans. What is the vision? What will it cost to address this vision? What steps will the District need to take to get there?

Member Lavoie asked about additional revenue opportunities i.e. rental of the field at the high school or sponsorships.

At Member Ottmar's inquiry, Superintendent McCall explained the cost to add a new teacher is approximately \$75,000, which includes benefits.

Member Kirshenbaum added her comments that the public may look at a \$102,000,000. budget proposal and think it should be sufficient, which is why it is so important to explain and clarify the reality that the proposed budget is actually under what is needed to support the WRSD, comments that Superintendent McCall agreed with. Superintendent McCall added his view that this proposed budget does not include all that is really needed to run the District, citing reality v vision.

Member Lavoie asked about his calculation, taking the FY20 budget (\$97,838,205) multiplying it by 4%, factoring in the proposed reductions in the FY21 budget proposal, resulting in an increase of \$10,664.80 FY21 v FY20. Superintendent McCall spoke about special education budgeting, and discussion ensued.

As discussions came to a conclusion, Chair Mills asked members to notify District administration before the March 9, 2020 vote on the FY21 budget proposal if anyone is planning to make a motion at that meeting to amend District administration's budget proposal, in order to give administration the opportunity to do the required calculations and to be well prepared at the March 9, 2020 meeting, when the FY21 budget will be voted on by the School Committee. Chair Mills also informed the Committee he will be posting additional School Committee meetings on Tuesday, February 11, 2020, and Tuesday, March 10, 2020, in the event the regularly scheduled meetings on February 10, 2020 and March 9, 2020 are impacted by weather or by quorum. He explained the importance of the Committee voting on the FY21 budget during the week of March 9, 2020 in order to meet time requirements for the Member Towns in advance of the upcoming May Annual Town Meetings.

Superintendent McCall thanked members for their feedback and input.

Superintendent McCall invited Administrator of Special Education Smith to the podium. Administrator Smith addressed the Committee, outlining her vision for special education in this district and answering some questions asked by members.

Member Gustafson asked Superintendent McCall for an update on the Student Opportunity Act (SOA). Superintendent McCall reported by the end of January DESE should have guidance to share with districts about steps needed to be taken. Superintendent McCall reported he has had preliminary conversations about the SOA, but he is awaiting further direction from the state.

B. Recommendations Requiring Action by the School Committee

Motion: To approve the 2020-2021 School Year Calendar

(M. Weeks)
(S. Brown)

Member Lavoie asked about the half-day for professional development on May 28, 2020, the Friday before the Memorial Day weekend. Deputy Superintendent Berlo approached the podium and explained that feedback provided to the Ad Hoc Subcommittee to Review the School Calendar indicated a desire of stakeholders to have a half-day of professional development/half-day of school the Friday before a

long weekend, with which Member Lavoie disagreed. Discussion ensued about the proposed 2020-2021 school calendar (attachment 4).

9:21 PM Member Ayala left the table.

Discussion continued.

9:24 PM Member Ayala returned to the table.

Vote:

In favor:

Kenneth Mills
Melissa Ayala
Scott Brown
Michael Dennis
Maleah Gustafson
Sherrie Haber
Jeffrey Haynes
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Megan Weeks
Linda Woodland

Opposed:

Matthew Lavoie

The motion passed 14-1.

V. Unfinished Business

There was no unfinished business brought before the Committee.

VI. Secretary's Report

- A. Approval of #1336 Regular Meeting Minutes of the Wachusett Regional School District Committee held on January 13, 2020

Member Gustafson noted a typographical error on page 4.

Motion: To approve the minutes, as corrected, of the regular meeting of the WRSDC held on January 13, 2020.

(R. Imber)
(S. Haber)

Vote:

In favor:

Kenneth Mills
Melissa Ayala
Scott Brown
Maleah Gustafson
Sherrie Haber
Jeffrey Haynes
Robert Imber
Laura Kirshenbaum
Matthew Lavoie
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Megan Weeks

Opposed:

None

Abstained:

Michael Dennis
Linda Woodland

The minutes were approved 13-0-2.

- 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 the Management Subcommittee has not met since the last School Committee 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 will meet next on February 6, 2020.

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

Subcommittee Chair Dennis reported this subcommittee will meet next on February 3, 2020.

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

Subcommittee Chair Brown reported this subcommittee will meet next on January 28, 2020.

- 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.

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

In Subcommittee Chair Young's absence, Vice-chair Woodland reported this subcommittee met immediately before this meeting. Member Michalowski had a question about the bathrooms at Dawson Elementary School.

- 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 met immediately before this meeting, and he announced the full School Committee will meet in executive session at 6:00 PM on Monday, February 10, 2020, to be updated by the Ad Hoc Subcommittee.

- 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.

Member Woodland – Chocksett Middle School

Member Ayala – Houghton Elementary School

Member Haber – Central Tree Middle School

Member Gustafson - SEPAC

IX. Public Hearing

Heidi Lahey, Holden resident and WREA President, addressed the School Committee.

Rachel Bullock, Holden resident, addressed the School Committee.

Peter Singley, Holden resident, addressed the School Committee.

X. New Business

Member Dennis requested an early literacy presentation/discussion be made at a School Committee meeting.

XI. Adjournment

Motion: To adjourn.

(R. Imber)

(S. Haber)

Vote:

In favor:

Kenneth Mills

Melissa Ayala

Scott Brown

Michael Dennis

Maleah Gustafson

Sherrie Haber

Jeffrey Haynes

Robert Imber

Laura Kirshenbaum

Matthew Lavoie

Linda Long-Bellil

Amy Michalowski

Karl Ottmar

Megan Weeks

Linda Woodland

Opposed:
None

The motion was unanimously approved.

The meeting adjourned at 9:50 PM.

Respectfully submitted,

Darryll McCall, Ed.D.
Superintendent of Schools

DM:rlp

Attachments:

- Attachment 1 – Sign-in sheets
- Attachment 2 – Chocksett Middle School Peer Leader Program
- Attachment 3 – FY21 Administrative Budget Presentation
- Attachment 4 – Draft 2020-2021 School Calendar

Monday, January 27, 2020

PLEASE **PRINT** YOUR NAME AND YOUR TOWN

[illegible]

Chocksett Middle School Peer Leader Program

Laela Boardman
Mitchell Coonahan
Sarah Cox
Anthony DelNegro
Megan Jarnis

Connor Martin
Will McGrail
Zach Prest
Ava Poirier
Rylie Schoville
Dan Simons

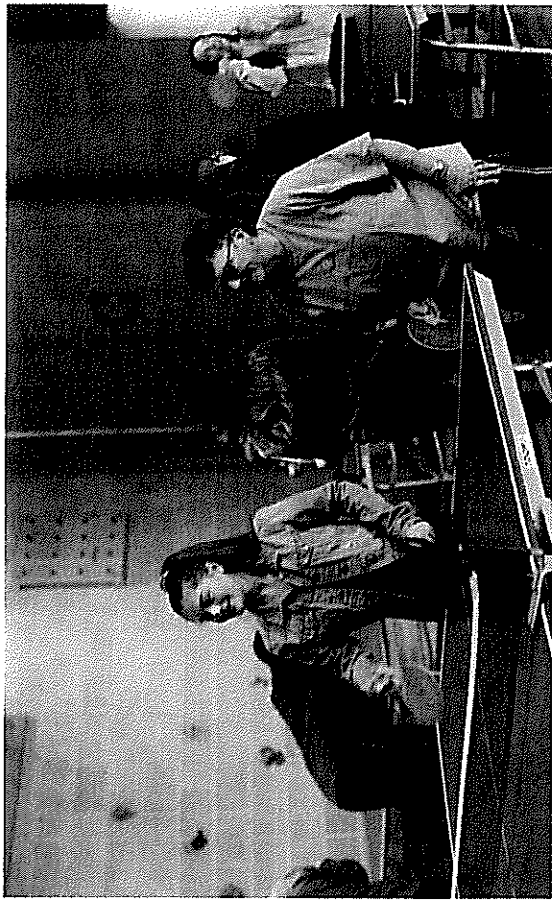
How we became peer leaders

- In the Spring of our 7th grade year, staff and teachers nominate students to be Peer Leaders for the next year.
- We are nominated based on demonstrating leadership qualities and the Chocksett core values of Respect, Responsibility, Perseverance and Integrity.
- After nominated, we write an essay to indicate our interest. Our essay focused on the leadership characteristics we believed we possessed.
- We then participated in an interview with current 8th grade Peer Leaders, Mr. Labreck and Ms. Dervishian.



What we do as Peer Leaders

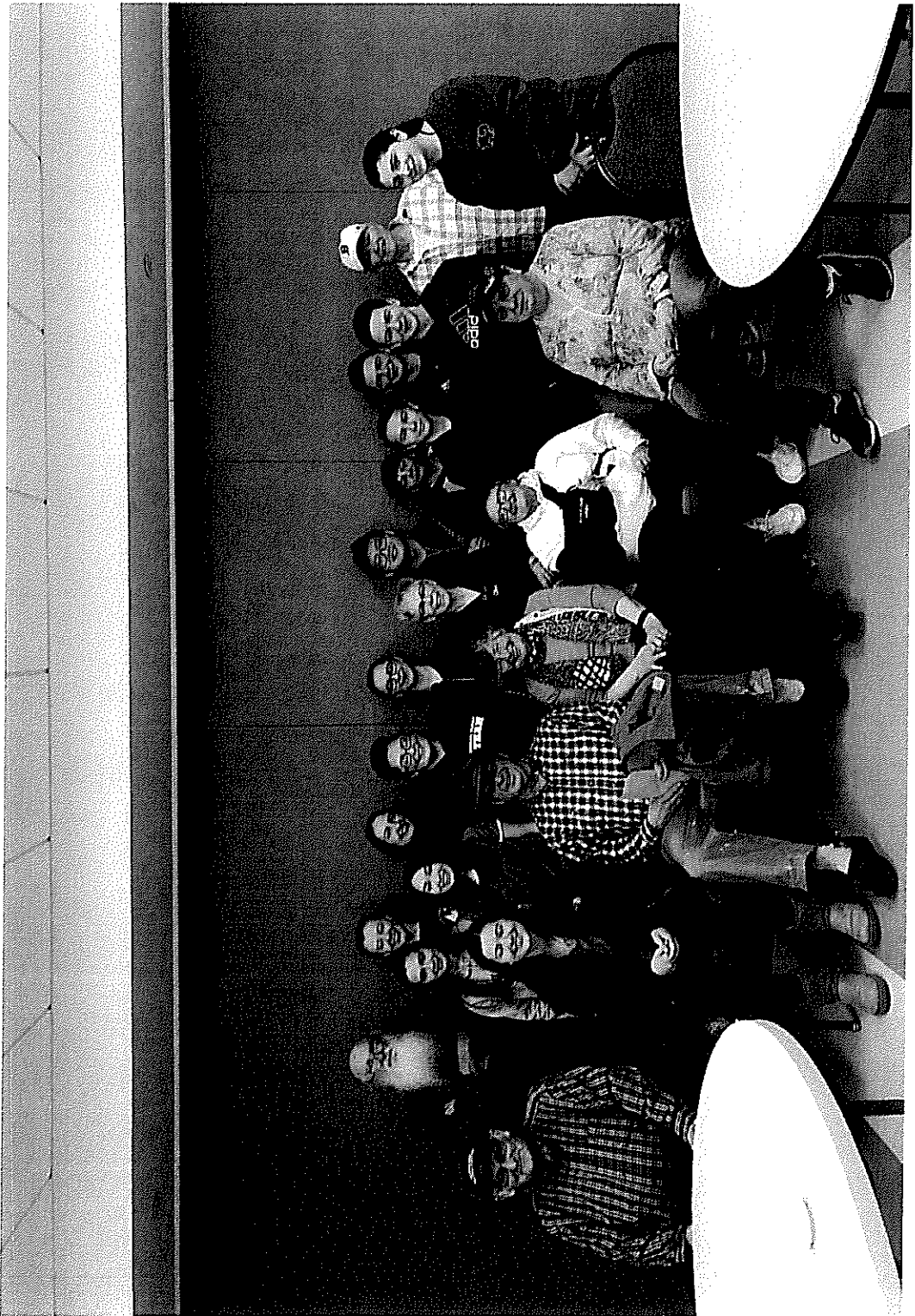
- Help with activities around the school
- Go to the Senior Center to help and spend time with the seniors
- Demonstrate Core Values



The Peer Leader's Impact

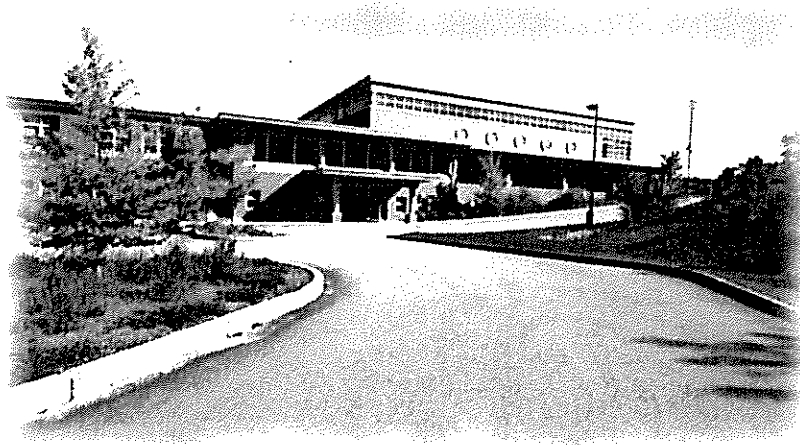
- We spend time with the Seniors in the Sterling Senior Center
- By helping out the younger students, we gain experience in our leadership skills
- When we help out the seniors and younger students, we can both learn from each other





Wachusett Regional School District

Attachment 3



FY21 Administrative Budget Presentation
January 27, 2020

MISSION STATEMENT

The WRSD seeks to ensure meaningful student growth and promote social emotional well-being in a safe and nurturing environment. We will integrate the talent, experience, and knowledge of all members of our community to develop lifelong learners, equipped to think critically in an ever-changing, global society.

STRATEGIC PLAN



AGENDA

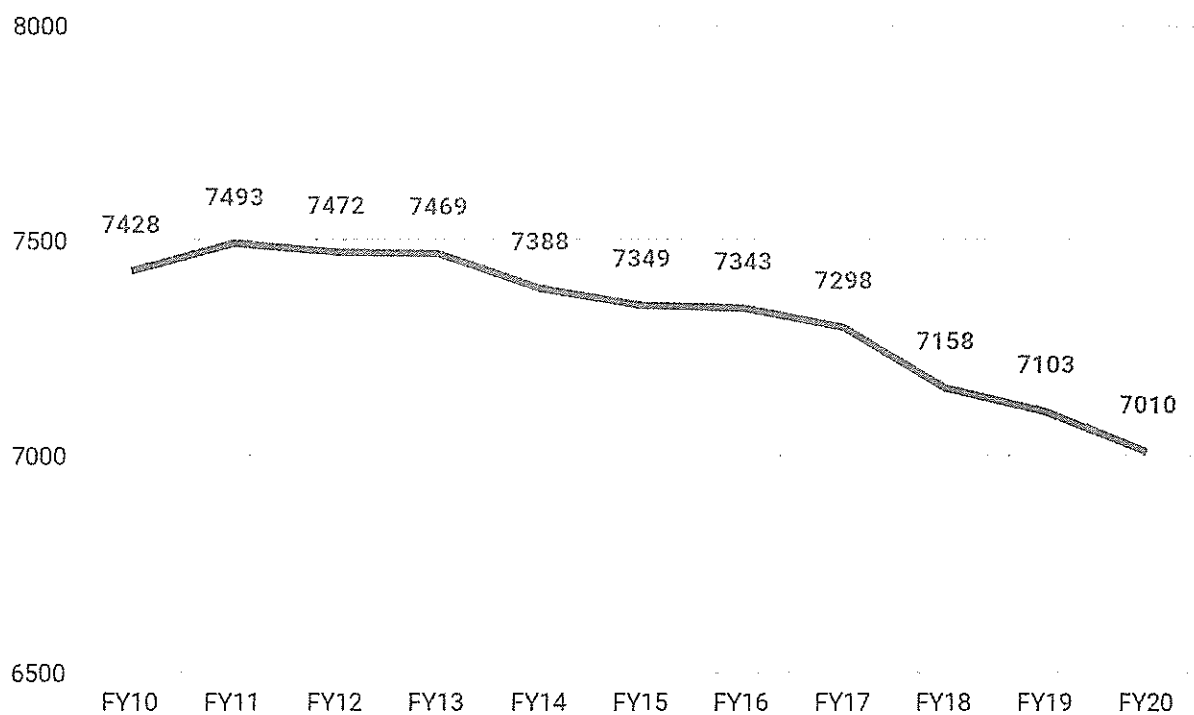
- Enrollment
- Per-Pupil Spending
- FY21 Salaries & Benefits
- FY21 Instruction & Operations
- FY21 Fixed Costs
- FY21 Total Budget
- FY21 Revenues
- Budget Calendar

Enrollment

Wachusett Regional School District

5

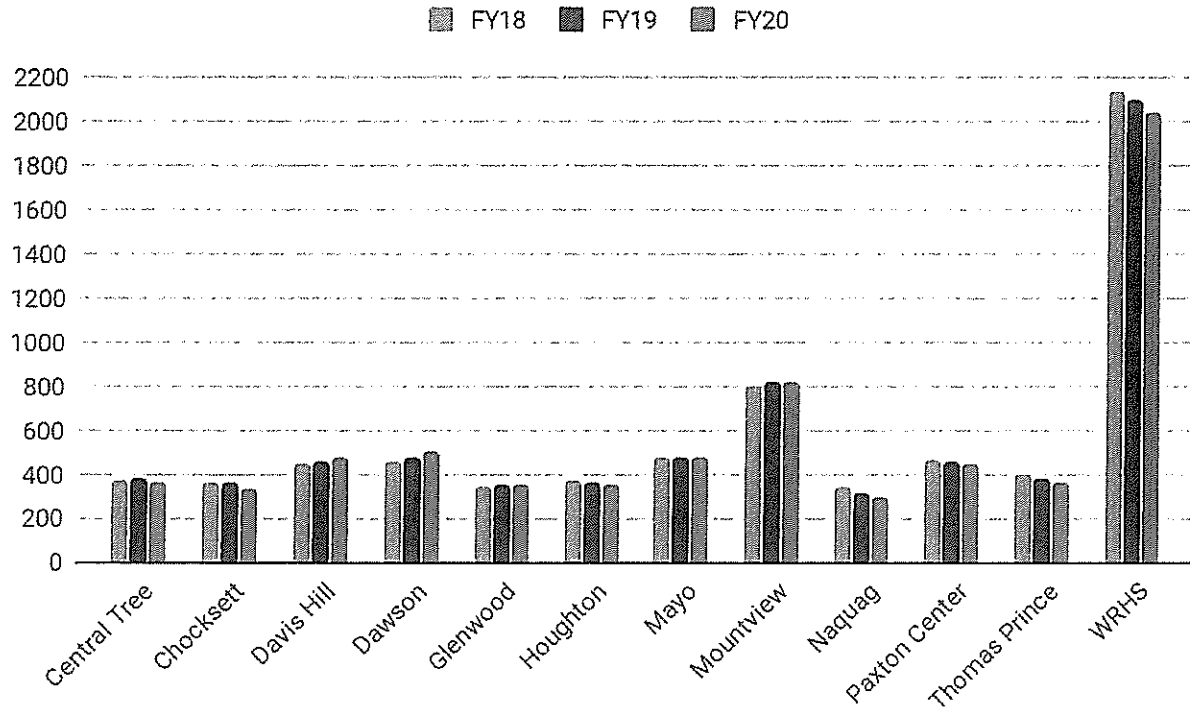
HISTORICAL DISTRICT ENROLLMENT



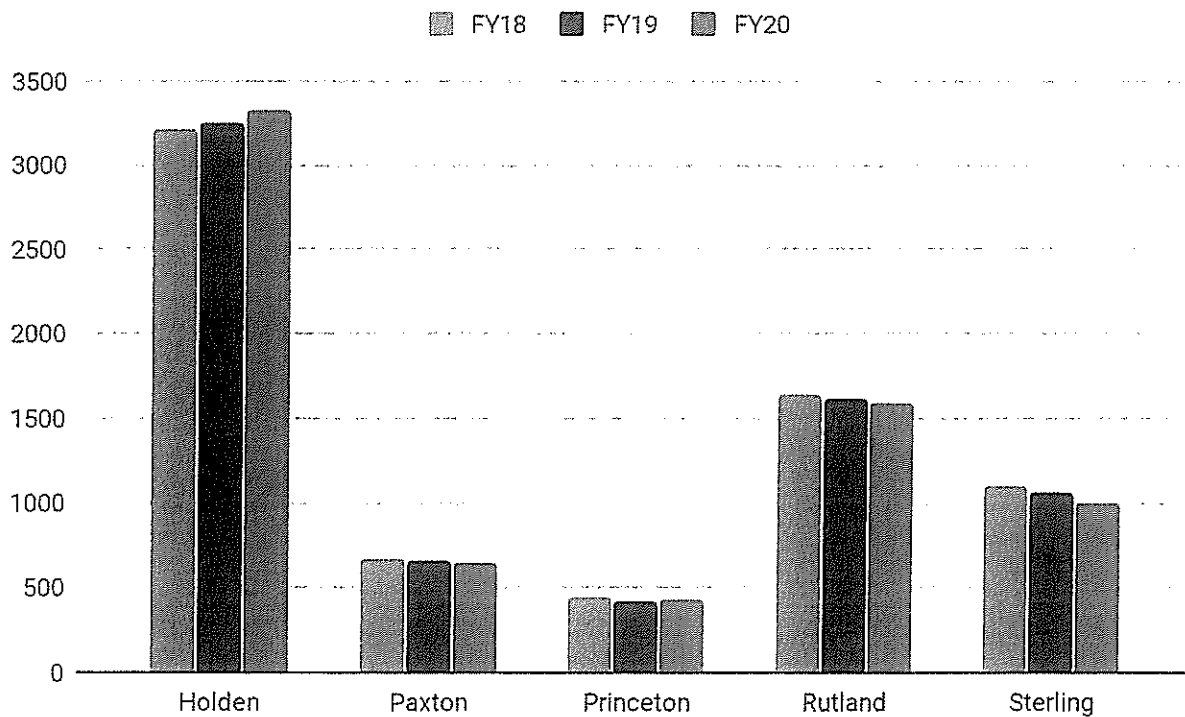
Wachusett Regional School District

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ENROLLMENT BY SCHOOL



ENROLLMENT BY TOWN



DISTRICT ENROLLMENT SHARE

Overall District	FY 2020		FY 2021		Enrollment Change	
Town	Count	Percentage	Count	Percentage	Count	Percentage
Holden	3,258	46.50%	3,335	47.62%	77	2.36%
Paxton	654	9.33%	646	9.22%	-8	-1.22%
Princeton	423	6.04%	428	6.11%	5	1.18%
Rutland	1,612	23.01%	1,589	22.69%	-23	-1.43%
Sterling	1,060	15.13%	1,005	14.35%	-55	-5.19%
Total	7,007	100.00%	7,003	100.00%	-4	-0.06%

Wachusett Regional School District

9

HIGH SCHOOL ENROLLMENT SHARE

High School	FY 2020		FY 2021		Enrollment Change	
Town	Count	Percentage	Count	Percentage	Count	Percentage
Holden	920	44.66%	927	45.49%	7	0.76%
Paxton	201	9.76%	194	9.52%	-7	-3.48%
Princeton	130	6.31%	125	6.13%	-5	-3.85%
Rutland	497	24.13%	494	24.24%	-3	-0.60%
Sterling	312	15.15%	298	14.62%	-14	-4.49%
Total	2,060	100.00%	2,038	100.00%	-22	-1.07%

Wachusett Regional School District

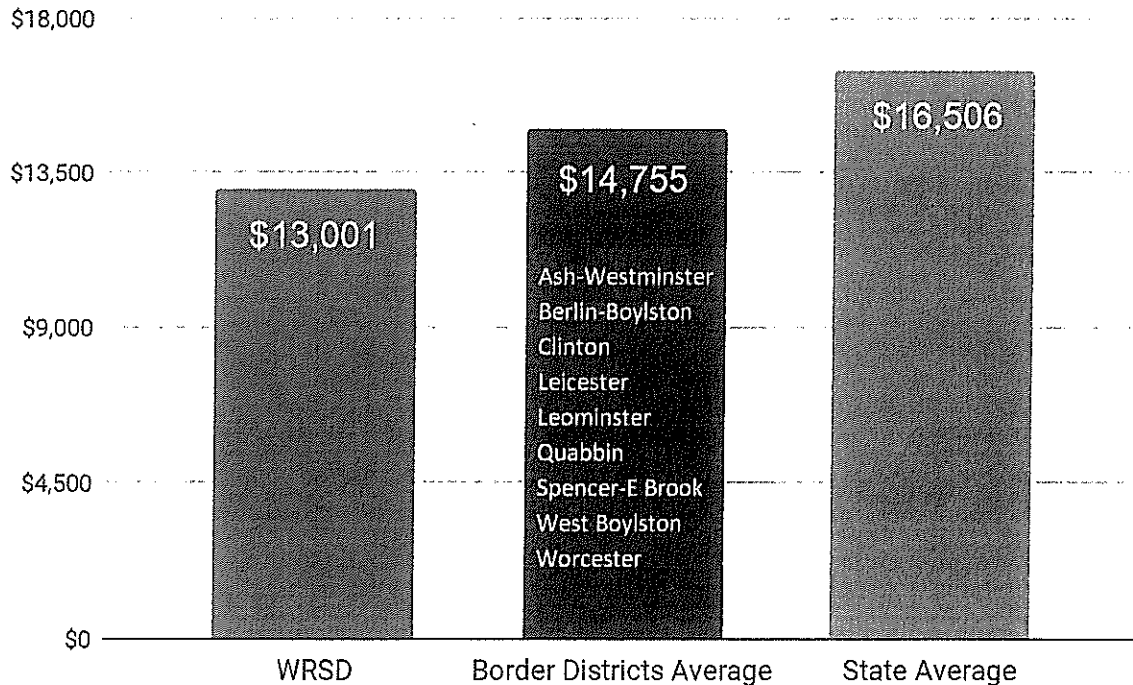
10

Per-Pupil Spending

Wachusett Regional School District

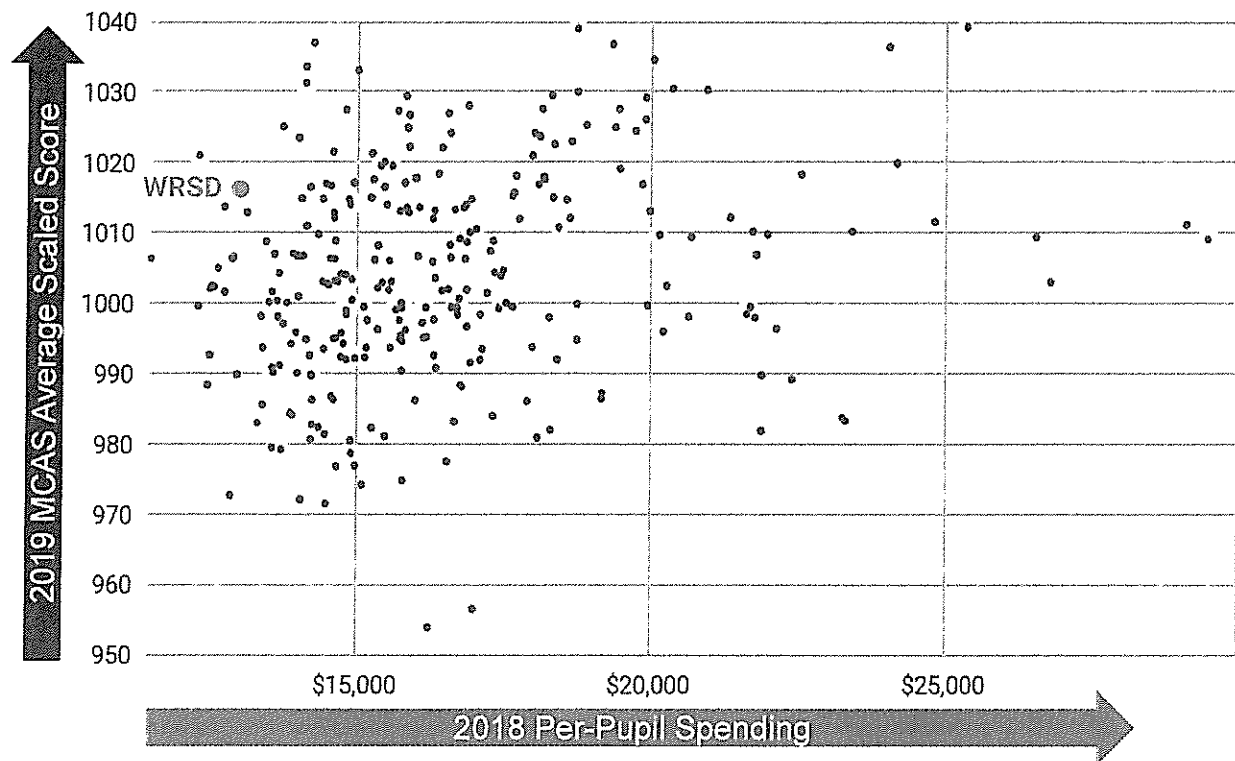
11

2018 PER-PUPIL SPENDING



If WRSD spending matched the border district average, the budget would increase by **\$12.3M**
 If WRSD spending matched the state average, the budget would increase by **\$24.5M**

MCAS PERFORMANCE VS PER-PUPIL SPENDING



Wachusett Regional School District

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FY21 BUDGET HEARING

FY21 Budget

Wachusett Regional School District

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BUDGET PRIORITIES

- **Domain 1**
 - Continued budget transparency via line-item budget
- **Domain 2**
 - Literacy Program Adoption - Grade 3
 - Math Program Materials - Grades 6-8
 - Science Program Materials - Grades 6-8 and HS
- **Domain 3**
 - Technology (HS 1:1, MS Chromebooks, and Elementary carts)
 - Textbook/Program Adoption - Year 3
 - SEL training and program materials
- **Domain 4**
 - PD funds focused on continued support of strategic initiatives
- **Domain 5**
 - Part-time Counseling support for all Elementary Schools
 - Resource Nurse

BUDGET BREAKDOWN BY APPROPRIATION

Appropriation	FY20 Budget	FY21 Proposed	\$ Diff +/-(-)	% Diff
Salaries & Stipends	\$62,064,715	\$65,132,485	\$3,067,770	4.94%
Benefits & Insurance	\$15,054,973	\$16,294,699	\$1,239,726	8.23%
Instructional Support	\$3,322,090	\$3,392,969	\$70,879	2.13%
Operations & Maintenance	\$3,606,166	\$3,738,231	\$132,065	3.66%
Pupil Services	\$51,241	\$52,758	\$1,517	2.96%
Special Ed Tuitions	\$3,123,545	\$2,770,000	(\$353,545)	-11.32%
Other Operating Costs	\$1,196,956	\$1,176,810	(\$20,146)	-1.68%
Transportation	\$6,919,413	\$7,241,701	\$322,288	4.66%
Debt Service	\$2,497,106	\$2,415,731	(\$81,375)	-3.26%
Total General Fund	\$97,836,205	\$102,215,384	\$4,379,179	4.48%

FY21 Salaries & Benefits

Wachusett Regional School District

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SALARIES & STIPENDS

FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
\$62,064,715	\$65,132,485	\$3,067,770	4.94%

- Contractual Obligations
- New Positions
 - Three (3) Elementary Counselors
 - Resource Nurse
 - Assistant Principal @ Naquag School

BENEFITS & INSURANCE

FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
\$15,054,973	\$16,294,699	\$1,239,726	8.23%

- Health Insurance estimated to increase 10%
- Worcester County Retirement Assessment reflects a 9.75% increase

TOTAL SALARIES & BENEFITS

Appropriation	FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
Salaries & Stipends	\$62,064,715	\$65,132,485	\$3,067,770	4.94%
Benefits & Insurance	\$15,054,973	\$16,294,699	\$1,239,726	8.23%
Total	\$77,119,688	\$81,427,184	\$4,307,496	5.59%

FY21 Instruction & Operations

Wachusett Regional School District

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INSTRUCTIONAL SUPPORT

FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
\$3,322,090	\$3,392,969	\$70,879	2.13%

- Technology
 - Continued support of HS 1:1 program
 - Increased access to technology in grades 1-8
 - Continued support of software and apps
- Year 3 of Textbook Plan and Early Literacy Program

OPERATIONS & MAINTENANCE

FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
\$3,606,166	\$3,738,231	\$132,065	3.66%

- Maintenance: Continue minor and major repairs
- Grounds: Town Maintenance Agreements
- Utility Services -- Electricity, Water, Sewer: 6%
- Fuel: Increase associated with projections
 - Oil increase 4.24%

PUPIL SERVICES

FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
\$51,241	\$52,758	\$1,517	2.96%

- Funds used to support Health Offices

SPECIAL ED TUITIONS

FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
\$3,123,545	\$2,770,000	(\$353,545)	-11.32%

- Tuition charges for out-of-district placements in specialized programs
- Utilize Special Education Circuit Breaker funds to reduce costs to General Fund. Projecting increase based upon Student Opportunity Act changes to Circuit Breaker funding, specifically inclusion of transportation costs

TOTAL INSTRUCTION & OPERATIONS

Appropriation	FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
Instructional Support	\$3,322,090	\$3,392,969	\$70,879	2.13%
Operations Maintenance	\$3,606,166	\$3,738,231	\$132,065	3.66%
Pupil Services	\$51,241	\$52,758	\$1,517	2.96%
SPED Tuition	\$3,123,545	\$2,770,000	(\$353,545)	-11.32%
Total	\$10,103,042	\$9,953,958	(\$149,084)	-1.48%

FY21 Fixed Costs

Wachusett Regional School District

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OTHER OPERATING COSTS

FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
\$1,196,956	\$1,176,810	(\$20,146)	-1.68%

- School Choice and Charter School reflect most recent tuition-out charges per DESE and DOR/DLS Cherry Sheet

TRANSPORTATION

FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
\$6,919,413	\$7,241,701	\$322,288	4.66%

- Regular Ed Transportation: FY21 will be the second year of new three-year contract. This reflects a contractual 5% increase and no additional equipment.
- Special Ed In-District and Out-of-District Transportation: Additional routes since the start of the 2019-2020 school year have impacted the FY20 and FY21 budgets. Projected increase in these lines is 3.0%.

DEBT SERVICE

FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
\$2,497,106	\$2,415,731	(\$81,375)	-3.26%

- This reflects two high school bonds refinanced at a lower rate and also a faster pay-off.

TOTAL FIXED COSTS

Appropriation	FY20 Budget	FY21 Proposed	\$ Diff vs LY	% Diff
Other Operating Costs	\$1,196,956	\$1,176,810	(\$20,146)	-1.68%
Transportation	\$6,919,413	\$7,241,701	\$322,288	4.66%
Debt Service	\$2,497,106	\$2,415,731	(\$81,375)	-3.26%
Total	\$10,613,475	\$10,834,242	\$220,767	2.08%

FY21 BUDGET HEARING

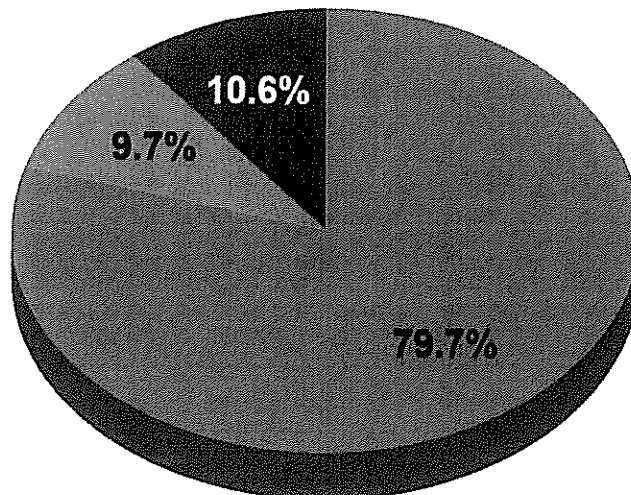
FY21 Total Expenditures

TOTAL EXPENDITURES

Category	FY20 Budget	FY21 Proposed	\$ Diff +/-(-)	% Diff
Salaries & Benefits	\$77,119,688	\$81,427,184	\$4,307,496	5.59%
Instruction & Operations	\$10,103,042	\$9,953,958	(\$149,084)	-1.48%
Fixed Costs	\$10,613,475	\$10,834,242	\$220,767	2.08%
Total	\$97,836,205	\$102,215,384	\$4,379,179	4.48%

BUDGET BREAKDOWN BY CATEGORY

- Salaries & Benefits
- Instruction & Operations
- Fixed Costs



BUDGET BREAKDOWN BY APPROPRIATION

Appropriation	FY20 Budget	FY21 Proposed	\$ Diff +/-	% Diff
Salaries & Stipends	\$62,064,715	\$65,132,485	\$3,067,770	4.94%
Benefits & Insurance	\$15,054,973	\$16,294,699	\$1,239,726	8.23%
Instructional Support	\$3,322,090	\$3,392,969	\$70,879	2.13%
Operations & Maintenance	\$3,606,166	\$3,738,231	\$132,065	3.66%
Pupil Services	\$51,241	\$52,758	\$1,517	2.96%
Special Ed Tuitions	\$3,123,545	\$2,770,000	(\$353,545)	-11.32%
Other Operating Costs	\$1,196,956	\$1,176,810	(\$20,146)	-1.68%
Transportation	\$6,919,413	\$7,241,701	\$322,288	4.66%
Debt Service	\$2,497,106	\$2,415,731	(\$81,375)	-3.26%
Total General Fund	\$97,836,205	\$102,215,384	\$4,379,179	4.48%

FY21 BUDGET HEARING

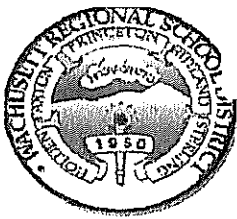
FY21 Revenues

TOTAL REVENUES

Revenue Source	FY20 Budget	FY21 Proposed	\$Diff +/-(-)	% Diff +/-(-)
Holden Total	\$29,825,810	\$31,693,769	\$1,867,959	6.26%
Paxton Total	\$6,544,013	\$6,853,126	\$309,113	4.72%
Princeton Total	\$4,953,831	\$5,190,694	\$236,863	4.78%
Rutland Total	\$12,519,305	\$13,221,118	\$701,813	5.61%
Sterling Total	\$11,683,458	\$12,103,845	\$420,387	3.60%
Total Towns	\$65,526,417	\$69,062,552	\$3,536,135	5.40%
Total State Aid	\$30,712,011	\$32,452,832	\$1,740,821	5.67%
Total Local Revenues	\$1,597,777	\$700,000	(\$897,777)	-56.19%
Total Revenue	\$97,836,205	\$102,215,384	\$4,379,179	4.48%

BUDGET CALENDAR

- Governor's Budget - January 22, 2020
- Annual Budget Hearing - February 10, 2020
- Meetings with town officials - February/March, 2020
- School Committee budget approval - March 9, 2020
- Town Meetings:
 - Holden - May 18, 2020
 - Paxton - May 4, 2020
 - Princeton - May 12, 2020
 - Rutland - May 9, 2020
 - Sterling - May 4, 2020



IUSSETT REGIONAL SCHOOL DISTRICT School Calendar 2020-2021

Draft Updated: 12/18/2019

DRAFT

DRAFT

JULY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

First and Last Days of School

First Day of School	Sep 2
First Day of Kindergarten	Sep 3
Last Day of Kindergarten (Full Day) (pending snow days)	June 11
Half-Day 180th Day of School-Grades 1-12	June 17
Half-Day 185th Day of School-Grades 1-12	June 24

The District is required to provide a school calendar with 185 days of school scheduled. The last day of school will be a half-day whenever it falls.

Holidays & Vacations

Labor Day	Sep 7
Columbus Day	Oct 12
Veterans' Day	Nov 11
Thanksgiving Recess	Nov 25-27
Winter Recess	Dec 24-Jan 1
Martin Luther King, Jr. Day	Jan 18
February Recess	Feb 15-19
April Recess	Apr 19-23
Memorial Day	May 31

Teacher Training

Staff Orientation	Sep 1
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Staff Development Days

Full Day	Nov 3
Full Day	May 10
Half-Day	Sep 24
Half-Day	Oct 22
Half-Day	Jan 28
Half-Day	Mar 11
Half-Day	May 28
Half-Day	Last day of school

	Half Days
	School not in Session
	First day of school

DRAFT

POLICY RELATING TO PERSONNEL MANAGEMENT

SUBSTANCE ABUSE

~~The manufacture, distribution, dispensing, possession, sale, or use of illicit substances and/or alcohol by an employee on school premises is prohibited. Disciplinary sanctions, including termination of employment and referral for prosecution shall be imposed on employees who violate this standard of conduct.~~

~~Alcohol—Any employee of the District found using or possessing alcohol in any District-owned or leased building or grounds, or in any official job related activity shall be subject to appropriate disciplinary action, including reprimand, suspension, termination, or referral for prosecution.~~

~~Illegal Substances—Any employee of the District found possessing, trafficking, and/or using illegal substances in any District owned or leased building or grounds, or in any official job related activity shall be subject to disciplinary action, including reprimand, suspension, termination. Referral for prosecution shall be required.~~

~~Employee Notification—At the time of hire, each employee shall receive a copy of Policy #5241.4, Substance Abuse, which prohibits the manufacture, distribution, dispensing, possession, sale or use of any narcotic drug, amphetamine, barbiturate, marijuana, alcohol, and any other controlled substance in the work place.~~

~~At the time of hire, each employee shall sign a statement verifying receipt of a copy of this policy and shall understand that compliance with this policy is a mandatory condition of employment.~~

~~This policy shall be contained within the employee handbook and distributed to all employees annually and all new employees at the time of employment.~~

First Reading: 05/13/96

Second Reading: 05/28/96

Policy Deletion First Reading:

Policy Deletion Second Reading:

WRSDC Policy 5241.4

POLICY RELATING TO PERSONNEL MANAGEMENT

SMOKING IN DISTRICT FACILITIES

~~In accordance with MGL, Chapter 71, Section 37H it is the policy of the Wachusett Regional School District that the use of tobacco products is forbidden within the school buildings, the school facilities, on the school grounds or on school buses by all individuals.~~

~~Employees charged with violating this policy will be subject to disciplinary actions in accordance with the Tobacco Policy Rules and Regulations governing school employees.~~

~~Students charged with violating this policy will be subject to disciplinary actions as outlined in the Student Discipline code.~~

~~All other individuals violating this policy will be instructed by the school administration to leave the premises.~~

~~All employees agree as a condition of employment to comply with the prohibition of the use of tobacco policy as adopted by the Wachusett Regional School Committee and mandated by Massachusetts General Laws Chapter 71, Section 37H. That policy provides that the use of tobacco products is forbidden within the school buildings, the school facilities, or on the school grounds, or on school buses by all individuals. All employees agree to comply with the Rules and Regulations governing the prohibition of the use of tobacco as a condition of employment.~~

~~All employees, within their area of responsibility, shall recognize their obligation to uphold and enforce school policies and regulations, including the prohibition of the use of tobacco.~~

~~A violation of the tobacco policy in regard to employees will result in the following disciplinary action:~~

~~*First Violation*—The employees will be given an oral reprimand with a written notation in the employee's personnel file.~~

~~*Second Violation*—A written reprimand will be placed in the employee's personnel file, and he or she will be required to attend a cessation program which will be provided by the school district.~~

POLICY RELATING TO PERSONNEL MANAGEMENT

SMOKING IN DISTRICT FACILITIES (continued)

~~*Third Violation*—Possible suspension without pay by the Principal after due process hearing and compliance with the statutory or collective bargaining requirements where applicable and written notification to the employee that any further violation may result in dismissal. Additionally, the employee shall attend a cessation program at his/her own expense.~~

~~*Fourth Violation*—Possible dismissal from employment or other further disciplinary action after due process hearing and compliance with the statutory or collective bargaining requirements where applicable.~~

~~In determining appropriate disciplinary actions in third and fourth violations, the circumstances of the employee's previous disciplinary record will be considered. Suspension or dismissal of an employee will be carried out in accordance with the statutory or collective bargaining requirements applicable.~~

~~The disciplinary sequence detailed above shall have a term of one (1) year, on a July 1 through June 30 cycle; violations from the previous year will not be carried over the next year.~~

First Reading: 09/12/94

Second Reading: 09/26/94

Policy Deletion First Reading:

Policy Deletion Second Reading:

WRSDC Policy 5241.5

POLICY RELATING TO PUPIL SERVICES

SUBSTANCE ABUSE

The Wachusett Regional School District prohibits the use of alcohol, illegal substances, and the improper use of harmful substances.

The possession, use, transmittal, serving, or consumption of any alcoholic beverage, illegal/harmful substance on school property, and/or at any school sponsored activity is prohibited. Violations of this policy shall result in appropriate action as set forth in the Student Discipline Code.

Further, any student may be barred from a school sponsored activity if there is reason to believe he/she has been drinking alcoholic beverages or using illegal substances prior to his/her attendance at or participation in said school sponsored activity. Students may be required to submit to a Breathalyzer test prior to participation in school sponsored events. Any staff member with knowledge of alcohol or harmful drug use or the carrying of harmful substances on school grounds or at school related events shall notify the principal or the superintendent and the appropriate legal authorities.

The District shall provide full cooperation with legal authorities.

First Reading: 9/12/94
Second Reading: 9/26/94

Merging Policy 6432 and Policy 6433

Amendment First Reading: 11/18/96
Amendment Second Reading: 12/09/96

Re-Amendment First Reading: 06/16/98
Re-Amendment Second Reading: 07/20/98

Re-Amendment First Reading: 03/14/05
Re-Amendment Second Reading: 04/11/05

Re-Amendment First Reading: 09/10/07
Re-Amendment Second Reading: 10/09/07

Policy Deletion First Reading:
Policy Deletion Second Reading:

WRSDC Policy 6433

POLICY RELATING TO EDUCATION

TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

Prevention requires education, and healthy decision-making. The objectives of this program are:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, emotional, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the Wachusett Regional School District Committee.

This policy shall be posted on the District's website and notice shall be provided to all students and parents/guardians in accordance with state law. Additionally, the District shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE:	MASC March 2016
LEGAL REFS.:	M.G.L. <u>71:1</u> ; <u>71:96</u>
CROSS REFS:	<u>GBEC</u> , Drug Free Workplace Policy <u>JICH</u> , Drug and Alcohol Use by Students

First Reading:
Second Reading:

WRSDC Draft Policy 3625

POLICY RELATING TO PERSONNEL MANAGEMENT

DRUG-FREE WORKPLACE POLICY

The Wachusett Regional School District (WRSD) provides a drug-free workplace by prohibiting the unlawful manufacture, distribution, dispensing, sale, or use of controlled substances and/or alcohol by an employee on school premises. Disciplinary sanctions, including termination of employment and referral for prosecution may be imposed on employees who violate this standard of conduct. Pursuant to this Drug-Free Workplace Policy, the WRSD will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions. At the time of hire, each employee shall sign a statement verifying receipt of a copy of this policy.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant:
 - Be given a copy of the Statement as required.
 - Be notified in the required Statement that as a condition of employment under the grant, the employee must abide by the terms of the Statement by timely notifying the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 - Notify the federal agency that issued the grant within ten days after receiving notice of the conviction.
 - Be required, after being convicted, to participate and successfully complete a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, local health law enforcement, or other appropriate agency.

SOURCE: MASC March 2016
LEGAL REFS.: The Drug-Free Workplace Act of 1988
CROSS REFS.: IHAMB, Teaching about Alcohol, Tobacco and Drugs
JICH, Drug and Alcohol Use by Students

First Reading:
Second Reading:

POLICY RELATING TO PUPIL SERVICES

TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within school buildings, school facilities, on school grounds or school buses, or at school-sponsored events by any individual, including, but not limited to, school personnel and students -- is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

SOURCE: MASC July 2016
LEGAL REF: M.G.L. 71:37H; 270:6
CROSS REFS.: GBED, Tobacco use on School Property by Staff Members
Prohibited
JICH, Alcohol, Tobacco and Drug Use by Students Prohibited

First Reading:
Second Reading:

WRSDC Draft Policy 6431.1

POLICY RELATING TO PUPIL SERVICES

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away: any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance except for prescribed medical purposes within any school or on school grounds at any time. The Wachusett Regional School District Committee (WRSDC) also prohibits the use or consumption by students of the aforementioned on school grounds or school buses, or at any school-sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

Verbal Screening

- The school district shall utilize, in accordance with law, a verbal screening tool approved by the Massachusetts Department of Elementary and Secondary Education (DESE) to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 10.
- Parents/guardians shall be notified of the screening prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.
- All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the District's website and notice shall be provided to all students and parents/guardians of this policy in accordance with state law. Additionally, the District shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2019
LEGAL REFS.: M.G.L. 71:2A; 71:96; 71:97; 272:40A
CROSS REFS.: ADC, Tobacco Products on School Premises Prohibited
GBEC, Drug Free Workplace Policy
GBED, Tobacco use on School Property by Staff Members Prohibited
IHAMB, Teaching About Drugs, Alcohol, and Tobacco

First Reading:
Second Reading:

WRSDC Draft Policy 6433.1

Education Subcommittee

Thursday, February 6, 2020
7:00 p.m.

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

AGENDA:

- I Call to Order
- II Approval of Minutes
- III Legal Review/Opinion – Draft Policies
 - Draft Policy 5241.41 Policy Relating to Personnel Management Drug-free Workplace Policy
 - Draft Policy 6431.1 Policy Relating to Pupil Services Tobacco Products on School Premises Prohibited
 - Draft Policy 6433.1 Policy Relating to Pupil Services Alcohol, Tobacco, and Drug Use by Students Prohibited
 - Draft Policy 3625 Policy Relating to Education Teaching about Alcohol, Tobacco, and Drugs
- IV Policies Relating to Student Wellness
 - 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
- 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

Wachusett Regional School District Committee

Monday, February 10, 2020
6:00 p.m.

Revised Agenda
Executive Session

Media Center
Wachusett Regional High School
1401 Main Street, Holden

AGENDA:

- I Call to Order
- II Approval of Minutes
- III 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
- 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 up for discussion to the extent permitted by law

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

Wachusett Regional School District Committee

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

Media Center
Wachusett Regional High School
1401 Main Street, Holden

AGENDA:

Public Hearing

Chair's Opening Remarks

Mountview Model United Nations Club - Presentation by Mountview Middle School Students and Mentors

Student Representatives' Reports

Superintendent's Report

- Discussion of Report
- Recommendations Requiring Action by the School Committee
 - o Motion: To amend the 2019-2020 WRSDC meeting schedule

Unfinished Business

Secretary's Report

- Approval of 1337th Regular Meeting Minutes of the WRSDC held on 1/27/2020
- 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. Deleted Policy 5241.4 Policy Relating to Personnel Management Substance Abuse - first reading
 2. Deleted Policy 5241.5 Policy Relating to Personnel Management Smoking in District Facilities - first reading
 3. Deleted Policy 6433 Policy Relating to Pupil Services Substance Abuse - first reading
 4. Draft Policy 3625 Policy Relating to Education Teaching about Alcohol, Tobacco, and Drugs – first reading
 5. Draft Policy 5241.41 Policy Relating to Personnel Management Drug-free Workplace Policy – first reading
 6. Draft Policy 6431.1 Policy Relating to Pupil Services Tobacco Products on School Premises Prohibited – first reading
 7. Draft Policy 6433.1 Policy Relating to Pupil Services Alcohol, Tobacco, and Drug Use by Students Prohibited – first reading
- Business/Finance Subcommittee
- Legal Affairs Subcommittee
- Superintendent Goals and Evaluation Subcommittee
 1. Superintendent Evaluation/Update on Goals – midyear review
- 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

Wachusett Regional School District Committee

Special Meeting
ANNUAL BUDGET HEARING

Tuesday, February 11, 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

Wachusett Regional School District Committee

Tuesday, February 11, 2020
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

SEPAC (Special Education Parent Advisory Council)

Tuesday, February 25, 2020
6:30 p.m.

Curriculum Center
District Central Office
1745 Main Street, Jefferson

Legal Affairs Subcommittee

Tuesday, March 3, 2020
6:30 p.m.

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

Wachusett Regional School District Committee

Monday, March 9, 2020
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Tuesday, March 10, 2020
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Monday, March 23, 2020
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Monday, April 6 2020
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Superintendent Goals and Evaluation Subcommittee

Monday, April 27, 2020
6:00 p.m.

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

VETERANS

From Page 6

chapter, Rose Annese. "We

NOTICE OF MORTGAGEE'S SALE OF REAL ESTATE

Premises: 43 Red Barn Road, Holden, Massachusetts
By virtue and in execution of the Power of Sale contained in a certain mortgage given by Estate of Michael L. Cantor to Sovereign Bank, said mortgage dated June 25, 2003, and recorded in the Worcester County (Southern) Registry of Deeds, in Book 31038 at Page 74 and now held by Santander Bank, N.A. for breach of the conditions in said mortgage and for the purpose of foreclosing the same, will be sold at Public Auction on February 14, 2020 at 10:00 AM Local Time upon the premises, all and singular the premises described in said mortgage, to wit:

That certain piece of land, and the buildings and improvements thereon.: In the Town of: Holden County Of: Worcester and State of: Massachusetts and being more particularly described in a deed recorded in Book 24380 Page 305 of the Worcester County, City of Holden which property is more commonly known as 43 Red Barn Rd, Holden, MA 01520 ("Property Address")
The description of the property that appears in the mortgage to be foreclosed shall control in the event of a typographical error in this publication.

For Mortgageors' Title see deed dated July 6, 2001, and recorded in Book 24380 at Page 305 with the Worcester County (Southern) Registry of Deeds.

TERMS OF SALE: Said premises will be sold and conveyed subject to all liens, encumbrances, unpaid taxes, tax titles, municipal liens and assessments, if any, which take precedence over the said mortgage above described.

FIVE THOUSAND (\$5,000.00) Dollars of the purchase price must be paid by a certified check, bank treasurer's or cashier's check at the time and place of the sale by the purchaser. The balance of the purchase price shall be paid in cash, certified check, bank treasurer's or cashier's check within sixty (60) days after the date of sale.

Other terms to be announced at the sale.

BENDETT & MCHUGH, PC
270 Farmington Avenue
Farmington, CT 06032
Attorney for Santander Bank, N.A.
Present Holder of the Mortgage
(860) 677-2868
01/23, 01/30, 02/06, 2020 LM

have unfortunately experienced this firsthand."

Massachusetts currently has three Blue Star Mothers chapters; the other two cover the South Shore and Worcester areas. Blue Star Mothers is a nonpartisan, nonpolitical, nonsectarian organization that does not support any political candidate or endorse any religious organization.

Blue Star Mothers, MA Chapter 1 is involved with many charitable organizations in the area including NEADS, Run to Home Base,

(SEAL) COMMONWEALTH OF MASSACHUSETTS LAND COURT DEPARTMENT OF THE TRIAL COURT

19 SM 006354

ORDER OF NOTICE

TO:

Victor J. Chavez, Jr.

and to all persons entitled to the benefit of the Servicemembers Civil Relief Act, 50 U.S.C. c. 50 § 3901 et seq.:

Lakeview Loan Servicing, LLC claiming to have an interest in a Mortgage covering real property in **Holden (Jefferson), numbered 160 Kendall Road**, given by Victor J. Chavez, Jr. to Mortgage Electronic Registration Systems, Inc., as Nominee for Regency Mortgage Corp., dated September 28, 2015, and recorded in Worcester County (Worcester District) Registry of Deeds in Book 54359, Page 218, as affected by Loan Modification dated March 9, 2018, and recorded in said Deeds, in Book 58645, Page 297 and now held by Plaintiff by assignment, has/have filed with this court a complaint for determination of Defendant's/Defendants' Servicemembers status.

If you now are, or recently have been, in the active military service of the United States of America, then you may be entitled to the benefits of the Servicemembers Civil Relief Act. If you object to a foreclosure of the above-mentioned property on that basis, then you or your attorney must file a written appearance and answer in this court at **Three Pemberton Square, Boston, MA 02108** on or before **February 4, 2020** or you may lose the opportunity to challenge the foreclosure on the ground of non-compliance with the Act.

Witness, GORDON H. PIPER, Chief Justice of this Court on January 9, 2020.

Attest:

Deborah J. Patterson
Recorder

Vet Together, Operatio Winchendon Cares, and more

"Our mission remains the same today as it was when we first organized: to support our sons and daughters who serve in our military, each other as mothers and our military families, while promoting patriotism," said Annese. "We are committed to the ongoing efforts to 'never forget' our veterans, who so selflessly serve or have served their country on our behalf."

For more information, visit bluestarmothersmachapter1.org, email Masschap1@gmail.com, and follow Blue Star Mothers, MA Chapter 1 on Facebook.

Blue Star Mothers, MA Chapter 1, from left: Chapter president Beth Pallotta with members Susan St. Laurant, Andrea Tourigny and Sue Giordano.

[SUBMITTED PHOTO]

**Public Notice
Wachusett Regional
School District
Annual Budget Hearing**
Monday, February 10, 2020
7:00 PM

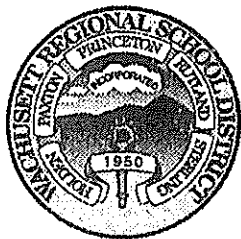
Media Center
Wachusett Regional High School
1401 Main Street
Holden, MA 01520

A copy of the budget will be available on February 6, 2020 at
Wachusett Regional School District
Jefferson School
1745 Main Street
Jefferson, MA 01522

TOWN OF HOLDEN Holden Conservation Commission

In accordance with the provisions of M.G.L. Ch. 131, Section 40, the Wetlands Protection Act, the Holden Conservation Commission will hold a public hearing on Wednesday February 5th, 2020 at the Holden Senior Center, 1130 Main Street at 7:00 p.m. to consider five Notices of Intent filed by Jackson Woods Investments, LLC for the development of twenty-two individual lots on the Greenwood Estates Subdivision located off Union Street, Holden, MA. Portions of the lots are located within the 100-foot buffer of bordering vegetated wetlands. Plans are available for viewing at Town Hall 1196 Main Street, Mon. Wed. Thur. 8:00 a.m. - 4:00 p.m., Tues. 8:00 a.m. - 7:00 p.m. and Friday 8:00 a.m. - 12:00 p.m.

January 30, 2020
Glenda Williams
Conservation Agent



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

FY21 BUDGET NARRATIVE FEBRUARY 6, 2020

Over the past several months, the District has continued to make progress toward the goals of the Wachusett Regional School District (WRSD) Strategic Plan. This year, we supported early literacy, technology, and tuition-free full-day kindergarten to name just a few of the highlights associated with our current budget. For the first time in the history of our school district, all students now have access to full-day kindergarten, which will benefit all five towns and communities into the future.

The WRSD Strategic Plan provides the Wachusett community with a sense of purpose as we define priorities and set budgets. Each school has developed a School Improvement Plan that ties directly back to the Strategic Plan and will help define budget priorities at both the building and the District levels. Goals that have been set by administrators and teachers will have common themes connected to the five learning domains, enabling our five-town district to pursue common educational outcomes. This plan has made communication about the educational needs of our budget more easily understood when sharing our budget with our communities.

The current budget request for FY21 is aligned with the WRSD Strategic Plan as we focus on areas such as early literacy, professional development, and student health and wellness. The addition of staff such as elementary counselors and a support nurse will help to assist our students' general well-being. Budget increases are primarily due to a slight increase in staffing, contractual obligations, and an increase in health insurance.

The Wachusett Regional School District budget consists of nine (9) separate appropriations with each one designed to meet a specific purpose. The first appropriation and most significant portion of the total budget is Salaries and Stipends.

Salaries and Stipends: \$65,282,485

This appropriation covers salaries for all teachers, nurses, specialized providers such as Applied Behavioral Analysts (ABAs), paraprofessionals, custodians, clerical staff, technical staff, principals, and administrators. Total salaries for FY21 have an increase of 5.18% which includes contractual obligations for all employee groups, projected spending for substitutes and stipends, and includes seven (7) new position requests. The increase also includes the absorption of all kindergarten teachers as full-time teachers. This budget request will enable the District to maintain all educational programs and expand our efforts in addressing targeted areas of need as outlined in the Strategic Plan. These include providing support for social and emotional learning and safe school learning environments. Our overall increase for Salaries, Stipends and Substitutes is \$3,217,770.00 or 5.18% above FY20's appropriation.

Benefits and Insurance:

\$16,144,699

The District has received preliminary information on health insurance that indicates a projected increase for both active and retired employees of 8% above FY20. To offset health care costs the District applies charge-backs to grants and revolving funds which lowers the “net” total of the Employee Health Insurance budget. The continued reduction in the number of School Choice tuition-in students will result in lower cost offsets in this appropriation. Cost increases are projected for Other Insurances and Benefits and for the assessment to the Worcester Regional Retirement System. Our overall increase in this appropriation will be \$1,089,726 or 7.24% above FY20. Administration is awaiting final numbers for health insurance due in the next 2 to 3 weeks.

Instructional Support:

\$3,392,969

The District is proposing an increase in the instructional support budget for FY21. This is an area of the budget where we are committed to providing resources in order to address areas of need that have been lagging in recent years. We are requesting to increase this appropriation to \$3,392,969 which is an increase of \$70,879 or 2.13% over FY20.

Operations & Maintenance:

\$3,738,231

The District is invested in the maintenance of our schools in order to provide a safe and secure learning environment for our students. The District continues to budget for ongoing building repairs and maintenance. We are projecting some increased costs for natural gas and electricity, and will receive net-metering credits from solar panel installations. For FY21, this appropriation is being budgeted at \$3,738,231 which is an increase of \$132,065 or 3.66%.

Pupil Services:

\$52,758

This appropriation supports non-instructional programs in the schools such as the health offices and student related activities. There have been significant decreases in this appropriation over the past several years as all athletic team expenses, with the exception of stipends, were redirected to be paid out of the athletic revolving fund. We are proposing to budget this appropriation at \$52,758 which is an increase of \$1,517 or 2.96% from FY20.

Special Education Tuition:

\$2,770,000

The District is responsible for student placements at other public schools, private schools, and collaboratives which are determined by the programmatic needs of the individual student and program rates approved by the state. Prior to arranging placements, the District evaluates whether a student’s needs can be met through an in-District program and contract services. As the result of the strengths of our in-District programs, placements and anticipated contract costs have decreased, which results in a reduction in our Special Education Tuition appropriation for FY21. This budget continues to address all current and pending placement agreements and contract increases. The District lowers the “net” expense of this appropriation by allocating costs to the Circuit Breaker revolving fund and the I.D.E.A. grant. For FY21 we are proposing to budget this appropriation at \$2,770,000 which is a decrease of (\$353,545) or (11.32%) less than FY20.

Other Operating Costs: \$1,176,810

Other Operating Costs include the District's cost for tuition-out expenses for students attending schools in other districts through the School Choice and Charter School programs. These figures are estimates based upon FY20 expenditures. For FY21, we are proposing to budget this appropriation at \$1,176,810 which is a decrease of (\$20,146) or (1.68%) over FY20. This is a fluid number and is likely to change during the State budget process.

Transportation: \$7,241,701

The Transportation appropriation reflects a contractual increase in the home to school bus contract as well as in the special education in-District and out-of-District contracts. This figure is difficult to pinpoint as Special Education transportation routes may change at any point in the school year given student programmatic need. This appropriation will be budgeted for FY21 at \$7,241,701 which represents an increase of \$322,288 or 4.66% above FY20.

Debt Service: \$2,415,731

Debt service includes payments for construction bonds for two projects which are the high school renovation/addition project and the Jefferson oil remediation project. This appropriation of \$2,415,731 reflects a decrease of (\$81,375) or (3.26%) below FY20.

Summary

The District continues to provide Member Towns with a budget that is proactive in supporting educational goals, including student health and wellness, while remaining fiscally prudent. Our overall increase of 4.48% from FY20 to FY21 will provide our students with the necessary tools and learning environment to prepare them for success in an ever-changing, global society of the 21st century.

Total Proposed FY21 Appropriation: \$102,215,384

**Wachusett Regional School District Committee
Subcommittee Assignments
2019-2020**

Attachment 4
February 7, 2020

Business/Finance

Michael Dennis, Chair
Benjamin Mitchel, Vice-chair
Maleah Gustafson
Jeffrey Haynes
Linda Long-Bellil
Karl Ottmar

Education

Robert Imber, Chair
Christina Smith, Vice-chair
Melissa Ayala
Sherrie Haber
Laura Kirshenbaum
Linda Long-Bellil
Asima Silva

Legal Affairs

Scott Brown, Chair
Matthew Lavoie, Vice-chair
Robert Imber
Amy Michalowski

Management

Kenneth Mills, Chair
Christina Smith, Vice-chair
Scott Brown
Michael Dennis
Robert Imber
Matthew Lavoie
Adam Young

Superintendent Goals and Evaluation

Matthew Lavoie, Chair
Amy Michalowski, Vice-chair
Anthony DiFonso
Kenneth Mills
Megan Weeks

Facilities and Security

Adam Young, Chair
Linda Woodland, Vice-chair
Stephen Godbout

WRSD By-Laws specify the Chair of the School Committee is an ex-officio member of all standing subcommittees.

Ad Hoc Subcommittee to Negotiate the Superintendent's Contract

Kenneth Mills, Chair	Michael Dennis
Megan Weeks, Vice-chair	Matthew Lavoie
Scott Brown	

Audit Advisory Board

Benjamin Mitchel, Chair

School Council Liaisons

Central Tree Middle School – Sherrie Haber
Chocksett Middle School – Linda Woodland
Davis Hill Elementary School – Kenneth Mills
Dawson Elementary School – Laura Kirshenbaum
Glenwood Elementary School – Anthony DiFonso
Houghton Elementary School – Melissa Ayala
Mayo Elementary School – Adam Young

Mountview Middle School – Scott Brown
Naquag Elementary School – Matthew Lavoie
Paxton Center School – Karl Ottmar
Thomas Prince School – Asima Silva
WRHS – Linda Long-Bellil/Amy Michalowski
Special Ed. Parent Advisory Council – Maleah Gustafson
ECC – Linda Woodland

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

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 30, 2020 (Thursday)	Location: Wachusett Regional High School, Holden
May TBD	Location: Wachusett Regional High School, Holden
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

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

Superintendent Goal Plan 2019-2020 - Update

APPROVED by WRSDC 10/7/2019

UPDATED 2/7/2020

Educator—Name/Title: Darryll McCall, Ed.D, Superintendent

Primary Evaluator—Name/Title: WRSDC

Check all that apply Proposed Goals X Final Goals Date: 10/07/2019

A minimum of one student learning goal and one professional practice goal are required. **Team goals must be considered** per [603 CMR 35.06\(3\)\(b\)](#). Attach pages as needed for additional goals or revisions made to proposed goals during the development of the Educator Plan.

Student Learning Goal <i>Check whether goal is individual or team; write team name if applicable.</i>	Professional Practice Goal <i>Check whether goal is individual or team; write team name if applicable.</i>
<p>Individual <input checked="" type="checkbox"/> Team: Superintendent, Deputy Superintendent, Principals</p> <p>- By June 2020, the Superintendent will establish vision for a homework philosophy and align practice to ensure a more consistent application of homework protocols across district.</p> <p>Update - We have completed reading <i>The Homework Myth</i> and information was collected during three PLT meetings concerning our reading conversations. Leading these structured conversations laid the groundwork for a broad discussion regarding homework after completing the book. Using these conversations have allowed me to better define my ideas around a vision of homework for WRSD.</p> <p>A teacher survey was developed with input from administration and teachers. The survey was administered over 1 week and almost 300 teachers completed the survey. We are reviewing survey data now.</p>	<p>Individual <input checked="" type="checkbox"/> Team: Superintendent, Deputy Superintendent</p> <p>- The Superintendent, by leading professional learning experiences focused on the development of culturally proficient knowledge and skills, will ensure administrators share his vision for the Wachusett district and are consistent in their practice</p> <p>Update - Over the past several months, I have worked with our PLT on the Homework Myth book, choosing to wait to read Unconscious Bias with principals until this month. We will be reading the first three chapters of this book in the next few weeks and will include a program of study as well. At our next PLT meeting, we will be reviewing chapters 1-3, breaking up into small working groups for discussion before coming back together with the whole group. Exit survey data will be gathered concerning the process.</p> <p>Next steps will be to complete the Implicit Bias survey and continue with the book. This will lead to a broader discussion concerning the concept of</p>

Next steps are to survey parents and begin to analyze data points from both surveys.	implicit bias and how the administrative team will begin to further the discussion in each of the schools during the next school year.
District Improvement Goal <i>Check whether goal is individual or team; write team name if applicable.</i>	District Improvement Goal <i>Check whether goal is individual or team; write team name if applicable.</i>
<p>Individual <input checked="" type="checkbox"/> Team: Superintendent, Central office administration, Town Administrators</p> <ul style="list-style-type: none"> - By June 2020, the superintendent will develop a 10 year plan of action to address enrollment trends throughout the district <p>Update - Thus far, a draft staffing plan has been developed to assist with planning moving forward. I have met with local town officials (Holden) to review space issues in buildings. I will be meeting with the other communities in the near future. Principals have assessed learning spaces available in their respective buildings. NESDEC recently updated their projections for FY21 and I am incorporating those new numbers into the planning process. Once the staffing plan is formalized, I will meet with town officials to give an overview of building capacity in each town.</p> <p>Final outcomes associated with this project will include options available to local communities and the District in terms of the utilization of buildings, funds, and student programming.</p>	<p>Individual <input checked="" type="checkbox"/> Team: Superintendent, Central office administration, building principals</p> <ul style="list-style-type: none"> - By April 2020, the superintendent will update the Bullying Prevention and Intervention Plan (BPIP), working with the administrative team, educators and the community in the process. <p>Update - The BPIP review committee is comprised of the Director of SEL, three counselors, two building administrators, two parents, two police officials, and one SC rep. We have had two meetings thus far where we have reviewed different parts of the plan and have made general recommendations.</p> <p>Next steps will include another meeting on 2/13 where we will make final recommendations, a plan of action for dissemination of the plan, and defining data points for determining the impact of the plan in the future.</p>

S.M.A.R.T.: **S**=Specific and Strategic; **M**=Measurable; **A**=Action Oriented; **R**=Rigorous, Realistic, and Results-Focused; **T**=Timed and Tracked



Attachment 7
February 7, 2020

Rebecca Petersen <rebecca_petersen@wrsd.net>

FY21 total new revenue amounts

Julie Kelley <jmfkelley@aol.com>

Sat, Feb 1, 2020 at 7:09 PM

To: rebecca_petersen@wrsd.net, kenneth_mills@wrsd.net, darryll_mccall@wrsd.net,
daniel_deedy@wrsd.net

The FY21 MRGF sheets are out, so I pulled DOR's projections for total new revenue for each the towns:

Holden: \$2,011,627

Paxton: \$430,944

Princeton: \$467,716

Rutland: \$1,135,596

Sterling: \$1,080,286

Remember that while these are projections, they usually are pretty close to being accurate to the actual numbers.

You are welcome.

- Julie

Massachusetts Department of Revenue
Division of Local Services
Preliminary Municipal Revenue Growth Factor (MRGF) Calculation, FY2021
HOLDEN

1. LEVY LIMIT BASE				AMOUNT
FY2020 Levy Limit Prior to Exclusions				39,897,093
Impact of FY1994-FY2020 Overrides on FY2020 Limit				39,897,093
FY2020 Limit Adjusted for Overrides				
2. INCREASE IN LEVY LIMIT GROWTH DUE TO NEW GROWTH				
Fiscal Year	Levy Limit		Certified New Growth	Percentage of Previous Year's Limit
	Without Exclusions, CH Overrides 653	New Growth Adjusted for 653		
FY2015	31,677,475			
FY2016	33,258,322	788,910	788,910	2.49%
FY2017	34,780,209	690,429	690,429	2.08%
FY2018	36,468,157	818,443	818,443	2.35%
FY2019	38,179,514	799,653	799,653	2.19%
FY2020		763,091	763,091	2.00%
Average of Last Three Years				
Lowest Three of Last Four Years				
Maximum, Last Three Years				
Average of Two Smaller Years				
Difference, Maximum Minus 2 Yr Average				
Percent Increase in New Growth for MRGF				
2.18%				
*Adopted CH 653				

3. CHANGE IN REVENUE SHARING		Fiscal Year 2020 Cherry Sheet	Fiscal Year 2021 Estimates
Unrestricted General Government Aid		2,030,218	2,087,064
State Owned Land		102,605	102,605
TOTAL		2,132,823	2,189,669
4. RECURRING LOCAL RECEIPTS		FY2019 Budget	FY2020 Budget
Motor Vehicle Excise		2,300,000	2,375,000
Other Excise			
Penalties and Interest		115,000	115,000
Payments in Lieu		1,043,435	1,041,032
Fines and Forfeits		45,800	45,800
Investment Income		60,000	75,000
Miscellaneous Recurring		210,375	210,375
TOTAL		3,774,610	3,862,207
5. SUMMARY		Amount	Pct Chg
FY2020 MRGF Levy Limit		39,897,093	
FY2020 General Revenue Sharing		2,132,823	
FY2019 Budgeted Recurring Local Receipts		3,774,610	
Total Base Municipal Revenues		45,804,526	
FY2021 Estimated Levy Ceiling		59,030,466	4.68
FY2020 Levy Limit * 1.025		40,894,520	2.67
FY2021 Estimated New Growth		869,757	2.32
FY2021 Estimated Levy Limit		41,764,277	
FY2021 General Revenue Sharing		2,189,669	
FY2020 Budgeted Recurring Local Receipts		3,862,207	
Total Estimated Current Municipal Revenues		47,816,153	
Change, Base to Current Revenues		2,011,627	4.39
FY2021 Preliminary Municipal Revenue Growth Factor			4.39

Attachment 8
February 7, 2020

Massachusetts Department of Revenue
Division of Local Services
Preliminary Municipal Revenue Growth Factor (MRGF) Calculation, FY2021
PAXTON

1. LEVY LIMIT BASE				AMOUNT
FY2020 Levy Limit Prior to Exclusions Impact of FY1994-FY2020 Overrides on FY2020 Limit FY2020 Limit Adjusted for Overrides				10,252,760 707,523 9,545,237
2. INCREASE IN LEVY LIMIT GROWTH DUE TO NEW GROWTH				
Fiscal Year	Without Exclusions, CH Overrides 653	Certified New Growth	New Growth Adjusted for 653	
			Percentage of Previous Year's Limit	
FY2015	7,839,559			
FY2016	8,107,407	71,859	71,859	0.92%
FY2017	8,459,855	149,763	149,763	1.85%
FY2018	8,819,707	148,356	148,356	1.75%
FY2019	9,194,642	154,443	154,443	1.75%
FY2020		120,729	120,729	1.31%
Average of Last Three Years				
Lowest Three of Last Four Years				
Maximum, Last Three Years				
Average of Two Smaller Years				
Difference, Maximum Minus 2 Yr Average				
Percent Increase in New Growth for MRGF				
1.60%				
*Adopted CH 653				

3. CHANGE IN REVENUE SHARING		Fiscal Year 2020 Cherry Sheet	Fiscal Year 2021 Estimates
Unrestricted General Government Aid		574,617	590,706
State Owned Land		77,924	77,924
TOTAL		652,541	668,630
4. RECURRING LOCAL RECEIPTS		FY2019 Budget	FY2020 Budget
Motor Vehicle Excise		674,000	675,000
Other Excise		500	13,000
Penalties and Interest		30,000	26,000
Payments in Lieu		30,000	30,000
Fines and Forfeits		6,000	20,000
Investment Income		5,000	5,000
Miscellaneous Recurring		15,000	15,000
TOTAL		760,500	784,000
5. SUMMARY		Amount	Pct Chg
FY2020 MRGF Levy Limit		9,545,237	
FY2020 General Revenue Sharing		652,541	
FY2019 Budgeted Recurring Local Receipts		760,500	
Total Base Municipal Revenues		10,958,278	
FY2021 Estimated Levy Ceiling		13,964,823	
FY2020 Levy Limit * 1.025		9,783,868	
FY2021 Estimated New Growth		152,724	
FY2021 Estimated Levy Limit		9,936,592	4.10
FY2021 General Revenue Sharing		668,630	2.47
FY2020 Budgeted Recurring Local Receipts		784,000	3.09
Total Estimated Current Municipal Revenues		11,389,222	
Change, Base to Current Revenues		430,944	3.93
FY2021 Preliminary Municipal Revenue Growth Factor			3.93

Massachusetts Department of Revenue
Division of Local Services
Preliminary Municipal Revenue Growth Factor (MRGF) Calculation, FY2021
PRINCETON

1. LEVY LIMIT BASE				AMOUNT
FY2020 Levy Limit Prior to Exclusions				9,554,494
Impact of FY1994-FY2020 Overrides on FY2020 Limit				
FY2020 Limit Adjusted for Overrides				9,554,494
2. INCREASE IN LEVY LIMIT GROWTH DUE TO NEW GROWTH				
Fiscal Year	Levy Limit		New Growth Adjusted for 653	Percentage of Previous Year's Limit
	Without Exclusions, CH Overrides	Certified New Growth		
FY2015	8,043,997			
FY2016	8,266,237	21,140	21,140	0.26%
FY2017	8,498,399	25,506	25,506	0.31%
FY2018	8,809,942	99,083	99,083	1.17%
FY2019	9,157,587	127,396	127,396	1.45%
FY2020		167,967	167,967	1.83%
Average of Last Three Years				1.48%
Lowest Three of Last Four Years				0.98%
Maximum, Last Three Years				1.83%
Average of Two Smaller Years				1.31%
Difference, Maximum Minus 2 Yr Average				0.52%
Percent Increase in New Growth for MRGF				1.48%

3. CHANGE IN REVENUE SHARING		Fiscal Year 2020 Cherry Sheet	Fiscal Year 2021 Estimates
Unrestricted General Government Aid		314,403	323,206
State Owned Land		193,608	193,608
TOTAL		508,011	516,814
4. RECURRING LOCAL RECEIPTS		FY2019 Budget	FY2020 Budget
Motor Vehicle Excise		530,556	575,000
Other Excise			50,000
Penalties and Interest		25,000	305,000
Payments in Lieu		305,000	5,000
Fines and Forfeits		9,800	12,000
Investment Income		3,000	10,000
Miscellaneous Recurring		5,000	
TOTAL		878,356	957,000
5. SUMMARY		Amount	Pct Chg
FY2020 MRGF Levy Limit		9,554,494	
FY2020 General Revenue Sharing		508,011	
FY2019 Budgeted Recurring Local Receipts		878,356	
Total Base Municipal Revenues		10,940,861	
FY2021 Estimated Levy Ceiling		13,537,214	
FY2020 Levy Limit * 1.025		9,793,356	
FY2021 Estimated New Growth		141,407	
FY2021 Estimated Levy Limit		9,934,763	3.98
FY2021 General Revenue Sharing		516,814	1.73
FY2020 Budgeted Recurring Local Receipts		957,000	8.95
Total Estimated Current Municipal Revenues		11,408,577	
Change, Base to Current Revenues		467,716	4.27
FY2021 Preliminary Municipal Revenue Growth Factor			4.27

Massachusetts Department of Revenue
Division of Local Services
Preliminary Municipal Revenue Growth Factor (MRGF) Calculation, FY2021
RUTLAND

1. LEVY LIMIT BASE				AMOUNT
FY2020 Levy Limit Prior to Exclusions Impact of FY1994-FY2020 Overrides on FY2020 Limit FY2020 Limit Adjusted for Overrides				15,363,231 370,001 14,993,230
2. INCREASE IN LEVY LIMIT GROWTH DUE TO NEW GROWTH				
Fiscal Year	Levy Limit		New Growth	
	Without Exclusions, Overrides	CH 653	Certified New Growth	Percentage of Previous Year's Limit
FY2015	11,396,232			
FY2016	11,991,001	2007*	309,022	2.71%
FY2017	12,561,606		259,886	2.17%
FY2018	13,441,049		558,610	4.45%
FY2019	14,272,876		486,071	3.62%
FY2020			363,532	2.55%
Average of Last Three Years				
Lowest Three of Last Four Years				
Maximum, Last Three Years				
Average of Two Smaller Years				
Difference, Maximum Minus 2 Yr Average				
Percent Increase in New Growth for MRGF				3.54%
*Adopted CH 653				

3. CHANGE IN REVENUE SHARING		Fiscal Year 2020 Cherry Sheet	Fiscal Year 2021 Estimates
Unrestricted General Government Aid		982,309	1,009,814
State Owned Land		57,978	57,978
TOTAL		1,040,287	1,067,792
4. RECURRING LOCAL RECEIPTS		FY2019 Budget	FY2020 Budget
Motor Vehicle Excise		1,199,111	1,380,000
Other Excise		46,000	50,000
Penalties and Interest		67,000	80,000
Payments in Lieu		525,750	525,750
Fines and Forfeits		10,000	15,000
Investment Income		10,000	10,000
Miscellaneous Recurring		4,494	4,105
TOTAL		1,862,355	2,064,855
5. SUMMARY		Amount	Pct Chg
FY2020 MRGF Levy Limit		14,993,230	
FY2020 General Revenue Sharing		1,040,287	
FY2019 Budgeted Recurring Local Receipts		1,862,355	
Total Base Municipal Revenues		17,895,872	
FY2021 Estimated Levy Ceiling		22,806,473	
FY2020 Levy Limit * 1.025		15,368,061	
FY2021 Estimated New Growth		530,760	
FY2021 Estimated Levy Limit		15,898,821	6.04
FY2021 General Revenue Sharing		1,067,792	2.64
FY2020 Budgeted Recurring Local Receipts		2,064,855	10.87
Total Estimated Current Municipal Revenues		19,031,468	
Change, Base to Current Revenues		1,135,596	6.35
FY2021 Preliminary Municipal Revenue Growth Factor			6.35

Massachusetts Department of Revenue
Division of Local Services
Preliminary Municipal Revenue Growth Factor (MRGF) Calculation, FY2021
STERLING

1. LEVY LIMIT BASE				AMOUNT
FY2020 Levy Limit Prior to Exclusions Impact of FY1994-FY2020 Overrides on FY2020 Limit FY2020 Limit Adjusted for Overrides				19,909,046 1,209,505 18,699,541
2. INCREASE IN LEVY LIMIT GROWTH DUE TO NEW GROWTH				
Fiscal Year	Without Exclusions, CH Overrides 653	Certified New Growth	New Growth Adjusted for 653	
			Growth	Percentage of Previous Year's Limit
FY2015	15,502,599			
FY2016	16,106,102	215,938	215,938	1.39%
FY2017	16,687,080	178,326	178,326	1.11%
FY2018	17,440,737	336,480	336,480	2.02%
FY2019	18,074,895	198,140	198,140	1.14%
FY2020		172,773	172,773	0.96%
Average of Last Three Years				
Lowest Three of Last Four Years				
Maximum, Last Three Years				
Average of Two Smaller Years				
Difference, Maximum Minus 2 Yr Average				
Percent Increase in New Growth for MRGF				
1.37%				

3. CHANGE IN REVENUE SHARING		Fiscal Year 2020 Cherry Sheet	Fiscal Year 2021 Estimates
Unrestricted General Government Aid		736,188	756,801
State Owned Land		24,178	24,178
TOTAL		760,366	780,979
4. RECURRING LOCAL RECEIPTS		FY2019 Budget	FY2020 Budget
Motor Vehicle Excise		1,230,000	1,520,000
Other Excise		20,000	17,000
Penalties and Interest		57,000	70,000
Payments in Lieu		775,000	775,000
Fines and Forfeits		35,000	31,000
Investment Income		25,000	65,000
Miscellaneous Recurring			
TOTAL		2,142,000	2,478,000
5. SUMMARY		Amount	Pct Chg
FY2020 MRGF Levy Limit		18,699,541	
FY2020 General Revenue Sharing		760,366	
FY2019 Budgeted Recurring Local Receipts		2,142,000	
Total Base Municipal Revenues		21,601,907	
FY2021 Estimated Levy Ceiling		27,954,612	
FY2020 Levy Limit * 1.025		19,167,030	
FY2021 Estimated New Growth		256,184	
FY2021 Estimated Levy Limit		19,423,214	3.87
FY2021 General Revenue Sharing		780,979	2.71
FY2020 Budgeted Recurring Local Receipts		2,478,000	15.69
Total Estimated Current Municipal Revenues		22,682,193	
Change, Base to Current Revenues		1,080,286	5.00
FY2021 Preliminary Municipal Revenue Growth Factor			5.00



*News from Commissioner Jeffrey C. Riley & the
MA Department of Elementary and Secondary Education*

On the Desktop - February 3, 2020

Guidance on Plans Required by the Student Opportunity Act

Dear Superintendents, Charter School Leaders, and Assistant Superintendents,

Guidance and materials to support planning for the three-year, evidence-based plans required by the Student Opportunity Act (SOA) are attached to this email. The SOA-required reporting for charter schools will be incorporated into charter schools' annual reports and will be due on August 1. Further guidance will be provided to charter schools soon.

Submission of plans for districts:

- We are providing the attached guidance and forms *for planning purposes only*. In March, we plan to send out an **electronic link to a web form that districts will use to submit their plans**.
- By statute, plans are due to DESE by 11:59 p.m. on Wednesday, April 1, 2020.

Bifurcated approach and directions:

The Commissioner has determined that plan requirements will be bifurcated based on the amount of new Chapter 70 funding a district is expected to receive (based on the FY21 proposal in the House 2 budget released by the governor on January 22, 2020).

1. Districts expected to receive **less than \$1.5 million** in incremental Chapter 70 funds in FY21 should refer to the **"Short Form" guidance document and template. Short form districts will only complete the template referenced in the guidance materials. There is no supplemental budget file to submit for short form districts.**
2. Districts expected to receive **over \$1.5 million** in incremental Chapter 70 funds in FY21 should refer to the **"Long Form" guidance document. Long form districts should also reference the attached Excel files for help completing the supplemental budget file required for long form districts.** Further explanation is in the long form guidance document.

Contact and support:

- The Department will hold two **webinars** this week. These will be recorded so that districts can access them even if they cannot join the live webinar.

Webinar 1: Short Form Districts
Thursday, February 6

2:30-3:30 p.m.

<https://zoom.us/j/9734372843>

Meeting ID: 973 437 2843

By phone: 16465588656,,9734372843#

Webinar 2: Long Form Districts

Friday, February 7

2:30-3:30 p.m.

<https://zoom.us/j/9734372843>

Meeting ID: 973 437 2843

By phone: 16465588656,,9734372843#

At any time, please email SOAplans@doe.mass.edu with your questions. We will create a running FAQ document based on your questions that will be [posted on the DESE website](#) along with the other documents attached to this email.

In addition to these materials, DESE will release a **supplemental document with descriptions of 17 examples of evidence-based programs** that align to the program categories within the SOA. A list of these example programs is available in the attached guidance materials, but the supplemental document will provide further information and resources to help districts implement these programs well. **This document will be available later this week.**

Please see below for additional details regarding the attached documents.

Sincerely,

Jeffrey C. Riley
Commissioner

--

Additional details regarding the attached documents:

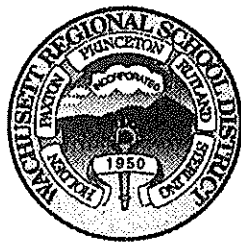
Short form districts (less than \$1.5M in incremental Chapter 70 aid):

- **Student Opportunity Plans - Short Form Guidance (PDF):** This guidance document contains information that districts completing the short form will need to create their plans. We recommend you read this document carefully. We expect that the following items will be especially helpful: the introductory letter from the commissioner, the introductory guidance pages, the list of the 17 evidence-based programs identified by DESE, the checklist for completing the short form, and the sample short form that provides a model for districts to review when completing their plans.
- **Short form districts do not need to consult any of the Excel files attached to this email; those are for long form districts only.**

Long Form Districts (more than \$1.5M in incremental Chapter 70 aid)

- **Student Opportunity Plans - Long Form Guidance (PDF):** This guidance document contains information that districts completing the long form will need to create their plans. We recommend you read this document carefully. We expect that the following items will be especially helpful: the introductory letter from the commissioner, the introductory guidance pages, the list of the 17 evidence-based programs identified by DESE, the checklist for completing the long form, and the sample long form that provides a model for districts to review when completing their plans.
- **Sample Long Form SOA Programs Budget (Excel file):** A sample program budget for a fictitious district is provided that mirrors the sample narrative found in the guidance document. Similar to the sample narrative, this document provides a model of the length and detail required in the final submission.
- **Long Form SOA Programs Budget File (Excel file):** This is a blank budget document to be used by your district. If you need additional worksheets for other programs, copy the worksheet for as many programs as are needed. More details will follow as to how you will submit this budget by the April 1 deadline.
- **Recommended SOA Programs Budget - Chapter 70 (Excel file):** This spreadsheet for long form districts provides guidance on the minimum amount of incremental Chapter 70 aid districts should include in their budget file submissions. The long form guidance document contains more information for how to use this spreadsheet in district planning.

###



Attachment 10
February 7, 2020

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

January 30, 2020

TO: Alison Aliskevicz, Deb Backstrom, Racheal Bellemer, Kate Blehar, Suzanne Breen, Carol Farricker, Audrey Fusco-Benoit, Julie Guerin, Brian Keddy, Jennifer Orrison, Elizabeth Rauktis, James Ryan, Mary Shepherd, Sarah Wiles

FROM: Darryll McCall

What a great turnout we had at Wednesday's "fourth annual" WRSD Art Exhibit. At the start of the 2016-2017 school year, I was approached about hosting an art opening at the Central Office and this year the middle and elementary schools were invited to join with the high school and add to the beautiful artwork that decorates our office space. It was such a nice time to get to meet some of the students whose work is on display, along with having the opportunity to visit with family members and art teachers from across the District. As I said the last three years, having the time to socialize a bit is a bonus on top of having our office space display the impressive works of art created by Wachusett student-artists from across all grades.

Please share my sincere thanks with your students.

cc: William Beando, Principal, WRHS
Tammy Boyle, Principal, TPS
Anthony Cipro, Principal, Houghton Elementary School
David Cornacchioli, Principal, CTMS
Dixie Estes, Principal, Naquag Elementary School
Erik Githmark, Principal, Mountview Middle School
Christopher LaBreck, Principal, Chocksett Middle School
Shawn Rickan, Principal, PCS

DM/rlp



WACHUSETT REGIONAL SCHOOL DISTRICT

School Calendar

2020-2021

Attachment 11
February 7, 2020

JULY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

First and Last Days of School

First Day of School	Sep 2
First Day of Kindergarten	Sep 3
Last Day of Kindergarten (<i>Full Day</i>) (<i>pending snow days</i>)	June 11
Half-Day 180th Day of School-Grades 1-12	June 17
Half-Day 185th Day of School-Grades 1-12	June 24

The District is required to provide a school calendar with 185 days of school scheduled. The last day of school will be a half-day whenever it falls.

Holidays & Vacations




Labor Day	Sep 7
Columbus Day	Oct 12
Veterans' Day	Nov 11
Thanksgiving Recess	Nov 25-27
Winter Recess	Dec 24-Jan 1
Martin Luther King, Jr. Day	Jan 18
February Recess	Feb 15-19
April Recess	Apr 19-23
Memorial Day	May 31

Teacher Training

Staff Orientation	Sep 1
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Staff Development Days

Full Day	Nov 3
Full Day	May 10
Half-Day	Sep 24
Half-Day	Oct 22
Half-Day	Jan 28
Half-Day	Mar 11
Half-Day	May 28
Half-Day	Last day of school

-  Half Days
-  School not in Session
-  First day of school

Approved by WRSDC 1/27/2020



Dale T. Hickey
TOWN CLERK

TOWN OF HOLDEN
MASSACHUSETTS
OFFICE OF THE TOWN CLERK

Attachment 12
February 7, 2020

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). 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

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.

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

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

MINUTES

Business/Finance Subcommittee

Wednesday, October 2, 2019
6:30 PM

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

In Attendance: Michael Dennis, Chair, Benjamin Mitchel, Vice-chair, Maleah Gustafson, Linda Long-Bellil (7:08 PM)

Absent: Karl Ottmar

Administration: Daniel Deedy, Director of Business and Finance

Others: Honghoa Le, MASCO Student

I. Call to Order

Subcommittee Chair Dennis called the meeting to order at 6:37 PM.

II. Approval of Minutes

Motion: To approved the minutes of the September 16, 2019 Business/Finance Subcommittee meeting.

(B. Mitchel)
(M. Gustafson)

The minutes were approved by consensus, with Vice-chair Mitchel abstaining.

III. Medicaid Reimbursement Update (inclusive of revenue review and discussion of rejected items and action moving forward)

Director Deedy reported the new Manager of Medicaid Services began employment on September 30, 2019, further explaining this employee's sole responsibility is oversight of Medicaid receipts and filings. Director Deedy reviewed additional methods to receive additional revenue. It still needs to be understood how much will be provided back to offset. An update will be provided in early November for cost payment "revenue" from Medicaid. Attachment A of Director Deedy's October 1st packet was reviewed and a case study on "Autism Specialist" was requested along with how the District proposes to address this discrepancy. There was review and discussion about Attachment B of Director Deedy's packet.

District administration will perform monthly audits on process of Medicaid receipts and will provide reports to the Business/Finance Subcommittee. Upon inquiry, Director Deedy

confirmed the job process for the Medicaid “gatekeeper.” The question was asked about WRSD being overpaid \$275,000 for FY19 and if that \$275,000 was the only overpaid amount. Director Deedy to provide the equation on how Medicaid reimbursement is computed. Director Deedy briefly spoke about school staff and their knowledge/comfort about what is expected of them in relation to data/input being filed for Medicaid reimbursement. Lastly, Director Deedy reported District administration needs to put a plan together to meet the 90 day rolling window to support Medicaid claims.

During the discussion relative to Medicaid, Heidi Lahey spoke about the fact her membership is concerned about the Medicaid issues. She said her membership has reached out to Administration seeking guidance on what happened and why it happened so that the mistakes are not repeated. She said that as of this writing (10/2/2019) her membership has not received any communication from Administration.

IV. FY20 Budget

- FY20 Budget Transfers

No action by the full School Committee is required at this time.

- FY20 Grant Allocations

Director Deedy’s Attachment C was reviewed and discussed.

- FY20 Budget Projections

Director Deedy reported the current shortfall is approximately \$863,000.

V. FY20 Plan to Address Revenue Shortfall inclusive of materials from September 16, 2019 meeting)

Members reviewed Director Deedy’s Deficit Reduction Plan, updated September 29, 2019. Director Deedy will create a report to track how District administration plans to cover the current budget shortfall.

VI. Annual Evaluation/Questionnaire – Director of Business and Finance

Per Director Deedy’s employment contract, the Superintendent will conduct the evaluation of the Director of Business and Finance, with input from the Business/Finance Subcommittee. Subcommittee Chair Dennis will reach out to Superintendent McCall to verify this process.

VII. School Use Fees

Deferred

VIII. Policy Review

P4323.2 Policy Relating to Budget/Finance Bidding Requirements

Deferred

IX. Next Meeting

TBD

X. Adjournment

Motion: To adjourn.

(L. Long-Bellil)
(B. Mitchel)

Vote:

In favor:

Michael Dennis
Benjamin Mitchel
Maleah Gustafson
Linda Long-Bellil

Opposed:

None

The motion passed unanimously.

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Benjamin Mitchel, Vice-chair
Business/Finance Subcommittee

BM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT
HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING
SUPERINTENDENT GOALS AND EVALUATION SUBCOMMITTEE

MINUTES

Thursday, October 3, 2019
6:30 PM

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

In Attendance: Matthew Lavoie, Chair, Kenneth Mills, Megan Weeks
Absent: Amy Michalowski, Vice-chair, Anthony DiFonso
Administration: Darryll McCall, Superintendent of Schools
Others: Mary Shepherd, WREA

I. Call to Order

Subcommittee Chair Lavoie called the meeting to order at 6:35 PM.

II. Approval of Minutes

Subcommittee Chair Lavoie had a correction to the draft minutes, noting he voted in favor of approving the August 19, 2019 subcommittee minutes, not abstaining as recorded on the draft minutes.

Motion: To approve the minutes, as corrected, of the September 16, 2019 meeting of the Superintendent Goals and Evaluation Subcommittee.

(K. Mills)

(M. Weeks)

The minutes were approved by consensus.

III. Professional Practice Goal

The Superintendent, by leading professional learning experiences focused on the development of culturally proficient knowledge and skills, will ensure veteran administrators share his vision for the Wachusett district and are consistent in their practice.

The draft goal was reviewed and discussed, and edits were made and will be incorporated in the draft, which will go before the full School Committee at the October 7, 2019 regular meeting.

IV. Student Learning Goal

By June 2020, the Superintendent will establish vision for a homework philosophy and align practice to ensure a more consistent application of homework protocol across district.

Superintendent McCall reported he has begun these discussions with the principals and will establish vision over the coming months. It was noted this goal is a good opportunity to show leadership, also noting the School Committee may look for implementation of vision.

V. District Improvement Goals

By June 2020, the superintendent will develop a 10 year plan of action to address enrollment trends throughout the district.

This goal was discussed, and suggestions were made for the Superintendent to include class size conversations and communication with the Member Towns and Selectboards when assessing building capacity.

By April 2020, the superintendent will update the Bullying Prevention and Intervention Plan (BPIP), working with the administrative team, educators and the community in the process.

The recently appointed Director of SEL will be involved in the review and updating of the District BPIP, which updates will include implementation, including a plan on how implementation will be measured and rolled out to staff.

Motion: To approve Superintendent McCall's Goal Plan 2019-2020 and Administrator Plan Form, as presented and amended, and forward to the full School Committee for approval.

(K. Mills)
(M. Weeks)

Vote:

In favor:

Matthew Lavoie
Kenneth Mills
Megan Weeks

Opposed:

None

The motion passed unanimously.

VI. Public Hearing

No members of the public wished to address the subcommittee.

VI. New Business

No new business was brought before the subcommittee.

VII. Next Meeting:

TBD

VIII. Adjournment

Motion: To adjourn.

(M. Weeks)

(K. Mills)

Vote:

In favor:

Matthew Lavoie

Kenneth Mills

Megan Weeks

Opposed:

None

The motion was unanimously approved.

The meeting adjourned at 7:10 PM.

Respectfully submitted,

Kenneth Mills, Member

Superintendent Goals and Evaluation Subcommittee

KM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT

Subcommittee Minutes
Attachment 3
February 7, 2020

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

LEGAL AFFAIRS SUBCOMMITTEE

Monday, October 21, 2019
6:00 PM

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

Minutes

Subcommittee Members: Scott Brown, Chair, Matthew Lavoie, Vice-chair, Robert Imber, Amy Michalowski

Administration: Darryll McCall, Superintendent
Jeff Carlson, Director of Human Resources

I. Call to Order

Subcommittee Chair Brown called the meeting to order at 6:00 PM.

II. Approval of Minutes

Motion: To approve the minutes of the September 10, 2019 meeting of the Legal Affairs Subcommittee.

(R. Imber)
(A. Michalowski)

The minutes were approved by consensus, with Vice-chair Lavoie abstaining.

III. Continued Review of WRSDC By-Laws

Members were provided with the Draft #5 of WRSDC By-Laws, which reflect edits made at the September 10, 2019 meeting of this subcommittee. Director Carlson reported District Counsel Stonberg has reviewed this amended version of the By-Laws, with no additional comments or corrections. Additional amendments were made to Article II, Section 4.

Motion: To recommend full School Committee approval of the amended WRSDC By-Laws.

(R. Imber)
(A. Michalowski)

Vote:

In favor:

Scott Brown
Matthew Lavoie
Robert Imber

Amy Michalowski

Opposed:

None

The motion was unanimously approved.

Pursuant to Article VII, Section 1, the amended WRSDC By-Laws must be shared with the full School Committee 14 days before the full Committee can take action on amending the By-Laws. The amended By-Laws, as approved by the subcommittee, will be shared with the full School Committee and action to approve the amended By-Laws will be on the agenda of the November 4, 2019 regular School Committee meeting.

IV. Negotiation Schedule

Superintendent McCall informed the subcommittee that Chocksett Principal LaBreck has asked approval to attend future meetings of the Legal Affairs Subcommittee and to also sit in on negotiations with one of the three bargaining units. Superintendent McCall explained gaining knowledge of contract negotiations is one of Principal LaBreck's goals and his involvement with the Legal Affairs Subcommittee and contract negotiations will assist him with achievement of this goal.

V. Next meeting

A meeting of the subcommittee will be posted for 6:00 PM on Monday, November 18, 2019 in the Media Center at WRHS. If the amended By-Laws are not approved by the full Committee on November 4, 2019, the subcommittee will continue review of the By-Laws.

VI. Adjournment

Motion: To adjourn

(S. Brown)

(M. Lavoie)

Vote:

In favor:

Scott Brown

Matthew Lavoie

Robert Imber

Amy Michalowski

Opposed:

None

The motion was unanimously approved.

The meeting adjourned at 6:45 PM.

Respectfully submitted,

Jeff Carlson
Director of Human Resources
JC:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

MINUTES

Business/Finance Subcommittee

Monday, October 28, 2019
7:00 PM

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

In Attendance: Michael Dennis, Chair, Maleah Gustafson, Linda Long-Bellil, Karl Ottmar
Absent: Benjamin Mitchel, Vice-chair
Administration: Daniel Deedy, Director of Business and Finance
Others: Honghoa Le, MASBO Student
Kim McCormack, WREA

I. Call to Order

Subcommittee Chair Dennis called the meeting to order at 7:16 PM.

II. Approval of Minutes

Motion: To approved the minutes of the October 2, 2019 Business/Finance Subcommittee meeting.

Following discussion, action on approving the draft minutes was deferred. The draft minutes will be amended to include comments with regard to Medicaid reimbursement and documentation provided and submitted in connection with Medicaid, input provided at the October 2, 2019 Business/Finance Subcommittee meeting by WREA President Lahey.

III. Medicaid Update

Director Deedy called members' attention to the Medicaid Update (Agenda Item #2), prepared by Director Deedy and shared with members in advance of this meeting (attachment 1). Director Deedy reported several training sessions have been conducted and he reported there has been significant progress in accurate and correct documentation (March to October increased from 23% to 80%) due to these training sessions. Director Deedy further reported Central Office administration has been meeting with representation from WREA to address additional questions related service providers have about documentation and information they are required to submit to Medicaid. There was general discussion about the process used when submitting documentation relating to Medicaid reimbursement. Director Deedy explained that there has been a shift in models used when providing documentation (moving away from an "educational model" to a "medical model," which requires a doctor's note to justify some of the related services being provided (i.e. speech, occupational therapy, physical therapy)).

Subcommittee Chair Dennis mentioned the need for the subcommittee membership to be “walked thru example of case process.” When asked by Chair Dennis, Director Deedy reported progress is being made addressing documentation requirements but more work still needs to be done. Director Deedy further reported a Medicaid Action Plan prepared by the Manager of Medicaid Services outlines the steps taken by the Manager of Medicaid Services to ensure documentation is accurate and complete. Subcommittee Chair Dennis asked how to estimate what the District’s goal should be. Director Deedy reported the current estimate is \$600,000, but that goal is not definitive. He additionally explained the 4th quarter costs report is needed before a more definitive estimate can be determined. When asked how much the District “owes” to Medicaid, Director Deedy reported 224 students were reduced to 102 students. When asked by Subcommittee Chair Dennis, Director Deedy reported the value of the rejected dollars (83%) is approximately \$523,000.

IV. FY18 Audit Report and Corrective Action Plan; FY18 EOYR Audit Report

Director Deedy followed up on findings from the FY18 annual audit, explaining that he met with the Audit Advisory Board on October 16, 2019 when he reviewed the FY18 Audit Report and Corrective Action Plan with that board.

Member Long-Bellis suggested the FY18 EOYR Audit Report be moved to the agenda for the next Business/Finance Subcommittee meeting, to provide the required time for a more in-depth discussion. Subcommittee Chair Dennis agreed with this suggestion, but he also suggested an overview be provided to the full School Committee at the November 4, 2019 meeting.

V. FY20 Budget

- FY20 Budget Report
Deferred
- FY20 Revenue Budget Report
Deferred

VI. Annual Evaluation/Questionnaire – Director of Business and Finance

Members had been asked to provide Superintendent McCall with their input to assist the Superintendent with the Director of Business and Finance’s annual evaluation. Business/Finance Subcommittee member input is due to the Superintendent by November 1st, per contract. At Director Deedy’s inquiry, Subcommittee Chair Dennis explained the process for the annual evaluation of the Director of Business and Finance, explaining Business/Finance Subcommittee members are asked to provide their input to the Superintendent, by November 1st, and Superintendent McCall will prepare the annual evaluation of Director Deedy.

VII. School Use Fees

Deferred

VIII. Policy Review

P4323.2 Policy Relating to Budget/Finance Bidding Requirements

Deferred

IX. Next Meeting

Monday, December 2, 2019 @ 7:00 PM

Deferred

X. Adjournment

Motion: To adjourn.

(M. Gustafson)
(L. Long-Bellil)

Vote:

In favor:

Michael Dennis
Maleah Gustafson
Linda Long-Bellil
Karl Ottmar

Opposed:

None

The motion passed unanimously.

The meeting adjourned at 8:30 PM.

Respectfully submitted,

Linda Long-Bellil, Member
Business/Finance Subcommittee

LL-B:rlp

Attachments:

- Attachment 1 – Agenda Item #2 – Medicaid Update

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

EDUCATION SUBCOMMITTEE

Monday, January 6, 2020
6:00 PM

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

Minutes

In Attendance: Robert Imber, Chair, Christina Smith, Vice-chair, Melissa Ayala,
Sherrie Haber, Laura Kirshenbaum, Linda Long-Bellil

Absent: None

Participating Remotely: Asima Silva

Administration: Robert Berlo, Deputy Superintendent
Brendan Keenan, Director of Social Emotional Learning

Others:

I. Call to Order

Subcommittee Chair Imber called the meeting to order at 6:02 PM.

II. Approval of Minutes of December 9, 2019 Meeting

Motion: To approve the minutes of the December 9, 2019 meeting of the Education Subcommittee

(L. Kirshenbaum)

(L. Long-Bellil)

The minutes were approved by consensus.

III. Policies Relating to Student Wellness

Policy 6433 Policy Relating to Pupil Services Substance Abuse

Deputy Berlo shared a Flowchart for Substance Abuse Prevention which identified all the related WRSD and MASC policies. In addition, Deputy Berlo shared guidance from the Department of Education on developing policies related to Substance Use Prevention.

- ✓ Current WRSDC Policy 6433: Substance Abuse is not in alignment with DESE Guidance

- ✓ DESE guidance calls for potential changes to the current policy structure
- ✓ The flowchart identified policy clusters which were intended to focus the discussion on similar policies
- ✓ The Subcommittee reviewed the Mass DESE “Guidance on School Policies Regarding Substance Use Prevention” document in detail
- ✓ Discussion ensued about recommendation in this guiding document for evidence-based substance abuse prevention curriculum
- MGL Ch. 71, Sec. 2A was reviewed to provide additional guidance on tobacco use within school facilities and on school grounds. See: Section 2A: Use of tobacco products within school buildings or facilities or on school grounds
- Policy Reviews
 - Discussion ensued about the MASC model policy ADC Policy: Tobacco Products on School Premises Prohibited

Motion: To repeal existing WRSDC Policy 6433 *Substance Abuse* and to adopt policy ADC: Tobacco Products on School Premises Prohibited pending advice of District Counsel.

(L. Long-Bellil)
(L. Kirshenbaum)

Vote:

In favor:

Robert Imber
Christina Smith
Melissa Ayala
Sherrie Haber
Lauren Kirshenbaum
Linda Long-Bellil
Asima Silva

Opposed:

None

The motion passed unanimously.

Discussion ensued about the MASC model policy GBED: Tobacco Use on School Property by Staff Members Prohibited

Subcommittee members discussed the policy and ultimately decided that it was redundant with ADC

Discussion ensued about current WRSDC Policy P5241.5: Smoking in District Facilities and it was found that policy ADC covered this as well.

Motion: To repeal existing WRSDC Policy P5241.5: *Smoking in District Facilities*

(S. Haber)

Vote:

In favor:

Robert Imber
Christina Smith
Melissa Ayala
Sherrie Haber
Lauren Kirshenbaum
Linda Long-Bellil
Asima Silva

Opposed:

None

The motion passed unanimously.

Discussion ensued about the MASC model policy JICH: Alcohol, Tobacco, & Drug Use by Students Prohibited .

MGL Ch. 90 Sec. 7B: Equipment and operation of school buses was referenced to provide some context about the no smoking/drinking on bus law

Edits to JICH were made

Motion: To adopt policy JICH: Alcohol, Tobacco, & Drug Use by Students Prohibited as revised

(L. Long-Bellil)
(S. Haber)

Vote:

In favor:

Robert Imber
Christina Smith
Melissa Ayala
Sherrie Haber
Lauren Kirshenbaum
Linda Long-Bellil
Asima Silva

Opposed:

None

The motion passed unanimously.

Discussion about the MASC model policy GBEC: Drug-Free Workplace Policy and our existing policy 5241.4 Substance Abuse. The subcommittee decided after some discussion to use some of the language from WRSDC Policy 5241.4 to modify GBEC

Motion: To repeal WRSDC Policy 5241.4 *Substance Abuse* and replace it with
GBEC: Drug-Free Workplace Policy as revised

(L. Kirshenbaum)
(S. Haber)

Vote:

In favor:

Robert Imber
Christina Smith
Melissa Ayala
Sherrie Haber
Lauren Kirshenbaum
Linda Long-Bellil
Asima Silva

Opposed:

None

The motion passed unanimously.

- 3313.3 *Policy Relating to Education Aids and Sexually Transmitted Diseases*

Deferred.

- 6610 *Policy Relating to Pupil Services Health*
- Deferred.

IV. Amended Policy 6434 *Policy Relating to Pupil Services Sexual Harassment*

Deferred to next meeting.

V. Plan to Review Series 3000 and Series 6000 Policies

Deferred to next meeting.

VI. Old Business

There was no old business brought before the subcommittee.

VII. New Business

There was no new business brought before the subcommittee.

VIII. Adjournment

Motion: To adjourn.

(L. Long-Bellil)

(M. Ayala)

Vote:

In favor:

Robert Imber
Christina Smith
Melissa Ayala
Sherrie Haber
Lauren Kirshenbaum
Linda Long-Bellil
Asima Silva

Opposed:

None

The motion passed unanimously.

The subcommittee will meet next at 6:00 PM Monday, January 27, 2020 in the Media Center at WRHS.

The meeting adjourned at 8:01 PM.

Respectfully submitted,

Robert Berlo
Deputy Superintendent
Brendan Keenan
Director of Social Emotional Learning

rlp

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

Monday, January 13, 2020
6:00 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Minutes

In Attendance: Robert Imber, Chair, Christina Smith, Vice-chair, Melissa Ayala, Sherrie Haber, Laura Kirshenbaum, Linda Long-Bellil (6:08 PM)

Remote Participation: Asima Silva

Administration: Robert Berlo, Deputy Superintendent
Brendan Keenan, Director of Social Emotional Learning
William Beando, Principal, WRHS

Others: Megan Keller

I. Call to Order

Subcommittee Chair Imber called the meeting to order at 6:03 PM.

II. Minutes of January 6, 2020 Meeting

Approval of minutes was deferred.

III. Review and Approval of New Courses to be Offered at WRHS

Members reviewed Policy 3341 *Curriculum Adoption* and a list of proposed new high school courses for the 2020-21 school year was examined. Principal Beando provided additional information about the proposed courses.

i. *Principal Beando presents proposed course changes, listed within the Deputy Superintendent's Report, which included the following:*

1. Introduction to Percussion
2. Entrepreneurship
3. Taking IT Global 1
4. Taking IT Global 2
5. AP Physics C
6. Reading and Writing About Illness
 - a. Discussion about illness as it relates to disability paradigm/concept.
7. Digital & Information Literacy for Modern Life

- a. This course will be an elective. Discussion ensued about the benefits of this course for all students.
- ii. Discussion ensued about rationale behind offering these particular courses, including alignment with student interests, student recommendations, post-graduation plans, global implications, etc.

Motion: Accept proposed additions and recommend that full School Committee approves new courses.

(L. Long-Bellil)
(M. Ayala)

Vote:

In favor:

Robert Imber
Christina Smith
Melissa Ayala
Sherrie Haber
Lauren Kirshenbaum
Linda Long-Bellil
Asima Silva

Opposed:

None

The motion passed unanimously.

Principal Beando was asked what his number one staffing priority is and he mentioned the impact a Director of Vocational Education would have, estimating that 20% or more of his students would benefit from this, and as such, this was his top priority.

IV. Policies Relating to Student Wellness

- Policy 6433 Policy Relating to Pupil Services Substance Abuse

Deferred.

- Policy 3313.3 Policy Relating to Education Aids and Sexually Transmitted Diseases

Deferred.

- Policy 6610 Policy Relating to Pupil Services Health

Deferred.

V. Amended Policy 6434 Policy Relating to Pupil Services Sexual Harassment

Deferred.

VI. Review of Existing Policies (Series 3000 and Series 6000) to Determine Priorities

Deferred.

VII. Old Business

There was no old business brought before the subcommittee.

VIII. New Business

There was no new business brought before the subcommittee.

IX. Adjournment

Motion: To adjourn.

L. Long-Bellil)
(C. Smith)

Vote:

In favor:

Robert Imber
Christina Smith
Melissa Ayala
Sherrie Haber
Laura Kirshenbaum
Linda Long-Bellil
Asima Silva

Opposed:

None

The motion passed unanimously.

The meeting adjourned at 6:52 PM.

Respectfully submitted,

Robert Berlo
Deputy Superintendent
Brendan Keenan
Director of Social Emotional Learning

rlp

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE
Kenneth Mills, Chair
1745 Main Street
Jefferson, MA 01522

January 28, 2020

Dear Laela, Sarah, Anthony, Megan, Connor, Will, Zach, Ava, Rylie, Dan, and Mitchell
– we hope you are feeling better!

On behalf of the Wachusett Regional School District Committee, I want to give you another round of applause for the fabulous job you all did Monday evening when you presented and spoke about your experiences as Chocksett Peer Leaders to the School Committee, your parents and supporters, Mr. LaBreck, and others who were watching the meeting on television. WOW you were all very impressive and it was easy to see that you are enjoying your roles as leaders and working with the younger students in the Sterling schools as well as meeting and getting to know some of the Sterling seniors. *Congratulations on a job well done!*

We wish you all a fun-filled and successful second half of your 8th grade year.

Sincerely yours,



Kenneth Mills, Chair
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee
Darryll McCall, Superintendent of Schools
Christopher LaBreck, Principal, Chocksett Middle School
Melissa Dervishian, Chocksett Middle School Counselor
Veronica Buckley, Director, Sterling COA

KM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

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

January 28, 2020

Ms. Melissa Dervishian
Chocksett Middle School
40 Boutelle Road
Sterling, MA 01564

Dear Ms. Dervishian:

On behalf of the Wachusett Regional School District Committee, I wish to thank you for attending Monday evening's School Committee meeting and for helping to facilitate the *Chocksett Peer Leader Program* presentation made to the Committee by Chocksett students. What an impressive and inspirational leadership-building program, which is obviously an important part of the students' final year as middle school students. The Peer Leaders did a remarkable job addressing the many adults in the room and by the way they presented, it was evident they take their roles seriously and are proud of the skills they are acquiring.

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
Christopher LaBreck, Principal, Chocksett Middle School
Veronica Buckley, Director, Sterling COA

KM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

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

January 28, 2020

Ms. Veronica Buckley, Director
Sterling Council on Aging
P. O. Box 243
Sterling, MA 01564

Dear Ms. Buckley:

On behalf of the Wachusett Regional School District Committee, I wish to thank you for attending Monday evening's School Committee meeting and for helping to facilitate the *Chocksett Peer Leader Program* presentation made to the Committee by Chocksett students. What an impressive and inspirational leadership-building program, which is obviously an important part of the students' final year as middle school students. The Peer Leaders did a remarkable job addressing the many adults in the room and by the way they presented, it was evident they take their roles seriously and are proud of the skills they are acquiring. Plus, I am sure having the students help with technology and devices is an added bonus for Sterling seniors!

It is community leaders 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
Christopher LaBreck, Principal, Chocksett Middle School
Melissa Dervishian, Middle School Counselor, Chocksett Middle School

KM:rip

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Kenneth Mills, Chair

1745 Main Street

Jefferson, MA 01522

January 28, 2020

Ms. Jenn Kempton
92 Holden Street
Holden, MA 01520

Dear Ms. Kempton:

Please accept my thanks on behalf of the School Committee for your attendance at last evening's meeting and for sharing your thoughts and opinions with the Committee. Input from residents of our District is always welcomed, and we appreciate you taking the time to join us Monday evening.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Kenneth Mills', written in a cursive style.

Kenneth Mills, Chair
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee
Darryll McCall, Superintendent of Schools

KM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Kenneth Mills, Chair

1745 Main Street

Jefferson, MA 01522

January 28, 2020

Mrs. Rachel Bullock
294 Main Street
Holden, MA 01520

Dear Mrs. Bullock:

Please accept my thanks on behalf of the School Committee for your attendance at last evening's meeting and for sharing your thoughts and opinions with the Committee. Input from residents of our District is always welcomed, and we appreciate you taking the time to join us Monday evening.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Kenneth Mills", written in a cursive style.

Kenneth Mills, Chair
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee
Darryll McCall, Superintendent of Schools

KM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Kenneth Mills, Chair

1745 Main Street

Jefferson, MA 01522

January 28, 2020

Mr. Peter Singley
18 Preservation Lane
Holden, MA 01520

Dear Mr. Singley:

Please accept my thanks on behalf of the School Committee for your attendance at last evening's meeting and for sharing your thoughts and opinions with the Committee. Input from residents of our District is always welcomed, and we appreciate you taking the time to join us Monday evening.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ken Mills', with a stylized flourish at the end.

Kenneth Mills, Chair
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee
Darryll McCall, Superintendent of Schools

KM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Kenneth Mills, Chair

1745 Main Street

Jefferson, MA 01522

January 28, 2020

Mrs. Heidi Lahey
166 Bullard Street
Holden, MA 01520

Dear Heidi:

Please accept my thanks on behalf of the School Committee for your attendance at last evening's meeting and for sharing your thoughts and opinions with the Committee.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'Ken Mills', written in a cursive style.

Kenneth Mills, Chair
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee
Darryll McCall, Superintendent of Schools

KM:rlp

To: Wachusett Regional School District Finance Committee

From: James J. Dunbar, Treasurer

Date: February 4, 2020

Subject: Treasurer's Update – December 2019

I have reviewed the bank statements, bank reconciliations, and reconciling items for the month ending December 31, 2019 and feel that Treasurers cash is accurately stated.

1. The December 31, 2019 bank balances are as shown on the attached sheet.
2. The warrants funded during the month of December 2019 were as follows:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/5	Warrant # 16	\$ 3,600.00
12/9	Warrant # 15	923,733.41
12/13	Payroll Warrant	2,156,335.36
12/13	Payroll Warrant	360.54
12/17	Warrant # 17	4,347,742.91
12/27	Payroll Warrant	2,704,036.54

Our excess general funds are currently earning the following rates:

MMDT	1.86%
Berkshire Bank	0.50%

CASH RECONCILIATION OF CASHBOOK TO GENERAL LEDGER
December 31, 2019

Bank	Account #	Fund	Description	Cashbook 12/31/2019
CHECKING				
Eastern Bank	-7310	001	Payables reconciliation-clearing	253.12
Berkshire Bank	-4534	001	Depository Account	356,739.61
Eastern Bank	-0264	001	Payroll Reconciliation	149.09
Fidelity Bank	-1451	050	checking - Paxton	2,518.12
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	-0244	050	checking - Sterling	2,500.00
Fidelity Bank	-1444	050	checking - Thomas Prince	2,519.20
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
TOTAL CHECKING				380,940.54
MONEY MARKET				
Berkshire Bank	-2960	022	Cafeteria revolving - Sterling	15,392.11
Leominster Credit Union	-1029	050	WRHS Student Activity Revolving	327,858.77
Berkshire Bank	-3002	023	Middle School Athletic Revolving	81,479.69
TD Banknorth, NA	-1032	001	General Fund	26,788.90
Eastern Bank	-0363	001	General Fund	1,114,457.89
Eastern Bank Debit Card	-6672	001	General Fund	250.55
Eastern Bank Tuition	-7357	001	General Fund	49,750.40
Enterprise Bank	-3225	001	General Fund	39,825.90
Avidia Bank	-8701	001	General Fund	33,285.03
MMDT	-4707	001	Money Market	2,396,437.26
TOTAL MONEY MARKET				4,085,526.50
SAVINGS				
Cornerstone Bank	-0132	022	Cafeteria revolving - Naquag	7,926.64
Cornerstone Bank	-0140	022	Cafeteria revolving - CTMS	9,130.88
Cornerstone Bank	-1230	022	Cafeteria revolving - Glenwood	13,341.07
Cornerstone Bank	-3092	022	Student Activity - CTMS	10,456.57
Cornerstone Bank	-9535	022	Student Activity - Glenwood	11,424.39
Cornerstone Bank	-3117	022	Student Activity - Naquag	12,761.65
Fidelity Bank	-1908	022	Cafeteria revolving - Princeton	8,193.14
Fidelity Bank	-6479	022	Cafeteria revolving - Paxton	12,024.33
Berkshire Bank	-4569	022	Cafeteria revolving - Dawson	9,311.40
Berkshire Bank	-2944	022	Cafeteria revolving - Davis Hill	10,036.76
Berkshire Bank	-4550	022	Cafeteria revolving - Mayo	7,762.01
Berkshire Bank	-2952	022	Cafeteria revolving - Mountview	21,307.84
Berkshire Bank	-4542	022	Cafeteria revolving - WRHS	226,255.44
Berkshire Bank	-2979	029	Adult Education	72.23
Fidelity Bank	-0736	050	Student Activity Depository	37,276.08
Leominster Credit Union	-6025	050	Student Activity Revolving	109,347.19
Berkshire Bank	-2987	023	Athletic revolving	53,310.56
Berkshire Bank	-2995	023	Athletic transportation	23,935.57
TOTAL SAVINGS				583,873.75
CDs (Investments)				
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	Griffin	18,663.52
Leominster Credit Union		60	Hayman	3,238.89
Leominster Credit Union		60	Hewson	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	Shailale	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
TOTAL CDs				201,705.20
OPEB				
Bartholomew and Company	-3593	70	OPEB	10,851.10
TOTAL OPEB				10,851.10
TOTAL				5,262,897.09

Adjusted Cashbook	5,262,897.09
General Ledger	5,262,897.09
Variance	0.00
General Fund Total	4,017,937.75



Wachusett Regional School District

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

From: Robert Berlo, Deputy Superintendent

Date: February 6, 2020

Re: Deputy Superintendent's Report

This month, this report will focus on the updated Textbook Plan.

Funds to support the District Textbook Plan have been incorporated into the FY21 Proposed Budget. Included are the following initiatives:

1. **Fountas and Pinnell Classroom for grade 3:** This initiative includes a wealth of resources for each classroom, including levelled classroom libraries, lessons focused whole group and small group, and a common tool to assess student learning. Each lesson comes with essential questions, inquiry-based discussion opportunities, and embedded "writing about reading" prompts. These lessons are spread across all the components of the program, including Interactive Read-Aloud, Shared Reading, Phonics, Spelling and Word Study, Guided Reading and Independent Reading. In addition, staff also receive all of the Benchmark Assessment System (BAS) materials so they can assess student learning and monitor student progress. Staff receive 6 days of training spread across two years that cover all components of the program, as well as how to give the BAS, interpret student assessment results, and set student learning goals. Staff will also receive local support and training from our Literacy Supervisor.
2. **High School English Language Arts (ELA):** The FY21 budget will continue to support the high school English Department as they work to upgrade the literature available to students in the core ELA classes as well as in some electives. This will be the third year that the plan has supported the department.
3. **Actively Learn for grades 8-12 English, history and science teachers:** The textbook plan supports our continued use of Actively Learn, an online platform designed to support teacher and student learning via engaging, standards-aligned lessons. This powerful platform provides teachers with multiple tools to monitor student progress, provide timely feedback, and assess student learning, all while providing students with relevant videos, texts, and powerful questions to interact with. The Actively Learn platform provides an easy to navigate instructional planning space and is being used to update some of our history courses to align with the new Massachusetts Department of Elementary and Secondary Education (DESE) [History and Social Studies Curriculum Framework](#). Training and support on the platform will be provided as needed throughout the year. We now have several experienced teachers who can help to support users new to the platform.
4. **History Two-Year Textbook Adoption for grades 6-8:** The History and Social Studies Curriculum Framework contains significant changes for the middle grades. This new framework, which was adopted late in 2018, impacts all three grades, with grade 8 having an entirely new focus.

Districts have been asked to align to this new framework by FY22 so that students will be ready to participate in the grade 8 civic projects across the state. The textbook plan has supported our efforts to meet this adoption goal, and we have used the past year and a half to accomplish some initial work by exploring textbook and program options. In FY21, the plan will support the adoption of new program materials, with the majority of the support to cover the cost of textbooks coming the following year. We anticipate that new texts might very well be in the form of an electronic textbook, and knowing this, the Technology Plan was revised to ensure that students in grades 6-8 across the district will have access to dedicated Chromebooks in their history classes for the 2020-21 school year. Staff training has been ongoing and will continue next year.

5. **Elementary Math Consumables:** Elementary teachers and Principals across the district have been surveyed to better understand how they are using the current math program, Eureka Math. From the results, which will be reported out in more detail next month, we are fine tuning our plan for math consumables. In addition, respondents indicated the desire for program specific math training, and this will be provided next year.
6. **Math Textbook Renewal/Adoption for grades 6-8:** Licenses to our current math textbook, Big Ideas Math, are expiring and, as a result will be addressed in FY21. Staff will examine printed and online versions of several textbooks and a decision will be reached on where we will go before the end of the current school year. The Curriculum Supervisor will support staff through this process and provide any needed training next year.
7. **Math and Reading Online Assessment for grades K-5:** Embedded in the textbook budget is the purchase of an online math and reading assessment to allow staff to quickly, easily, and accurately do universal screening, progress monitoring, and student goal setting. Staff training will be provided.
8. **Science Textbook/Program Adoption for grades 6-8:** The textbook plan supports the adoption of a science program, including materials, for all middle schools. This will help to provide students with access to similar learning opportunities and materials across the district. The Curriculum Supervisor will oversee the adoption and will provide additional support to staff throughout the process.
9. **New High School Classes:** The plan supports the start-up costs of several new classes at the high school level, which were detailed in the Deputy Superintendent's Report last month.
10. **English Language Learner program materials:** The FY21 Textbook plan provides needed instructional materials for our ELL Department.

The updated Textbook Plan can be found on the district's website under "Plans & Documents" or by following this link: <http://www.wrsdonline.net/documents/WRSDTextbookPlan.pdf>.



Attachment B
February 7, 2020

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

TO: Darryll McCall, Superintendent of Schools
FROM: Daniel Deedy, Director of Business and Finance
RE: February 2020 Monthly Report
DATE: February 4, 2020

Attached please find my monthly report for February 2020. This is the same report submitted to Business and Finance for the February 3, 2020 meeting with the exception of the Revolving Funds update. This report now includes the December 2019 Revolving Funds update yet to be presented to Business and Finance. Otherwise, all information remains the same as presented to Business and Finance on Monday evening, February 3, 2020.

Attachments

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

Business/Finance Subcommittee

Monday, February 3, 2020
7:00 PM

Superintendent's Conference Room
1745 Main Street, Jefferson

Executive Summary

- I. **Call to Order:**
- II. **Approval of Minutes of October 2, 2019 and October 28, 2019 Meetings:** The Minutes from the October 2, 2019 and October 28, 2019 meetings will be reviewed.
- III. **Medicaid Update:** Administration will present an overview of the impact of the Medicaid issue Monday evening. 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. 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 29, 2020. Mr. Deedy has prepared the following summary for each Appropriation with projected balances as of June 30, 2020. Please note that these projections are for the General Fund only. The projections do not include grants such as the Title 1 grant or the IDEA Special Education grant or Revolving Funds such as Circuit Breaker. Please see ATTACHMENT C.

Salaries and Stipends: With the exception of day to day substitute teachers, all salaries have been encumbered for the fiscal year. All payments made prior to June 30, 2020 have also been projected. Finally, this figure reflects estimated payments for a newly hired special education teacher at the Paxton Center School.

Benefits and Insurance: This appropriation will have a nominal balance as of this writing. Purchase orders have been adjusted to reflect year to date activity and final payments have been projected through June 30, 2020. This does not take into account any new hires that may be on-boarded due to student need.

Instructional Support: There is still additional product to be ordered (textbook materials, for example). There will be a small balance in this line projected through June 30, 2020. This estimate is based upon activity from the past two (2) fiscal years. This Appropriation includes a portion of the Safer Schools and Communities Initiative grant (\$22,346) that was spent last fall. The District will be reimbursed for this grant this spring and the money reallocated to the Technology budget.

Operations and Maintenance: Utilities including fuel and electricity are the main drivers here. Though it is early February, there is still a lot of winter left. That may have an impact on the projected balance here. The District will have a clearer picture on the utilities in March 2020.

Pupil Services: The majority of this deficit will be corrected once the District is reimbursed \$15,800.00 for costs associated with the Safer Schools and Communities Initiate grant (briefly discussed in Instructional Support above). Administration will review existing encumbrances and reduce where possible. Otherwise, Administration will request a budget transfer this spring.

Special Education Tuitions: As of this writing, Administration is projecting a balance of approximately \$100,000. This is a fluid number, one that is reviewed on a weekly basis between the Business Office and the Special Education Department.

Other Operating Costs: These are payments for both the Charter School Assessment and the School Choice Out Assessment. They are taken directly from the Department of Revenue's web site. Given the year to date activity, Administration projects a small balance. These figures may change later in the spring. The activity is monitored monthly by Business Office staff.

Transportation: The shortfall is the result of greater than anticipated special education transportation costs for the 2019-2020 school year. The Business Office and the Special Education Department review these figures on a regular basis. With the transfer of ownership for the in-district routes from Village Transportation to AA Transportation, the District is looking to perhaps consolidate some runs if possible. No decisions have been made and that is only an option to reduce the costs here.

Debt Service: All payments have been made relative to debt service. The balance noted here can be transferred elsewhere to address any shortfalls.

- ✓ **FY20 Revenue Budget Report** also dated January 27, 2020. ATTACHMENT D are the Revenue Budget Projections. Mr. Deedy will speak to this report Monday evening. ATTACHMENT E is the same report, converted to EXCEL, which projects revenues for the balance of FY20. Administration has revised its revenue projections for Medicaid receipts given year to date activity. The year to date receipts for Medicaid reflect deposits to date (approximately \$100,290.85) and confirmed payments of \$15,631.06 and \$112,267.80. As of this writing, revenues are short \$625,419.
- ✓ **FY20 Grants Update:** ATTACHMENT F is a copy of the District's grants status. This report was compiled from the DESE on January 9, 2020. Administration projects that all FY19 grants will be fully expended and, as of this writing, all FY20 grants as well. The District has until May 15, 2020 to inform the DESE of any carry forward with respect to FY20 grants.
- ✓ **FY20 Revolving Funds Update:** ATTACHMENT G is a copy of the year to date Activity for all Revolving Funds through November 2019. As of this writing, Athletics is projected to have a shortfall given transportation costs. The Business Office and Athletics will be working to resolve this projected shortfall.
- V. **FY21 Budget:** Administration will speak to two issues from the School Committee Meeting of January 27, 2020 – Special Education Tuitions and Offsets.
- VI. **End of Year Report Overview Presentation at Future School Committee Meeting:** Administration will present a brief overview of the EOYR at a future School Committee Meeting. Administration will speak to the more salient points in the FY19 EOYR. Administration welcomes guidance from the Business and Finance Subcommittee regarding 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 H** for the proposed agreement and rates. This discussion is a continuation of previous discussions in FY19 as noted on the dated material. **ATTACHMENT I** 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 auditors needs and ultimately, is approved by the School Committee.
- X. **Creation of New Revolving Funds – Facility Use and Stabilization:** **ATTACHMENT J** 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 K** 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 L** is a copy of the District's current policy. **ATTACHMENT M** is a copy of the procurement thresholds for Ch. 30B, 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.*

***(M)ost 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

01/29/2020 14:51
9820ddeeWachusett Regional School District
FY20 BUDGET REPORT BY APPROPRIATION 1.29P
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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	28,469,585.76	33,028,574.26	566,554.98	99.11
2 BENEFITS & INSURANCE	15,054,973	0	15,054,973	10,069,045.44	4,229,223.97	-44,095.41	100.31
3 INSTRUCTIONAL SUPPORT	3,322,090	20	3,322,110	2,148,565.98	508,023.48	505,520.54	82.41
4 OPERATIONS & MAINTENANCE	3,606,166	0	3,606,166	1,716,104.65	1,716,648.95	173,412.40	95.21
5 PUPIL SERVICES	51,241	-20	51,221	54,984.14	13,345.66	-17,108.80	133.41
6 SPECIAL ED TUITIONS	3,123,545	0	3,123,545	1,703,937.17	1,076,171.65	343,436.18	89.01
7 OTHER OPERATING COSTS	1,196,956	0	1,196,956	582,477.00	771,948.00	-167,469.00	114.01
8 TRANSPORTATION	6,919,413	0	6,919,413	3,274,491.41	3,693,219.65	-48,296.26	100.71
9 DEBT SERVICE	2,497,106	0	2,497,106	2,261,753.13	181,453.13	53,899.74	97.01
GRAND TOTAL	97,836,205	0	97,836,205	51,091,744.68	45,298,600.95	1,445,851.37	98.51

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

Attachment C

ATTACHMENT C FY20 Revenues vs Expense Projections General Fund Only January 29, 2020

ACCOUNT DESCRIPTION	ORIGINAL APPROP	LESS YTD EXPENDED	LESS ENCUMBRANCE	TOTAL SPENT	AVAILABLE BUDGET	PROJECTED ADJUST	PROJECTED BALANCE	NOTES
1 SALARIES & STIPENDS	\$62,064,715.00	\$28,469,585.76	\$33,028,574.26	\$61,498,160.02	\$566,554.98	-\$142,085.00	\$424,469.98	See note 1
2 BENEFITS & INSURANCE	\$15,054,973.00	\$10,869,845.44	\$4,229,223.97	\$15,099,069.41	(\$44,096.41)	\$86,543.00	\$42,446.59	see note 2
3 INSTRUCTIONAL SUPPORT	\$3,322,090.00	\$2,148,565.98	\$588,023.48	\$2,736,589.46	\$585,520.54	-\$485,520.00	\$100,000.54	
4 OPERATIONS & MAINTENANCE	\$3,606,166.00	\$1,716,104.65	\$1,716,648.95	\$3,432,753.60	\$173,412.40	-\$125,000.00	\$48,412.40	
5 PUPIL SERVICES	\$51,241.00	\$54,984.14	\$13,345.66	\$68,329.80	(\$17,108.80)	\$15,800.00	(\$1,308.80)	
6 SPECIAL ED TUTIONS	\$3,123,545.00	\$1,703,937.17	\$1,076,171.65	\$2,780,108.82	\$343,436.18	-\$243,436.00	\$100,000.18	
7 OTHER OPERATION COSTS	\$1,196,956.00	\$592,477.00	\$771,948.00	\$1,364,425.00	(\$167,469.00)	\$234,414.00	\$66,945.00	
8 TRANSPORTATION	\$6,919,413.00	\$3,274,491.41	\$3,693,219.85	\$6,967,711.26	(\$48,298.26)	\$0.00	(\$48,298.26)	
9 DEBT SERVICE	\$2,497,105.00	\$2,261,753.13	\$181,453.13	\$2,443,206.26	\$53,899.74	\$0.00	\$53,899.74	
Revenue Total	\$97,836,205.00	\$0.00	\$0.00	\$96,390,353.63	\$0.00	\$0.00	\$0.00	
Expense Total	\$97,836,205.00	\$51,091,744.68	\$45,298,608.95	\$96,390,353.63	\$1,445,851.37	-\$659,284.00	\$786,567.37	

1

estimate of sub teacher payments for balance of year based upon FY 19 EOYR - 500k to be spent; YTD \$245,359

Mentor Stipends; confirmed #	(254,641)
Sick Leave buyback; confirmed #	(23,850)
Sick Leave buyback to custodians; est	(38,760)
1-900th Sub Teacher pay; 5 month est	(10,000)
estimated payment for SPED Teacher @ PCS	(30,000)
Journal Entry Adjustment	(34,894)
	250,000
	(142,085)

2

School Choice chargebacks to be made

\$86,543

Attachment D

01/27/2020 13:38
9826ddeeWachusett Regional School District
FY20 REVENUE BUDGET REPORT 1.27.20P 1
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FOR 2020 13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001 GENERAL FUND						
0000 UNDESIGNATED						
001 401412 GF MIN LOCAL CONT -	0	-19,225,254	-19,225,254	-9,612,627.00	-9,612,627.00	50.0%
001 401413 GF MIN LOCAL CONT -	0	-4,397,455	-4,397,455	-2,198,726.50	-2,198,726.50	50.0%
001 401414 GF MIN LOCAL CONT -	0	-3,565,466	-3,565,466	-1,782,733.00	-1,782,733.00	50.0%
001 401415 GF MIN LOCAL CONT -	0	-7,226,608	-7,226,608	-3,613,304.00	-3,613,304.00	50.0%
001 401416 GF MIN LOCAL CONT -	0	-8,220,062	-8,220,062	-4,110,031.50	-4,110,031.50	50.0%
001 401422 GF FEES - HOLDEN	0	-7,306,064	-7,306,064	-3,653,033.00	-3,653,033.00	50.0%
001 401423 GF FEES - BAYBACH	0	-1,466,595	-1,466,595	-733,297.50	-733,297.50	50.0%
001 401424 GF FEES - BANTON	0	-940,577	-940,577	-474,289.00	-474,289.00	50.0%
001 401425 GF FEES - BURLING	0	-3,614,910	-3,614,910	-1,807,455.00	-1,807,455.00	50.0%
001 401426 GF FEES - STERLING	0	-2,377,050	-2,377,050	-1,188,525.50	-1,188,525.50	50.0%
001 401432 GF TRANS ASSESS - HO	0	-2,204,510	-2,204,510	-1,102,259.00	-1,102,259.00	50.0%
001 401433 GF TRANS ASSESS - BA	0	-442,528	-442,528	-221,264.00	-221,264.00	50.0%
001 401434 GF TRANS ASSESS - BU	0	-286,222	-286,222	-143,111.00	-143,111.00	50.0%
001 401435 GF TRANS ASSESS - RU	0	-1,090,756	-1,090,756	-545,378.00	-545,378.00	50.0%
001 401436 GF TRANS ASSESS - ST	0	-717,246	-717,246	-358,623.00	-358,623.00	50.0%
001 401442 GF FEET ASSESS- HOLD	0	-1,089,974	-1,089,974	-544,987.00	-544,987.00	50.0%
001 401443 GF FEET ASSESS- BAKT	0	-237,436	-237,436	-118,718.00	-118,718.00	50.0%
001 401444 GF FEET ASSESS- PRIN	0	-153,566	-153,566	-76,783.00	-76,783.00	50.0%
001 401445 GF FEET ASSESS- RUTL	0	-587,031	-587,031	-293,515.00	-293,515.00	50.0%
001 401446 GF FEET ASSESS- STER	0	-369,100	-369,100	-184,550.00	-184,550.00	50.0%
001 401450 GF CHAP 70 - REG SCH	0	-28,500,615	-28,500,615	-14,264,900.00	-14,235,715.00	50.1%
001 401451 GF CHAP 70 - REG SCH	0	-2,178,143	-2,178,143	-1,089,071.50	-1,089,071.50	50.0%
001 401452 GF CHAP 70 - CHARTER	0	-33,253	-33,253	-16,626.50	-16,626.50	50.0%
001 401453 GF CHAP 70 - SCHOOL CHO	0	0	0	0.00	0.00	0.0%
001 401454 GF CHAP 70 - UNDESIGNED	0	0	0	0.00	0.00	0.0%
001 401455 GF INTEREST	0	-1,137,521	-1,137,521	-568,760.50	-568,760.50	50.0%
001 401460 GF INTEREST	0	-21,005	-21,005	-10,502.50	-10,502.50	50.0%
001 401465 GF REVENUE - MISCELL	0	-439,250	-439,250	-219,625.00	-219,625.00	50.0%
001 401466 GF REVENUE - INSUR E	0	0	0	0.00	0.00	0.0%
001 401467 GF REVENUE - RAN	0	0	0	0.00	0.00	0.0%
001 401468 GF REVENUE - NSRA RE	0	0	0	0.00	0.00	0.0%
001 401469 GF REV - TRANSFER IN	0	0	0	0.00	0.00	0.0%
TOTAL UNDESIGNATED	0	-97,836,205	-97,836,205	-47,233,848.55	-50,602,356.45	48.3%
5400 SHORT-TERM INTEREST						
AF0004 401466 GF REVEN - REV ANI	0	0	0	.00	.00	.0%
TOTAL SHORT-TERM INTEREST	0	0	0	.00	.00	.0%

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Massachusetts Regional School District
FY20 REVENUE BUDGET REPORT 1.27.20

P 2
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FOR 2020 13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL GENERAL FUND	0	-97,836,205	-97,836,205	-47,233,848.55	-50,602,356.45	48.3%
TOTAL REVENUES	0	-97,836,205	-97,836,205	-47,233,848.55	-50,602,356.45	
GRAND TOTAL	0	-97,836,205	-97,836,205	-47,233,848.55	-50,602,356.45	48.3%

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

Attachment E

FY20 Revenue and Expense Projections
1.27.2020

ORG	OBJ	ACCOUNT	ACCOUNT DESCRIPTION	ESTIM REV ADJ	REVISED ESTIM REV	BUDGET ADJ	ACTUAL YTD REVENUE	REMAINING REVENUE
001	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
001	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
001	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
001	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
001	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
001	401422	001-00-000-000-0000-0-401422-	GF OPER - HOLDEN	-7,306,064	-7,306,064		-3,653,033.00	-3,653,031
001	401423	001-00-000-000-0000-0-401423-	GF OPER - PAXTON	-1,466,595	-1,466,595		-733,297.50	-733,298
001	401424	001-00-000-000-0000-0-401424-	GF OPER - PRINCETON	-948,577	-948,577		-474,289.00	-474,288
001	401425	001-00-000-000-0000-0-401425-	GF OPER - RUTLAND	-3,614,910	-3,614,910		-1,807,455.00	-1,807,455
001	401426	001-00-000-000-0000-0-401426-	GF OPER - STERLING	-2,377,050	-2,377,050		-1,188,525.50	-1,188,525
001	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
001	401433	001-00-000-000-0000-0-401433-	GF TRANS ASSESS - PAXTON	-442,528	-442,528		-221,264.00	-221,264
001	401434	001-00-000-000-0000-0-401434-	GF TRANS ASSESS - PRINCETON	-286,222	-286,222		-143,111.00	-143,111
001	401435	001-00-000-000-0000-0-401435-	GF TRANS ASSESS - RUTLAND	-1,090,756	-1,090,756		-545,378.00	-545,378
001	401436	001-00-000-000-0000-0-401436-	GF TRANS ASSESS - STERLING	-717,246	-717,246		-358,623.00	-358,623
001	401442	001-00-000-000-0000-0-401442-	GF DEBT ASSESS- HOLDEN	-1,089,974	-1,089,974		-544,987.00	-544,987
001	401443	001-00-000-000-0000-0-401443-	GF DEBT ASSESS- PAXTON	-237,436	-237,436		-118,718.00	-118,718
001	401444	001-00-000-000-0000-0-401444-	GF DEBT ASSESS- PRINCETON	-153,566	-153,566		-76,783.00	-76,783
001	401445	001-00-000-000-0000-0-401445-	GF DEBT ASSESS- RUTLAND	-587,031	-587,031		-293,515.00	-293,516
001	401446	001-00-000-000-0000-0-401446-	GF DEBT ASSESS- STERLING	-369,100	-369,100		-184,550.00	-184,550
001	401450	001-00-000-000-0000-0-401450-	GF CHAP 70 - REG SCHOOL AID	-28,500,615	-28,647,835	147,220	-14,264,900.00	-14,382,935
001	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
001	401452	001-00-000-000-0000-0-401452-	GF CHAP 70 - CHARTER REIMBURSE	-33,253	-84,245.00	50,992	-34,060.00	-50,185
001	401455	001-00-000-000-0000-0-401455-	GF - MEDICAID	-1,137,521	-228,190	(909,331)	-100,290.85	-127,899
001	401460	001-00-000-000-0000-0-401460-	GF INTEREST	-21,005	-60,000	38,995	-51,288.18	-8,712
001	401462	001-00-000-000-0000-0-401462-	GF REVENUE - MISCELLANEOUS	-439,250	-200,000	(239,250)	-20,099.52	-179,900
Total 001 GENERAL FUND				-97,836,205	-97,210,786	(625,419)	-47,233,849	-49,976,937
Revenue Total				-97,836,205	-97,210,786	(625,419)	-47,233,849	-50,602,356
Expense Total				97,836,205	97,049,637	786,568	96,552,563	497,074
						161,149		

Attachment F

Massachusetts Department of Elementary & Secondary Education
 FY19 & FY20 Claim Status Report as of 1/9/20

District	Wachusett	select LEA from dropdown					
LEA Code	FY	Account	Fund Name	Grant Award	Claimed as of 1/9/20	Available to Claim as of 1/9/20	% Available to Claim as of 1/9/20
0775	2019	140-217758-2019-0775	Title II	\$113,943	\$101,237	\$12,706	11.2%
		180-217759-2019-0775	Title III	\$16,742	\$16,429	\$313	1.9%
		240-217760-2019-0775	IDEA	\$1,644,056	\$1,627,013	\$17,043	1.0%
		262-217761-2019-0775	IDEA Early Childhood	\$63,114	\$63,114	\$0	0.0%
		305-217762-2019-0775	Title I	\$247,541	\$247,262	\$279	0.1%
		309-217763-2019-0775	Title IV	\$32,610	\$32,610	\$0	0.0%
2020		140-299613-2020-0775	Title II	\$112,075	\$11,207	\$100,868	90.0%
		180-299535-2020-0775	Title III	\$17,852	\$4,640	\$13,212	74.0%
		240-299615-2020-0775	IDEA	\$1,649,665	\$550,358	\$1,099,307	66.6%
		262-299616-2020-0775	IDEA Early Childhood	\$64,332	\$24,991	\$39,341	61.2%
		305-299617-2020-0775	Title I	\$267,292	\$68,208	\$199,084	74.5%
		309-299614-2020-0775	Title IV	\$16,688	\$6,919	\$9,769	58.5%
0775 Total				\$4,245,910	\$2,753,988	\$1,491,922	0.0%

WACHUSETT REGIONAL SCHOOL DISTRICT

GOVERNMENTAL FUNDS, FIDUCIARY FUNDS CASH & FUND BALANCES REPORT

2019

December

FUND/ FUNC	FUND NAME	CASH BALANCE				ENDING CASH BALANCE	ENCUMBERED	PROJECTED REMAINING REV	PROJECTED REMAINING EXP	ENDING FUND BALANCE
		REVENUE	EXPENDED	BEG BAL	YEAR TO DATE					
022	CAFETERIA	171,841.34	280,966.94	105,885.90	904,728.30	897,365.34	499,993.58	1,122,967.36	564,173.41	171,849.23
023	ATHLETIC	35,765.27	58,850.92	25,050.61	210,327.88	173,503.89	151,801.83	231,067.45	183,227.92	(42,247.46)
027/101	KINDERGARTEN			108.97	0.00	1,530.98	(1,431.01)			(1,431.01)
027/510	APPLIED ARTS		6,394.85	29,595.71	28,628.00	27,238.29	30,985.42	32,744.00		14,573.11
027/511	BUILDING USE		8,486.36	43,390.56	16,876.00	19,267.94	40,998.62	67,897.69	64,284.57	39,784.13
027/512	DAMAGED PROPERTY			2,422.33	0.00	413.07	2,009.26			2,009.26
027/514	DRIVER EDUCATION		8,069.76	38,778.31	33,385.00	54,359.36	17,803.95	103,246.00	61,702.73	49,917.30
027/515	EQUIP REPAIRS			400.00	100.00	0.00	500.00			500.00
027/516	GIFTS & GRANTS	500.00	10,808.83	70,107.92	73,346.01	87,466.00	56,487.93	102,110.01	70,226.17	70,905.75
027/517	LOST BOOKS		14.95	18,596.22	2,169.95	3,953.59	16,752.58			16,752.58
027/518	PARKING		9,365.26	4,539.13	47,642.00	19,938.79	33,142.34	0.00	0.00	15,555.48
027/519	PERFORMING ARTS			(1,122.11)	3,485.00	9,303.07	(6,940.18)	16,330.00	9,799.00	(469.18)
027/520	SCHOOL TECHNOLOGY			0.00	0.00	0.00	0.00			0.00
027/522	SUMMER SCHOOL			4,961.29	0.00	0.00	4,961.29			4,961.29
027/524	LOCKER FEES			18,442.30	1,540.00	388.77	19,893.53			19,893.53
027/151	STERLING EXTENDED DAY			282.48	0.00	0.00	282.48			282.48
027/151	PRINCETON EXTENDED DAY		3,386.28	20,627.68	13,246.00	15,121.03	18,752.65	31,219.41	26,613.72	23,358.34
027/151	DAVIS HILL EXTENDED DAY			0.00	0.00	0.00	0.00			0.00
028/000	ECC TUITION	10,972.46	8,676.92	8,184.35	40,864.26	52,489.88	(3,751.37)	99,435.94	0.00	43,184.55
028/550	SCHOOL CHOICE	26,123.00	46,824.00	0.00	213,419.00	140,509.88	72,909.12	156,738.00	229,647.12	0.00
028/551	CIRCUIT BREAKER		254,480.14	0.00	701,343.00	1,046,860.40	(345,517.40)	2,104,929.00	225,303.77	0.00
028/554	INSURANCE REIMBURSEMENTS		11,120.00	0.00	14,445.31	11,520.31	2,825.00			2,825.00
029	ADULT EDUCATION	0.00		72.04	0.19	0.00	72.23	0.18	0.00	72.41
040	PROGRAM INITIATIVES		4,073.63	96,413.12	58,250.00	51,432.15	103,230.97	96,550.00	79,526.37	118,663.12
050	STUDENT ACTIVITIES	34,992.18	46,815.29	452,936.12	401,494.99	326,207.23	528,223.88	573,967.82	659,961.71	417,250.82
060	TRUST FUND/SCHOLARSHIPS			201,910.20	0.00	0.00	201,910.20	0.00	0.00	201,910.20
TOTALS		280,193.88	757,764.01	1,141,583.13	2,765,730.89	2,938,288.77	969,025.25	4,731,987.15	2,174,566.49	1,170,160.99

WACHUSETT REGIONAL SCHOOL DISTRICT

November 2010

GOVERNMENTAL FUNDS, FIDUCIARY FUNDS CASH & FUND BALANCES REPORT

GOVERNMENTAL FUNDS, FIDUCIARY FUNDS CASH & FUND BALANCES REPORT										
FUND/ FUNC	FUND NAME	CASH BALANCE				ENCUMBERED	PROJECTED REMAINING REV	PROJECTED REMAINING EXP	ENDING FUND BALANCE	
		YEAR TO DATE								
		REVENUE	EXPENDED	DEB BAL	REVENUE					EXPENDED
022	CAFETERIA	226,300.10	260,696.83	105,885.90	722,886.96	616,598.40	222,174.46	576,711.26	1,264,808.70	768,422.67
023	ATHLETIC	31,046.91	58,515.45	25,030.61	174,562.61	114,652.67	84,960.55	189,045.74	260,772.72	203,327.92
027/101	KINDERGARTEN			108.97	0.00	1,539.08	(1,431.61)			(1,431.61)
027/510	APPLIED ARTS	4,513.00	7,594.11	29,595.71	28,628.00	20,843.44	37,380.27	55,604.51	33,744.00	0.00
027/511	BUILDING USE	6,736.00	6,302.77	43,390.56	16,876.00	10,781.64	49,484.92	2,782.49	67,897.00	41,829.55
027/512	DAMAGED PROPERTY			2,422.33	0.00	413.07	2,009.26			
027/514	DRIVER EDUCATION	14,220.00	13,167.00	38,778.31	33,385.00	46,259.00	25,903.71	16,670.04	103,246.00	2,009.26
027/515	EQUIP REPAIRS	100.00		400.00	100.00	0.00	500.00			48,676.31
027/516	GIFTS & GRANTS	19,970.58	5,759.92	70,107.92	73,346.61	76,657.17	66,796.76	19,946.87	95,354.60	500.00
027/517	LOST BOOKS			18,596.22	2,100.95	3,628.64	16,767.53	14.95		61,174.89
027/518	PARKING	500.00	4,009.97	4,539.13	47,642.00	9,673.59	42,507.54	26,976.06		16,752.58
027/519	PERFORMING ARTS	3,485.00	8,599.14	(1,122.11)	2,485.00	9,303.07	(6,940.18)			15,531.48
027/520	SCHOOL TECHNOLOGY			0.00	0.00	0.00	0.00			(409.18)
027/522	SUMMER SCHOOL			4,961.29	0.00	0.00	4,961.29			0.00
027/524	LOCKER FEES		388.77	18,442.30	1,840.00	388.77	19,893.53			4,961.29
027/151	STERLING EXTENDED DAY			282.48	0.00	0.00	282.48			19,893.53
027/151	PRINCETON EXTENDED DAY	13,200.00	5,024.00	20,627.68	13,236.00	11,734.75	22,138.93	544.43	31,210.41	282.48
027/151	DAVIS HILL EXTENDED DAY			0.00	0.00	0.00	0.00			22,813.91
028/000	ECC TUITION	16,827.33	12,115.28	8,184.35	29,592.20	44,423.09	(6,626.53)	60,576.94		0.00
028/550	SCHOOL CHOICE	46,824.00	92,648.00	0.00	187,296.00	93,685.88	93,610.12		140,408.00	43,184.55
028/551	CIRCUIT BREAKER		235,585.57	0.00	501,343.00	792,386.26	(91,037.26)	1,787,687.97	182,841.00	0.00
028/554	INSURANCE REIMBURSEMENTS	13,945.00		0.00	14,415.31	500.31	13,945.00		2,104,020.00	0.00
029	ADULT EDUCATION	0.03		72.04	0.16	0.00	72.20	0.21		13,945.00
040	PROGRAM INITIATIVES	16,210.00	15,523.08	96,413.12	58,250.00	47,558.52	107,304.60	787.59	96,580.00	72.41
050	STUDENT ACTIVITIES	64,264.00	74,256.13	452,936.12	760,362.81	276,341.94	540,046.99	13,613.63	53,600.00	119,467.10
060	TRUST FUNDS/SCHOLARSHIPS			201,910.20	0.00	0.00	201,910.20		706,737.00	428,616.36
TOTALS		469,323.13	824,396.17	1,141,593.13	2,485,537.01	2,180,524.76	1,446,595.38	2,745,857.26	5,012,181.03	2,525,878.83
										1,187,040.32

Attachment H

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: _____

<u>Fee Summary:</u>	<u>Hours:</u>	<u>Amount:</u>
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: _____

Attachment H

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)

	Mon-Sat	Sun/Holidays
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/Room - Elementary/Middle School	\$10.00 per hour
Classroom - High School	\$10.00 per hour
Theater	\$20.00 per hour
(AV use in theater may require use of Specialist)	
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

	Mon-Sat	Sun/Holidays
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	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 - le 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 gym most 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.bass28@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 & 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	wachusettvouthcheer@gmail.com	T & Th 10/9-11/16		Glenwood
Response:	<p>I am writing on behalf of Wachusett Youth Football & 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		joaaci@msn.com			TP

[illegible]

Attachment J

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.

Attachment J

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 K

Part I

Title XII

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.

See page 4

Attachment K



Bureau of Municipal Finance Law
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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 ITEM/ DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
ADULT AND CONTINUING EDUCATION S.L.S. 71.57E	YES IN REGIONAL SCHOOL DISTRICT BY VOTE OF THE SCHOOL COMMITTEE	NONE	ADULT EDUCATION AND CONTINUING EDUCATION, ADULT 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 S.L.S. 71.57C	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			
COURTNEY ARTS S.L.S. 71.57A	YES IN REGIONAL SCHOOL DISTRICT BY VOTE OF THE SCHOOL COMMITTEE AND A MAJORITY OF MEMBER CITY OR TOWN SELECTBOARDS OR CITY COUNCILS	NONE	COURTNEY ARTS PROGRAMS	NO	PROGRAM EQUIPMENT	\$15,000 TOTAL \$5,000 IN EQUIPMENT PURCHASES	SALE OF CRAFTS AND PROGRAM PRODUCTS	GENERAL FUND	CARRIES FORWARD TO NEXT FY	FY RECEIPTS OVER \$15,000 CREDITED TO GENERAL FUND	ANNUAL AUDIT BY TREASURER TO SCHOOL COMMITTEE, WAYER OR CITY MANAGER AND CITY COUNCIL, SELECTBOARD OR TOWN MANAGER	COPY TO BOA (SCHEDULE A)



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REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING CITY COUNCIL ACTION	DEPARTMENT/ ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/ POST SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
NON-RESIDENT STUDENT TUITION S.L. § 71.6 71F S.L. § 71.6 180.2	YES IN CITY OR TOWN	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 S. 181.5 197 OF THE ACTS OF 2007	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 GOVERNING BOARD APPOINTED BY SCHOOL COMMITTEE AND IS SUBJECT TO STATUTORY STANDARDS
SCHOOL CHOICE TUITION S.L. § 76.5 178(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 S.L. § 71.6 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 S. 58 OF THE ACTS OF 1944 AS AMENDED BY S. 660 S. 1990	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 committee may fund within its annual appropriation and generally considered "Instructional Equipment" under DESE end of year financial reporting guidelines



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REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/CITY COUNCIL ACTION	DEPARTMENT/ACTIVITIES	MUNICIPAL SALARIES	CAPITAL ITEMS/DEBT SERVICE	STANTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
SCHOOL RENTAL G.L.C. 10.13 G.L.C. 71.18(a)	NO, BUT PERMITTING USE OF FUNDS FOR ANY FACILITY AND FUND CARRY OVER APPLIES ONLY IN 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 FROM LESSEES OF SCHOOLS OR SURPLUS SPACE IN SCHOOL IN USE	GENERAL FUND	CLOSURE TO GENERAL FUND AT END OF FY, UNLESS CITY/TOWN HAS ACCEPTED PROVISION PERMITTING CARRY OVER TO NEXT FY CLOSURE TO EXCESS AND DEFICIENCY IN REGIONAL SCHOOL DISTRICT CARRIES FORWARD TO NEXT FY			LEASING OF SURPLUS SPACE IN SCHOOL IN USE MUST BE APPROVED BY DESSE
STUDENT ATHLETICS AND ACTIVITIES G.L.C. 71.14(f)	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 ACTIVITY AGENCY G.L.C. 21.14(f)	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 AGENCY MONIES MUST TURN OVER TO TREASURER FOR DEPOSIT INTO STUDENT ACTIVITY AGENCY CHECKING ACCOUNT	ANNUAL AUDIT BASED ON PROCEDURES APPLIED TO BY SCHOOL COMMITTEE AND AUDITOR, AND THESE GUIDELINES	SCHOOL COMMITTEE MAY AUTHORIZE PRINCIPAL TO SPEND MONIES IN STUDENT ACTIVITY AGENCY CHECKING ACCOUNT FOR STUDENT ACTIVITIES. PRINCIPAL MUST BE BOUNDED BY AMOUNT ENDED 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 THE TREASURER TO REPLENISH PERIODICALLY



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REVOLVING FUND	LOCAL ACCEPTANCE	TOWN MEETING/CITY COUNCIL ACTION	DEPARTMENT/ACTIVITIES	MUNICIPAL BALANCES	CAPITAL ITEMS/DEBT SERVICE	STATUTORY SPENDING CEILING	REVENUE SOURCE	INTEREST	FUND BALANCE	OTHER ACCOUNTING PROCEDURES	REPORTS	OTHER
USE OF SCHOOL PROPERTY G.L.C. 71A.115	YES BY REGIONAL SCHOOL DISTRICT, BY VOTE OF THE SCHOOL COMMITTEE	NONE	EXPENSES OF MAINTENANCE, FACILITY AVAILABLE INCLUDING ADDITIONAL CUSTOMER 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. 71A.111
VOCATIONAL EDUCATION G.L.C. 71A.110	YES BY REGIONAL SCHOOL DISTRICT, BY VOTE OF THE SCHOOL COMMITTEE AND A MAJORITY OF MEMBER CITY OR TOWN SELECTBOARDS 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, SELECTBOARD OR TOWN MANAGER COPY TO BOA (SCHEDULE A)	

Attachment L

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 M

July 2018 revision

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

Estimated Contract Amount		Under \$10,000		\$10,000 to \$50,000		Over \$50,000	
Procurement Procedure	Sound business practices. ¹	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service. ²		Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).			
Notice/Advertising Requirements	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.			
Award contract to:	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.		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> .			
Written Contract Required ³	No. Keep written records as a best practice.	Yes.		Under § 5, the responsible ⁴ and responsive ⁵ 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.		Yes.	
Maximum Contract Term ⁶	Three years, unless majority vote authorizes longer.						
OSD Option	Yes.						

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

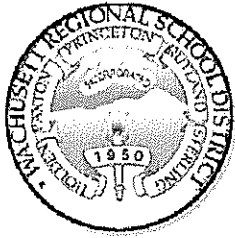
² M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016.

³ 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."

⁴ 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."

⁵ 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."

⁶ 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."



Wachusett Regional School

district

Holden, Paxton, Princeton, Rutland, Sterling

To: Darryll McCall
Superintendent of Schools

From: Jeff Carlson
Director of Human Resources

Re: January, 2020 Activity Report

Date: Wednesday, February 5, 2020

1. Personnel

- *A long term substitute English Teaching position at the High School has been filled.*
- *A Senior Custodian position at the High School has been filled.*
- *An ABA/PA position for the Early Childhood Center has been filled.*
- *A long term substitute School Nurse position has been posted. This position will be available to cover absences of School Nurses that are not covered by the substitute pool.*

2. Collective Bargaining

- *The Legal Affairs subcommittee met on January 28th and set the following schedule for upcoming Union negotiations: Paraprofessionals- February 11; ABA/PA- March 16; WAA – March 26. Proposed ground rules for negotiations have been shared with the Unions.*

3. Health Insurance

- *The District and representatives from Risk Strategies will review the responses to the District's health insurance bid process with the PEC group on February 10th. Final insurance rates are still being negotiated.*

4. Fingerprinting update

- *Morpho Trust, the state finger printing vendor continues to fingerprint all new hires and existing staff. At this time, we are experiencing activity with Student Teachers and bus company employees.*

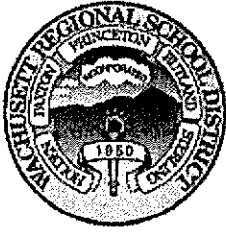
4. Teacher/ Administrator Licensure

- *The Director continues to work with any new hires on licensing issues but the focus has now turned to existing staff as the school year has started. Existing staff need assistance with advancing and renewal of licenses.*

5. Human Resources / Business Office Meetings

- *The Director is working with the Director of Business and Finance on issues impacting our two departments. We are currently working on finalizing the FY21 budget.*

Should you have any questions regarding this report, do not hesitate to contact me.



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

From: Christine J. Smith, Administrator of Special Education
To: Darryll McCall, Superintendent of Schools
Re: Monthly Report for February 2020

Extended School Year 2020

Parents are encouraged to reach out to their child's team to discuss the student's eligibility for Extended School Year Services. We will offer a similar schedule to previous years. All summer programs will begin on July 6th. We are trying some innovative learning programs through our Language-Based program for a few selected students that will allow the teachers and students to work through Google Classroom and other online portals/programs to ensure students do not regress beyond typical expectations.

After School Sports

After School Sports was started in 2016. It sprang from a need to have a sports activity that was accessible to our students that were not finding success in other community based unified or inclusive activities. We have continued this program which runs for 8 weeks, one hour for grades K-5 and one hour for grades 6-PG. We have the amazing Coach VanOudenhove and his Assistant Coach Brian Majoy with about 12 HS volunteers playing in the Glenwood gym on Monday nights. Randi Jacob keeps it all organized with registration, reminders, and award ceremony at the end. Hockey and basketball are both taught and played. This is just one more way I have found that WRSD cares and connects across all of our schools and communities.

Medicaid Training, Documentation and Assurance

Our staff that provides medically necessary services to students have been working diligently to ensure that our Medicaid claiming process meets all of the necessary guidelines. The meeting in December with Attorney Caroline Wilson was highly productive. Staff left with confidence in the reassurance that our ethical and professional questions were addressed.

The staff are submitting about 5000 individual service claims per reporting quarter.

I applaud the professionalism of the staff who flexibly pursued ways to meet the various, and at times seemingly contradictory, demands. We are continuing to review our processes, audit our work, and review the outcomes for students.