

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

June 7, 2019

To: *Wachusett Regional School District Committee*

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

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

SUBJECT: Superintendent's Report

Welcome School Committee Members, Roster, and Posting

Attached is the updated roster of School Committee membership, with contact information (attachment 1). Currently, there is still one open position (in Rutland) on the Committee; I will keep the full Committee informed when I hear from Rutland town officials about the filling of this open seat.

Attached is the posting for June, July, and August (attachment 2). Also attached is the School Committee meeting schedule, which was approved at the May meeting (attachment 3). Please note, the July meeting will be held on **TUESDAY, July 9th**, in order to meet FY19 budget closeout deadlines.

You will note on the agenda for Monday's meeting that an executive session will be held toward the beginning of our regular meeting on June 10th. The Committee will be brought up-to-date on the status of the PEC (Public Employee Committee) Agreement, ratification of which is on the agenda for action by the full Committee in open session.

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

Wachusett Regional School District

2019 Graduations

As I prepare this Report, 556 students in the Class of 2019 are preparing to graduate from WRHS on Thursday, June 6th, at 6:00 PM. The ceremony will take place at the DCU Center in Worcester. I am honored to have the opportunity to address our graduates and to wish them much success as they graduate from high school. Please join me in wishing our students well in what I hope will be bright futures.

Eighth grade students in Holden, Princeton, and Sterling will be graduating on Thursday, June 13th. Due to the large size of Rutland's eighth grade class and the need to have the ceremony in a space able to accommodate the 136 CTMS grade 8 students, that school's eighth grade graduation ceremony will take place on Wednesday, June 12th, and will be held in the auditorium at Wachusett Regional High School. Paxton's ceremony will also be held at WRHS, and that event will be held Tuesday, June 11th. I will be at both the Paxton and the Mountview ceremonies this year. Thank you to those who have volunteered to attend one of the ceremonies, representing the School Committee.

	Date	Time	Location	School Committee/ Administrative Representatives
Mountview Middle School	6/13	6:00 PM	WRHS Gymnasium	Ken Mills Darryll McCall
Paxton Center School	6/11	6:30 PM	WRHS Auditorium	Ben Mitchel Darryll McCall
Thomas Prince School	6/13	6:00 PM	TPS Gymnasium	Megan Weeks Jeff Carlson
Central Tree Middle School	6/12	6:30 PM	WRHS Auditorium	Sherrie Haber Dan Deedy
Chocksett Middle School	6/13	6:00 PM	Chocksett Gymnasium	Scott Brown Bob Berlo

While eighth grade "graduation" ceremonies are to recognize and celebrate students moving from middle school to high school, the actual last day of school, for all WRSD students, is Friday, June 14th (half day for students/full day for staff).

Administrator of Special Education

At the beginning of May, five candidates for the Administrator of Special Education position were interviewed by a screening committee that represented interested stakeholders from the District including the School Committee, the Special Education Parent Advisory Council, principals, special education staff and Central Office administration. Two finalists returned to the WRSD on May 15th to tour some of our schools and meet with the interview team once again. The screening committee has brought forward a very strong candidate who resides in Foxboro, Christine Smith. Ms. Smith is currently the Interim Director of Student Services for the Sharon

Wachusett Regional School District

Public Schools. Following Ms. Smith's visit to our district and a check of her references, we will be bringing to the School Committee a recommendation to appoint Ms. Smith as the next Administrator of Special Education. Ms. Smith will be at Monday's meeting, giving members the opportunity to meet her.

Ms. Smith has been an educational leader in special education in varied school districts: urban (Boston Public Schools), rural (Freetown-Lakeville Regional Schools), and affluent (Dover-Sherborn Regional Schools). With this vast experience, she is eager to come to the Wachusett District and discover the strengths and personalities of each town.

Ms. Smith tells me she is drawn to the depth of the programs that serve our students with Autism, the BRYT program for our students that are transitioning, the support for inclusive settings and the resounding commitment to serve all children from the District that seems to echo through school hallways. Chris is eager to share her professional expertise in program evaluation, data mining, and successful outcomes for students with disabilities, while she looks forward to building relationships with staff and families through collective work and community experiences. Attached is a copy of Ms. Smith's resume (attachment 4).

Wind Beneath their Wings

Thursday evening, May 16th, was a special evening. SEPAC (Special Education Parent Advisory Council) hosted the 10th annual Wind Beneath their Wings award reception (attachment 5). I can honestly say this wonderful event is a highlight for me as I have attended these recognition ceremonies for many years. It is always well attended, the nominees and audience are delighted to be there, and the atmosphere is positive, happy, and inspiring. I congratulate all the nominees and sincerely thank them for the work they do with all our students.

Information Requests

There were a few requests for information since our last School Committee meeting that I am now sharing with you. The following chart shows the new retirements that were not accounted for in our original budget planning. These five elementary positions are typically replaced within the Bachelor's Step 1 starting lane or up to the Master's Step 1 starting lane. The overall "breakage" between the outgoing salaries and the incoming salaries is anticipated to be between \$150,479 and \$187,054.

New teacher retirements as of 1/1/2019

Position	Total Salary	Date Notified	Bach Step 1	Masters Step 1	Breakage BA st 1	Breakage MA st 1
Elem	\$95,859	1/9/2019	\$48,107	\$55,422		
Elem	\$68,857	2/5/2019	\$48,107	\$55,422		
Elem	\$100,017	4/25/2019	\$48,107	\$55,422		
Elem	\$78,508	5/21/2019	\$48,107	\$55,422		
Elem	\$84,348	5/22/2019	\$48,107	\$55,422		
Total	\$427,589		\$240,535	\$277,110	\$187,054	\$150,479

Wachusett Regional School District

There was also a request for an overview of trainings that have been made available to staff on Medicaid. Please see the following information shared with me by Special Education Coordinator Carol Hume on the trainings that have commenced this spring. Also, in his report this month, Director Deedy provides more details concerning the oversight of Medicaid moving forward.

WRSD Summary of 2018-2019 Medicaid Training

Presented by the Executive Office of Health & Human Services - MASS Health & UMass Medical

All WRSD participants were provided with the PowerPoint and handouts. Carol Hume, WRSD Special Education Coordinator, attended all trainings in person or via livestream.

March 21st 1:30-3:30 UMass worked with the Related Service Providers (SPL/SPLA, OT/COTA and PT/PTA) on the new School-Based Services Claiming application for online service documentation of direct services which went into effect April 1st. Each participant was given the Provider Services Documentation Manual and access to an online link and training videos

- May 13th Occupational/Physical Therapy Training
8:30-12:00 OT/COTA and PT/PTA at Central Office Curriculum Center livestream
- May 14th Mental/Behavioral Health Training
8:30-11:30 School Psychologists/Counselors livestream at their schools
- May 21st Applied Behavior Analysis Training
8:30-11:30 ABA Coordinator and BCBA attended at UMass Shrewsbury
- May 23rd Nursing Training
8:30-11:30 WRSD Nurse Coordinator attended at UMass Shrewsbury
- May 23rd Speech-Language Pathology Services
1:00-4:00 SLP/SLPA attended at Central Office Curriculum Center livestream
- May 24th Follow up training with nurses at Mountview Middle School
1:00-3:00 with UMass and Carol Hume

Staffing Plan

We continue to work on a long range staffing plan to address staffing issues in our district. This plan will be based upon NESDEC (New England School Development Council) projections as well as current enrollment figures. This is a challenging process as we work toward developing a plan that takes into account the needs of our students, including the long term staffing associated with the potential of a new school in Holden. As we have begun to work through this process, we are being cognizant of the monetary requirements associated with additional positions. This

Wachusett Regional School District

is especially true when looking at how staffing a new school will impact the budget over a few years, versus all at one time. I need to make it clear that the staffing plan is not a staffing reduction plan and there are no reductions planned for FY20 staffing levels compared to FY19 staffing levels for teachers. We will continue to assess our paraprofessional numbers and IEP requirements over the summer, and make adjustments accordingly as we do every year. There was a request for a comparison of FY19 teacher staffing to FY20 and I have attached that document (attachment 6). Please note that the staffing levels fluctuate from school to school annually based upon class size and needs from building to building. A few items to also note is the .5 split of a Special Education teacher between Naquag and Glenwood. This is a position that we moved from Naquag a few years ago but will now be moving back with the implementation of full-day kindergarten. Also, the full-day kindergarten position originally slated for Houghton will be moved to a grade 1 position in the same school as the numbers in full-day kindergarten are lower than anticipated and the grade 1 numbers are higher.

Assessment Letters

Treasurer Dunbar has sent First Payment Assessment notices to the towns of Paxton and Princeton (attachment 7). Payments from the two towns are due July 1st.

FY20 State Budget

Attached to my report, you will find two letters that I wrote our state representatives concerning the most recent quarterly report on state revenues which are close to a billion dollars (attachment 8). In those letters, I request support for assistance with the funding for our turf field, as well as our Chromebook purchases at the high school. These requests are typical from districts and municipalities, but everyone is vying for the same funds and there is no guarantee that such requests will be part of a supplemental package.

Attached is my June 4th correspondence to state legislators, thanking them for their support of the state's Special Education Circuit Breaker Account, and encouraging their continued support for increased funding (attachment 9).

Authorization of Student Activity Funds and Revolving Funds

An annual responsibility of the School Committee is to authorize the District's Student Activity Funds and Revolving Funds for the fiscal year (attachments 10 & 11).

National Assessment of Educational Progress (NAEP)

We have received notification from DESE that Mountview Middle School has been selected to participate in the 2020 NAEP (attachment 12). Even before the end of the 2018-2019 school year, we need to start planning for activities which will be occurring in the 2019-2020 year!

Municipal Representative

As a part of contract negotiations, a seat in executive session(s) is open for the Municipal

Wachusett Regional School District

Representative for Negotiations. Monday evening, just before the regular School Committee meeting, I will be meeting with representatives from the five Member Towns to consider and elect the next Municipal Representative to serve our district. At Monday's meeting, I will report to the Committee who will serve the Member Towns as the Municipal Representative.

Annual Report and FY18 Audit

Following approval by the full Committee at our May meeting, I have shared with Member Town Offices our 2018 Annual Report and the FY18 audit, completed by District Auditors Melanson Heath (attachments 13 & 14). Both documents are also available on our District website.

New England Association of Schools and Colleges, Inc.

Attached is NEASC's report to WRHS Principal Beando, following review of the Five-Year Progress Report submitted on March 1, 2019 (attachment 15). I am pleased to report the high school's accreditation has been continued, and NEASC commended the school on several areas of improvement. In addition to the positive notes, NEASC did request follow-up on a few items of concern and the school will remain on warning for the Standard on Community Resources for Learning. We have worked closely with the high school on this standard and will be reporting back to NEASC in March of 2020.

Turf Field

I am pleased to report that the turf field replacement project is set to begin the week after school is out and a timeline for the project is attached (attachment 16). Director Deedy has been working with Field Turf to finalize project details and to help facilitate the project getting underway.

Principals' Reports

The topic for the principal monthly reports is *Update on/Status of School Improvement Plans* (attachment 17).

Treasurer's Update

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

Conflict of Interest Training

The Holden Town Clerk has updated the Conflict of Interest "blurb," reminding all Board and Committee members of the requirement, by law, to complete the online Conflict of Interest Training (attachment 18). You, as a School Committee member, might ask "Are you a municipal employee for conflict of interest law purposes?" The answer is "You do not have to be a full-

Wachusett Regional School District

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.”

Executive Staff Reports

- Deputy Superintendent Berlo's Report to the Superintendent, dated June 6, 2019 (attachment A)
- Director of Business and Finance Dan Deedy's Report to the Superintendent, dated June 6, 2019 (attachment B)
- Director of Human Resources Jeff Carlson's Report to the Superintendent, dated June 6, 2019 (attachment C)

Chair's Correspondence

- May 24, 2019 correspondence to Heidi Lahey (Chair's Correspondence 1)
- May 24, 2019 correspondence to Lauren Salmon-Garrett (Chair's Correspondence 2)
- May 24, 2019 correspondence to Betsy Wood (Chair's Correspondence 3)

Superintendent's Correspondence

- May 29, 2019 correspondence to Science Seminar students (Superintendent's Correspondence 1)

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 #1329

Monday, June 10, 2019

7:00 PM

Media Center

Wachusett Regional High School, Holden

- I. Public Hearing
- II. Chair's Opening Remarks
- III. Student Representatives' Reports (R. Massoni-Nesman)
- IV. Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to return to public session
- V. Superintendent's Report
 - A. Discussion of Report
 - B. Recommendations Requiring Action by the School Committee
 - 1. Motion: To approve the Memorandum of Agreement between the Wachusett Regional School District and the Public Employee Committee (PEC) ("PEC Agreement"), as presented.
 - 2. Motion: To approve the recommendation of Superintendent McCall to appoint Christine Smith as Administrator of Special Education
 - 3. Motion: To authorize the transfer of \$100,000 from the Salaries and Stipends Appropriation to the Benefits and Insurance Appropriation
 - 4. Motion: To authorize the transfer of \$75,000 from the Transportation Appropriation to the Benefits and Insurance Appropriation
 - 5. Motion: To authorize the transfer of \$40,000 from the Operations and Maintenance Appropriation to the Benefits and Insurance Appropriation

6. Motion: To authorize the listed FY20 Revolving Funds in accordance with M.G.L. Ch. 44, Sect. 53E ½, to be expensed under the direction of the Superintendent of Schools (or designee), to be credited with receipts from acknowledged revenue sources, to be expended for their respective stated purposes, and not to exceed the authorized amounts.
7. Motion: To authorize the listed FY20 Student Activity Funds in accordance with M.G.L. Ch. 71 Sect. 47, for funds belonging to the students and not to the District or school control, to be credited with receipts from acknowledged revenue sources, to be expended for their respective stated purposes, and not to exceed the authorized amounts.

VI. Unfinished Business

VII. Secretary's Report

- A. Approval of Organizational Meeting Minutes of the Wachusett Regional School District Committee held on May 23, 2019 – enclosed
- B. Approval of #1328 Regular Meeting Minutes of the Wachusett Regional School District Committee held on May 23, 2019 – enclosed

VIII. Treasurer's Report/Financial Statements

IX. Committee Reports

- A. Management Subcommittee
- B. Education Subcommittee
- C. Business/Finance Subcommittee (M. Dennis, Chair, B. Mitchel, Vice-chair, M. Gustafson, M. Lavoie, L. Long-Bellil, A. Young)

Motion: To renew the contract by and between the Wachusett Regional School District Committee and James J. Dunbar, referred to as the Treasurer, for a period of twelve months (7/1/2019 – 6/30/2020).

- D. Legal Affairs Subcommittee
- E. Superintendent Goals and Evaluation Subcommittee
- F. Facilities and Security Subcommittee
- G. Audit Advisory Board
- H. Ad Hoc Subcommittees
- I. Building Committees

1. Mountview Building Committee

J. School Council Reports:

Central Tree Middle School, Chocksett Middle School, Davis Hill Elementary School, Dawson Elementary School, Glenwood Elementary School, Houghton Elementary School, Mayo Elementary School, Mountview Middle School, Naquag Elementary School, Paxton Center School, Thomas Prince School, Wachusett Regional High School, Special Education Parent Advisory Council, Early Childhood Center

X. Public Hearing

XI. New Business

XII. Adjournment

If you cannot attend the June 10, 2019 Wachusett Regional School District Committee meeting, please contact Rebecca Petersen at (508) 829-1670 Ext. 230.

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

Organizational Meeting

DRAFT Minutes

Thursday, May 23, 2019
7:00 PM

Media Center
Wachusett Regional High School

Wachusett Regional School District Committee

Melissa Ayala	Linda Long-Bellil
Scott Brown	Amy Michalowski
Stephen Godbout	Kenneth Mills
Maleah Gustafson	Karl Ottmar
Sherrie Haber	Christina Smith
Robert Imber	Linda Woodland
Laura Kirshenbaum	Adam Young

Committee Members Absent:

Michael Dennis	Benjamin Mitchel
Anthony DiFonso	Asima Silva
Sarah LaMountain	Megan Weeks

Committee Members Participating Remotely:

Matthew Lavoie

Administration Present:

Darryll McCall, Superintendent of Schools
Robert Berlo, Deputy Superintendent
Daniel Deedy, Director of Business and Finance
Jeff Carlson, Director of Human Resources
Rebecca Petersen, Executive Secretary to the Superintendent

Student Representatives Present:

Rianna Massoni-Nesman

I. Call to Order

Superintendent McCall called the meeting to order at 7:05 PM. He welcomed the new members (Members Ayala, Haber, Kirshenbaum, Ottmar, Woodland) to the table. Superintendent McCall announced that Member Lavoie is participating remotely; therefore, any and all votes will be by roll call.

II. Election of Chairman

The Superintendent briefly explained the process to elect the next School Committee Chair and Vice-chair. The Superintendent explained that the elections are conducted by paper ballot, which are to be signed by members and will be included in the public record. For the information of the new members of the School Committee as well as the public, Superintendent McCall read aloud two sections from the WRSDC By-Laws, Section 2 and Section 3 as follows:

Section 2. Organizational Meeting

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

Section 3. Chair/Vice-Chair

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

Should the Chair be unable to complete the one-year term of office, the Vice-Chair shall assume all duties and responsibilities of the Chair to the completion of the one-year term. Should the Vice-Chair be unable to complete the one-year term of office, for reasons including being elevated to the position of Chair, then the Committee, at its next regular meeting, shall elect a Vice-Chair.

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

Superintendent McCall noted that the full version of the WRSDC By-Laws can be found on the District website.

The Superintendent accepted the following nomination for Chair:

Motion: To nominate Kenneth Mills to serve as Chair.

(R. Imber)

(C. Smith)

The Superintendent closed nominations for Chair.

The ballots were distributed and collected (attachment 1). The results were as follows:

Melissa Ayala	Member Mills
Scott Brown	Member Mills
Stephen Godbout	Member Mills
Maleah Gustafson	Member Mills
Sherrie Haber	Member Mills
Robert Imber	Member Mills
Laura Kirshenbaum	Member Mills
Matthew Lavoie	Member Mills
Linda Long-Bellil	Member Mills
Amy Michalowski	Member Mills
Kenneth Mills	Abstained
Karl Ottmar	Member Mills
Christina Smith	Member Mills
Linda Woodland	Member Mills
Adam Young	Member Mills

Member Mills took over as Chair of the School Committee. Chair Mills was given a round of applause. Chair Mills thanked the Committee for electing him as Chair of the School Committee.

III. Election of Vice-chair

Chair Mills accepted the following nomination for Vice-chair:

Motion: To nominate Christina Smith to serve as Vice-chair.

(R. Imber)

(S. Brown)

Chair Mills closed nominations for Vice-chair.

The ballots were distributed and collected (attachment 2). The results were as follows:

Melissa Ayala	Member Smith
Scott Brown	Member Smith
Stephen Godbout	Member Smith
Maleah Gustafson	Member Smith
Sherrie Haber	Member Smith
Robert Imber	Member Smith
Laura Kirshenbaum	Member Smith
Matthew Lavoie	Member Smith
Linda Long-Bellil	Member Smith
Amy Michalowski	Member Smith
Kenneth Mills	Member Smith
Karl Ottmar	Member Smith

Christina Smith	Abstained
Linda Woodland	Member Smith
Adam Young	Member Smith

Member Smith will serve as Vice-chair of the School Committee.

IV. Adjournment

Motion: To adjourn the Organizational Meeting.

(R. Imber)
(A. Young)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Melissa Ayala
Scott Brown
Stephen Godbout
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Matthew Lavoie
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Linda Woodland
Adam Young

Opposed:

None

Motion passed unanimously.

The Organizational Meeting adjourned at 7:13 PM.

Respectfully submitted,

Darryll McCall, Ed.D.
Superintendent of Schools

DM:rlp

Attachments:

Attachment 1: WRSDC Chair Ballots
Attachment 2: WRSDC Vice-chair Ballots

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

DRAFT Minutes

Regular Meeting #1328

Thursday, May 23, 2019
7:00 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Kenneth Mills, Chair	Robert Imber
Christina Smith, Vice-chair	Laura Kirshenbaum
Melissa Ayala	Linda Long-Bellil
Scott Brown	Amy Michalowski
Stephen Godbout	Karl Ottmar
Maleah Gustafson	Linda Woodland
Sherrie Haber	Adam Young

Committee Members Absent:

Michael Dennis	Benjamin Mitchel
Anthony DiFonso	Asima Silva
Sarah LaMountain	Megan Weeks

Committee Members Participating Remotely:

Matthew Lavoie

Administration Present:

Darryll McCall, Superintendent of Schools
Robert Berlo, Deputy Superintendent
Daniel Deedy, Director of Business and Finance
Jeff Carlson, Director of Human Resources
Rebecca Petersen, Executive Secretary to the Superintendent

Student Representatives Present:

Rianna Massoni-Nesman

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

Chair Mills called the meeting to order at 7:13 PM. He announced the meeting was not being boardcast live or streaming, but will be available on HCTV in the future. Chair Mills read aloud the Guidelines for Public Hearing.

7:15 PM Vice-chair Smith left the table.

I. Public Hearing

Lauren Salmon-Garrett, Holden resident, read a prepared statement (attachment 2).

7:18 PM Vice-chair Smith returned to the table.

Heidi Lahey, Holden resident, WRSD teacher, and WREA President, read a prepared statement (attachment 3).

Betsy Wood, Holden resident and WRSD teacher, addressed the School Committee.

II. Chair's Opening Remarks

Chair Mills welcomed six Science Seminar students and recent science fair participants, along with WRHS teachers Beth Litterio-Foster, Nicholas Guerin, and Daniel Whitmore, to the meeting. Ms. Litterio-Foster thanked the School Committee for inviting them to the meeting, seconded by Mr. Guerin and Mr. Whitmore. After brief comments about Science Seminar, the students were invited to the podium to speak about their projects.

7:29 PM Vice-chair Smith left the table.

- Sophomore Gwyneth MacDonough - *The Effect of Almonds and Extra-Virgin Olive Oil on The Memory of Drosophila*
- Sophomore Alexa Volfson - *The Effect of Propolis on E. coli*
- Sophomore Eileen Xu - *Testing the Inhibitory Effects of Straw on Algae*
- Sophomore Elise Mizerak- *The Effect of Lithium on Learning and Memory in Drosophila*
- Junior Rianna Massoni-Newman - *The Effects of Cell Phone Electromagnetic Radiation on the Longterm Memory of C. elegans*
- Sophomore Katherine Schmalz - *The Effect of Pre-adult Malnutrition on Offspring Learning and Memory*

At the conclusion of the students' addresses, they were given a hearty round of applause. Members Young and Michalowski spoke about Science Seminar, and Superintendent McCall congratulated the students on their recent successes.

7:55 PM the students and three teachers left the meeting.

Chair Mills welcomed the new members to the table, and asked all members to introduce themselves. Chair Mills asked members to submit their preference sheets indicating their interest in serving on subcommittees and he also requested members willing to represent the School Committee on school councils to indicate that interest.

III. Student Representatives' Reports

In Student Representative Ferdinand's absence, Student Representative Massoni-Nesman reported D. J. will be attending Howard University in the fall. She also reported the WRHS graduation will take place June 6, 2019 at the DCU Center, that A.P. exams and MCAS testing have concluded, spring concerts were recently performed, and she thanked the Committee for the opportunity to serve as a Student Representative. Rianna was given a hearty round of applause.

IV. Superintendent's Report

A. Discussion of Report

Superintendent McCall thanked the Member Towns for supporting the FY20 budget, which was approved at the five Annual Town Meetings. He also thanked teachers and staff for their support and for attendance at the ATMs. Superintendent McCall spoke briefly about the budget.

Superintendent McCall reported on the search for the next Administrator of Special Education. He reported he recently met with a candidate brought forward by the Search Committee and he anticipates bringing his final recommendation for appointment of the next Administrator of Special Education before the full School Committee at the June meeting.

Superintendent McCall spoke of parity across the District when it comes to staffing. He explained that District and school administration keep class size and enrollment numbers at the forefront when planning staffing. He reported he and Central Office administrators are working on a staffing plan.

8:14 PM Vice-chair Smith returned to the table.

Chair Mills opened the floor to discussion. Director Deedy approached the podium.

Superintendent McCall, with Director Deedy at the podium, spoke about Medicaid reimbursement and discrepancies brought to the attention of District administration.

8:17 PM Member Lavoie's remote connection was discontinued.

At Superintendent McCall's invitation, Director Deedy gave a brief explanation about Medicaid reimbursement, Mass Health, and "moment in time" study submissions. He reported there is a discrepancy with FY18 Medicaid reimbursement to the District, and the District is awaiting confirmation on the exact impact and how this discrepancy will be addressed.

Chair Mills read a statement from Business/Finance Subcommittee Chair Dennis, who was not in attendance at the meeting.

Superintendent McCall explained that part of the cost of implementation of tuition-free, full-day kindergarten, approximately \$400,000, will be covered by the "breakage" between salaries of teachers who will be retiring (on the upper end) and the salaries of new hires (on the lower

end). Discussion and explanations continued, with questions being asked and concerns being expressed.

8:28 PM Vice-chair Smith left the meeting.

At Member Michalowski's inquiry, Superintendent McCall spoke about staffing at Chocksett Middle School and Central Tree Middle School, in light of recent reports that teaching positions were being cut at these schools. Director Carlson approached the podium, and spoke about the kindergarten position at Mayo Elementary School and that the position will be re-posted.

8:45 PM Member Godbout left the meeting.

Discussion about Medicaid reimbursements, the role UMass plays in submitting information on behalf of the District for Medicaid reimbursement, and how the discrepancy will be addressed continued. Superintendent McCall reported on several recent "moment in time" training sessions provided to WRSD staff by UMass staff and that additional training sessions will be scheduled.

8:52 PM Member Young left the table.

Much discussion took place, with many members of the Committee and Superintendent McCall participating in the discussion.

8:55 PM Member Young returned to the table.

9:10 Member Imber left the table.

Member Michalowski asked if a staff position could be added, a position specifically dedicated to overseeing Medicaid reimbursement submissions, documentation, and paperwork.

9:13 Member Imber returned to the table.

Discussion around the table continued, with many members and the Superintendent participating.

B. Recommendations Requiring Action by the School Committee

1. Motion: To accept the *Annual Financial Statements and Governance Letter* prepared by District Auditors Melanson Heath for fiscal year ended June 30, 2018.

(R. Imber)

(L. Long-Bellil)

At the podium, Director Deedy spoke about the FY18 annual audit conducted by District Auditors Melanson Heath, and reported on audit findings and the District's plan to address these findings.

Vote:

In favor:

Kenneth Mills
Melissa Ayala
Scott Brown
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Linda Woodland
Adam Young

Opposed:

None

The motion was unanimously approved.

2. Motion: To authorize the transfer of \$100,000 from the Salaries and Stipends Appropriation to the Benefits and Insurance Appropriation

(A. Young)

(S. Brown)

Vote:

In favor:

Kenneth Mills
Melissa Ayala
Scott Brown
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Linda Woodland
Adam Young

Opposed:

None

The motion was unanimously approved.

3. Motion: To authorize transfer of \$20,000 from the Transportation Appropriation to the Instructional Support Appropriation

(A. Young)

(S. Brown)

Vote:

In favor:

Kenneth Mills
Melissa Ayala
Scott Brown
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Linda Woodland
Adam Young

Opposed:

None

The motion was unanimously approved.

4. Motion: To approve the 2019-2020 School Committee Meeting Schedule
(R. Imber)
(A. Young)

Before voting on the motion, the schedule for the July meeting was discussed. Due to action necessary to close-out the fiscal year on or before July 15th of each year, it is recommended the July regular School Committee meeting be scheduled in advance of July 15th, and conducting the meeting on Tuesday, July 9, 2019, was considered the better option. The meeting schedule to be voted on will reflect the Committee's recommendation the July meeting be scheduled for July 9, 2019.

Vote:

In favor:

Kenneth Mills
Melissa Ayala
Scott Brown
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Linda Woodland
Adam Young

Opposed:
None

The motion was unanimously approved.

5. Motion: To approve the 2018 Annual Report

(A. Young)
(S. Brown)

Vote:

In favor:

Kenneth Mills
Melissa Ayala
Scott Brown
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Linda Woodland
Adam Young

Opposed:
None

The motion was unanimously approved.

V. Unfinished Business

There was no unfinished business brought before the Committee.

VI. Secretary's Report

A. Approval of #1327 Regular Meeting Minutes of the Wachusett Regional School District Committee held on April 29, 2019

Motion: To approve minutes of the regular meeting of the WRSDC held on April 29, 2019.

(S. Brown)
(A. Young)

Vote:

In favor:

Kenneth Mills
Melissa Ayala
Scott Brown
Maleah Gustafson

Linda Long-Bellil
Amy Michalowski
Linda Woodland
Adam Young

Opposed:
None

Abstained:
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Karl Ottmar

The minutes were approved 8-0-4.

B. Approval of the Executive Session Minutes of the Wachusett Regional School District Committee held on April 29, 2019

Motion: To approve minutes of the executive session of the WRSDC held on April 29, 2019, to be released.

(S. Brown)
(A. Young)

Roll call vote:
In favor:

Kenneth Mills
Scott Brown
Maleah Gustafson
Linda Long-Bellil
Amy Michalowski
Adam Young

Opposed:
None

Abstained:
Melissa Ayala
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Karl Ottmar
Linda Woodland

The minutes were approved 6-0-6.

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

Chair Mills took the opportunity to speak about subcommittee assignments for the coming year, and asked members to provide their preferences for serving on subcommittees and on School Councils.

A. Management Subcommittee

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

B. Education Subcommittee

This subcommittee has not met since the last School Committee meeting.

C. Business/Finance Subcommittee

Subcommittee Chair Dennis had provided Chair Mills with a report on the last meeting of this subcommittee, and Business/Finance Subcommittee Member Young also spoke about the May 21, 2019 meeting.

D. Legal Affairs Subcommittee

This subcommittee has not met since the last School Committee meeting.

E. Superintendent Goals and Evaluation Subcommittee

This subcommittee has not met since the last School Committee meeting.

F. Facilities and Security Subcommittee

This subcommittee has not met since the last School Committee meeting.

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

Director Deedy reported this Board has not met since the last School Committee meeting. He also reported the AAB will start looking at other audits and reviews, such as the Coordinated Program Review.

H. Ad Hoc Subcommittees

I. Building Committees

1. Mountview Building Committee

Superintendent McCall reported the final close out of this building project is being prepared for submission to MSBA (Massachusetts School Building Authority). He also reported that warranties on the fields at Mountview Middle School were for one year.

J. School Council Reports:

Central Tree Middle School, Chocksett Middle School, Davis Hill Elementary School, Dawson Elementary School, Glenwood Elementary School, Houghton Elementary School, Mayo Elementary School, Mountview Middle School, Naquag Elementary School, Paxton Center School, Thomas Prince School, Wachusett Regional High School, Special Education Parent Advisory Council, Early Childhood Center

Member Gustafson – SEPAC

IX. Public Hearing

Heidi Lahey of Holden addressed the School Committee.

X. New Business

There was no new business brought before the School Committee.

XI. Adjournment

Motion: To adjourn.

(R. Imber)
(S. Brown)

Vote:

In favor:

Kenneth Mills
Melissa Ayala
Scott Brown
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Linda Woodland
Adam Young

Opposed:

None

The motion was unanimously approved.

The meeting adjourned at 9:49 PM.

Respectfully submitted,

Darryll McCall, Ed.D.
Superintendent of Schools

DM:rlp

Attachments:

- Attachment 1 – Sign-in sheets
- Attachment 2 – Lauren Salmon-Garrett statement
- Attachment 3 – Heidi Lahey statement

Attachment 1

Regular Meeting
Thursday, May 23, 2019

FOR YOUR INFORMATION AND REVIEW IN ADVANCE OF SPEAKING, PLEASE TAKE A COPY OF THE *GUIDELINES FOR PUBLIC HEARING* (printed on light yellow paper).

[illegible]

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE
Regular Meeting
Thursday, May 23, 2019

PLEASE **PRINT** YOUR NAME AND YOUR TOWN

[illegible]

Lauren Salmon-Garrett 49 Cook St Holden MA. For those that don't know, I do local advocacy with I Am Wachusett and state-wide advocacy with Support MA Regional Schools.

On Monday night, I was elated to sit at Holden's Town Meeting and witness another year of 5 out of 5 towns voting YES for the school budget. Free full-day kindergarten is a HUGE accomplishment and I couldn't be happier that this administration and the school committee worked hard to make it happen.

Unfortunately, my bubble was quickly burst on Tuesday when I received a message from someone in Rutland saying that pink slips were being handed to teachers and that 2 positions at the middle schools in both Rutland and Sterling were being cut. The teachers from Sterling were being moved and the teachers from Rutland were being given pink slips. I was, needless to say, SHOCKED and was hoping to get some answers, so I contacted a couple of my Holden school committee members. Neither had heard anything about this, but promised to inquire about it.

I received an answer after Tuesday's Business and Finance meeting and it seemed to explain that there was a misunderstanding and that no teachers were getting pink slips. PHEW - that would have been terrible when we were all told that positions were being added! It was further explained that the state had screwed up a Medicaid reimbursement, that the district's revenue would not be as high as expected and that we might not get AS MANY new positions as were proposed in the FY20 budget because of this shortfall, but wouldn't lose any at all.

I reached out to a few of my advocacy friends in other regionals and asked about the Medicaid mistake. They'd heard nothing about it and even asked their district business offices. They were saying that actually, reimbursement had gone up!

Now, I'm still a little burned from last year's snafu with transportation funding. I worked hard to help get that line item up in the state budget and we weren't seeing any benefit, because we were paying the state back for mistakes. I hope that this too, is not a mistake and has a reasonable explanation.

I have since heard that the teachers who thought they were being let go, are not and their positions remain.

Today I heard from someone who had applied for it, that the Full-time Kindergarten position at Mayo for next year's new classroom was cancelled on SchoolSpring and when I checked, it was also gone on the district website.

Attachment 3

Good evening. Heidi Lahey, 166 Bullard Street Holden
Special Education teacher Houghton School Sterling and President of Wachusett Regional
Education Association.

My remarks tonight are intended for the wider audience of the public as much as they are for those here in this room.

Tonight you will see the two faces of Wachusett. You will learn about the remarkable science achievements of our students, and applaud their success. These projects are a testimony to their hard work, the support of a community of adults; parents, teachers, mentors and advisors, along with the citizens whose taxes pay for the public schools. We celebrate the varied achievements of our students, from championship sports teams to scholarly awards. There is no question that many of our students do remarkable things during their time in Wachusett, and we are proud to support and recognize their success.

The other face is our ongoing tale of inadequate resources combined with misrepresentation of the facts.

On the evening of Wednesday May 15, I was contacted by two non-professional status teachers who were losing their jobs. It was clear from their emails to me that they were not told their positions MIGHT be cut, something you would expect if a decision from central office had been described as tentative or a possibility.

They were told their positions WERE eliminated- and given a date of May 28th to expect the letter of non-renewal.

That same evening, I was contacted by one of their colleagues who described these two teachers as "both fantastic, engaging teachers that have brought a lot to the table."

I advised the colleague that taking a collective action in support of these teachers was the only viable option to keep their jobs. The staff immediately started to organize themselves, creating a petition to present here tonight.

But you don't see all of them here- because once the news of their intended protest reached administration, there was a sudden change of tune. Yesterday staff was told that "it was a misunderstanding- that no final staffing decisions had been made" so they were asked to "Let the dust settle."

I consider this to be bordering on administrative interference in a protected union activity, and a blatant attempt to cover up one poor decision by making yet another.

I ask you tonight how credible do you all find the idea that a building principal would speak with two employees and tell them their positions were eliminated unless he/she felt it was decided?

It's not credible. It makes no sense. No responsible boss would do that to their employees.

What seems far more believable to me is that when word of tonight's collective action combined with growing community awareness and concern around these cuts filtered up to the highest level, there was a quick reversal of the decision to cut those jobs-exactly as I expected. I told those teachers to anticipate a reversal, and that they should be prepared to come tonight and publicly thank district administration for hearing their concerns and addressing them by restoring the positions.

But a genuine expression of thanks is hard to put forward when it is accompanied by the attempted suppression of teacher voices. I am outraged.

While the restoration of the positions was the intention of the collective action, WREA had hoped for some honesty about the situation. There seems to be much talk of transparency but very little actual honesty.

The staffing reallocations, reassignments and non-renewals currently occurring all across the district, in every school, are needed to address the current budget DEFICIT caused by Medicaid revenue shortfalls, recoupments and the projected shortfall of the recently approved FY20 budget to cover all costs going forward.

Yes folks, without a surplus to carry forward into FY20, there will be a deficit in the budget for next year too.

I repeatedly heard members of this committee ask for details of what the proposed FY20 budget did NOT contain. Yes, there will be full day K. Yes, the turf field will be replaced. But to achieve those goals, other things are not certainly not going to occur- such as reduced class sizes.

This latest financial fiasco is just one in a long history of planning for revenue that didn't materialize while being underfunded by the state. Despite the passage of the full budget by all five towns for the second year in a row, with a 0% health insurance cost increase for the second year in a row- Wachusett is facing a new fiscal year with potential for less-than-level services. Instead of decreasing class sizes, we could potentially have larger class sizes or a reduction in support positions that are desperately needed. We're still robbing Peter to pay Paul. Tonight, after you recognize and celebrate our student successes, I hope you will ask hard questions and demand answers. That is your job. Please do it.

WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE

May 2019 – May 2020

<u>Name</u>	<u>Term Expires</u>	<u>Home Address & Phone</u>
Melissa Ayala	2020	8 Sterling Avenue Sterling 01564 melissa_ayala@wrsd.net
Scott Brown	2020	28 Orchard Road Holden 01520 (508) 789-0711 scott_brown@wrsd.net
Michael Dennis	2020	15 Cypress Circle Holden 01520 (978) 853-1278 michael_dennis@wrsd.net
Anthony DiFonso	2021	45 Vista Circle Rutland 01543 anthony_difonso@wrsd.net
Stephen Godbout	2020	56 Bean Road Sterling 01564 stephen_godbout@wrsd.net
Maleah Gustafson	2022	63 Heather Circle Jefferson 01522 maleah_gustafson@wrsd.net
Sherrie Haber	2022	1 Olivia Lane Rutland 01543 sherrie_haber@wrsd.net
Robert Imber	2021	1 Clearings Way Princeton 01541 (978) 464-2344 robert_imber@wrsd.net
Laura Kirshenbaum	2020	41 Britney Drive Holden 01520 laura_kirshenbaum@wrsd.net
Sarah LaMountain	2021	30 Kilburn Road Sterling 01564 (978) 422-6707 sarah_lamountain@wrsd.net
Matthew Lavoie	2022	28 Grizzly Drive Rutland 01543 (857) 891-6164 matthew_lavoie@wrsd.net
Linda Long-Bellil	2021	35 Brentwood Drive Holden 01520 (508) 304-1920 linda_longbellil@wrsd.net
Amy Michalowski	2020	28 Pinecroft Avenue Holden 01520 (508) 852-4051 amy_michalowski@wrsd.net
Kenneth Mills	2022	22 Flagler Drive Holden 01520 (774) 230-4712 kenneth_mills@wrsd.net

WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE

May 2019 – May 2020

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

PLEASE POST

6/6/2019
Page 1 of 2

Business/Finance Subcommittee

Monday, June 10, 2019
6:00 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

AGENDA:

- I Call to Order
- II Approval of Minutes
- III District Treasurer – Annual Evaluation and Contract Renewal
- IV Update on Medicaid Reimbursements
- V Staff Restructuring Plan
- VI FY19 Budget Update
 - Budget Transfers
- VII Next Meeting
- VIII Old Business
- IX New Business
- X 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, June 10, 2019
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

AGENDA:

- Public Hearing
- Chair's Opening Remarks
- Student Representatives' Reports
- Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to return to public session
- Superintendent's Report
 - Discussion of Report
 - Recommendations Requiring Action by the School Committee
 1. Motion: To approve the Memorandum of Agreement between the Wachusett Regional School District and the Public Employee Committee (PEC) ("PEC Agreement"), as presented
 2. Motion: To approve the recommendation of Superintendent McCall to appoint Christine Smith as Administrator of Special Education
 3. Motion: To authorize the transfer of \$100,000 from the Salaries and Stipends Appropriation to the Benefits and Insurance Appropriation
 4. Motion: To authorize the transfer of \$75,000 from the Transportation Appropriation to the Benefits and Insurance Appropriation
 5. Motion: To authorize the transfer of \$40,000 from the Operations and Maintenance Appropriation to the Benefits and Insurance Appropriation
 6. Motion: To authorize the listed FY20 Revolving Funds in accordance with M.G.L. Ch. 44, Sect. 53E ½, to be expensed under the direction of the Superintendent of Schools (or designee), to be credited with receipts from acknowledged revenue sources, to be expended for their respective stated purposes, and not to exceed the authorized amounts.
 7. Motion: To authorize the listed FY20 Student Activity Funds in accordance with M.G.L. Ch. 71 Sect. 47, for funds belonging to the students and not to the District or school

control, to be credited with receipts from acknowledged revenue sources, to be expended for their respective stated purposes, and not to exceed the authorized amounts.

Unfinished Business

Secretary's Report

- Approval of Organizational Meeting Minutes of the WRSDC held on 5/23/2019
- Approval of 1328th Regular Meeting Minutes of the WRSDC held on 5/23/2019

Treasurer's Report/Financial Statements

Committee Reports

- Management Subcommittee
- Education Subcommittee
- Business/Finance Subcommittee

Motion: To renew the contract by and between the Wachusett Regional School District Committee and James J. Dunbar, referred to as the Treasurer, for a period of twelve months (7/1/2019 – 6/30/2020).

- Legal Affairs Subcommittee
- Superintendent Goals and Evaluation Subcommittee
- Facilities and Security Subcommittee
- Audit Advisory Board
- Ad-Hoc Subcommittee
- Building Committees

1. Mountview Building Committee

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

Tuesday, July 9, 2019
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Monday, August 19, 2019
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

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

June 10, 2019	Location: Wachusett Regional High School, Holden
July 9, 2019 (Tuesday)	Location: Wachusett Regional High School, Holden
August 19, 2019	Location: Wachusett Regional High School, Holden
September 9, 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 6, 2020	Location: Wachusett Regional High School, Holden
January 21, 2020 (Tuesday)	Location: Wachusett Regional High School, Holden
February 10, 2020	Location: Wachusett Regional High School, Holden
March 9, 2020	Location: Wachusett Regional High School, Holden
March 23, 2020	Location: Wachusett Regional High School, Holden
April 6, 2020	Location: Wachusett Regional High School, Holden
April 27, 2020	Location: Wachusett Regional High School, Holden
May TBD	Location: Wachusett Regional High School, Holden

(approved by the WRSDC 5/23/2019)

CHRISTINE JOANNE SMITH

4 Brookside Drive Foxboro, Massachusetts 02035
508-838-9363 wheelock1992@yahoo.com

Education

Wheelock College

Boston, Massachusetts

Bachelor of Science

Major: Human Growth and Development, **Minor:** Elementary and Special Education

GPA: 3.800

Attended September 1988 to May 1992

Degree conferred May 1992

Wheelock College

Boston, Massachusetts

Master of Science

Major: School Leadership

GPA: 3.800

Attended September 1994 to August 1996

Degree conferred August 1996

Experience

Sharon Public Schools

Aug 2018 - Present

Interim Director of Student Services

Sharon, Massachusetts

Responsible for the implementation, evaluation and coordination of all special education programs, nursing, counselors and service providers. Responsible for the development, implementation and supervision of the budget and fiscal resources. Management and facilitation of competitive and reimbursement grants. Aligns professional development resources and programs to address district needs and State mandates. Directs district resources for in and out of district programs to meet the diverse needs of the students. Interacts and collaborates with community-based resources and community members to increase public participation in all aspects of special education.

Supervisor: Dr. Victoria Greer (781-784-1563)

Experience Type: Public School, Full-time

It is OK to contact this employer

Dover Sherborn Public Schools

Jul 2016 - Aug 2018

Director of Special Education

Dover Massachusetts

Responsible for the implementation, evaluation and coordination of all special education programs and service providers. Additionally, responsible for the coordination of Preschool and ESY. Responsible for the development, implementation and supervision of the budget and fiscal resources. Management and

facilitation of competitive and reimbursement grants, Aligns professional development resources and programs to address district needs and State mandates. Directs district resources for in and out of district programs to meet the diverse needs of the students. Interacts and collaborates with community based resources and community members to increase public participation in all aspects of special education.

Supervisor: Andrew Keough (508-785-0036 X7115)

Experience Type: Public School, Full-time

Please **do not** contact this employer

Lakeville-Freetown Regional School

Jul 2013 - Jun 2016

Director of Student Services

Lakeville, MA

Responsible for the implementation, evaluation and coordination of all special education programs and service providers. Additionally, responsible for the coordination of Preschool and McKinney-Vento program, and ESY. Responsible for the development, implementation and supervision of the budget and fiscal resources. Management and facilitation of competitive and reimbursement grants, Aligns professional development resources and programs to address district needs and State mandates. Directs district resources for in and out of district programs to meet the diverse needs of the students. Interacts and collaborates with community based resources and community members to increase public participation in all aspects of student services.

Reason for leaving: Seeking employment in a larger public school district that fully incorporates my leadership talents, experiences in an urban setting and experiences in a suburban setting.

Supervisor: Richard Medeiros (508-892-2000 X1711)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Norwood Public Schools

Feb 2012 - Jun 2013

Special Education Coordinator and OOD Coordinator

Norwood, MA

Evaluate, facilitate, and supervise the implementation of specialized services for students identified in special education and placed in or out of district. Allocate fiscal and personnel resources to meet the needs identified per each individualized education plan. Design, supervise and implement the continuum of services for students. Manage and maintain all files and associated paperwork.

Reason for leaving: Promotional opportunity

Supervisor: Joyce Onischewski (781-440-5867)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Boston Public Schools

Sep 2011 - Feb 2012

Special Education Service Coordinator

Boston, MA

Schedule, facilitate, and write Individualized Education Plans for children ages 3-9 years old in Early Childhood Programs. Scope of planning and placement includes general education classes, inclusion classes, related services and self contained classes. Manage the implementation of services. Collaborate with medical professionals, child welfare agencies, and parents

Reason for leaving: Seeking a leadership position.

Supervisor: Nora Toney (617-635-7680)

Experience Type: Public School, Full-time
It is **OK** to contact this employer

Boston Public Schools

Aug 2007 - Jun 2011

Dir. of Spec. Ed./Senior Curr. Access Coordinator
Monument High School

Responsible for all aspects of teacher supervision and evaluation, standards based curriculum implementation, and outcome driven student learning. Co-Leader of whole school on the administration leadership team and Instructional Leadership Team to make decisions regarding policy, vision, budget, hiring, faculty schedules, daily class coverage/substitutes and community resources. Created and implemented various models of research-based inclusion programs including co-teaching, reverse inclusion and resource room supported general education. Administrative leader of Student Support Team to delegate resources, create protocol and supervise the implementation of direct support to fragile and/or at risk students. Safeguard procedures of special education timelines, evaluations, annual reviews and direct staffing to support implementation of student's direct and related services and accommodations. Aligned and designed professional development sessions for the continuation of best practices. Developed whole school schedule to create Collaborative Coaching and Learning sessions by Subject, Small Learning Communities by grade, and safeguard inclusion models while ensuring equitable access for all students. Successful creation of MCAS competency portfolios in Math, Physics, and Biology.

Fully trained on the new SEIMS system. Collaborate with outside agents such as, MRC, Strive, and Easter Seals to ensure execution and implementation of post secondary transition goals. Facilitated small group faculty sessions leading to accreditation through NEASC.

Collaboration with Clinical Coordinator of La/b servicing 32 students and four teachers. ELL category trained and implementing diverse strategies of formal and informal assessment techniques

Reason for leaving: School Closing

Supervisor: Nadia Cyprien (617-635-9865)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Griswold Public Schools

Sep 2003 - Jun 2005

Head Teacher Special Education
Griswold High School

Created life skills and vocational individualized curriculum in a classroom for severely disabled students aged 18-21. Lead teams of multidisciplinary talents in collaborative activities to create programs for each student. Case managed student's transition in collaboration with DCF, DMR, BRS, and other vocational agencies. Coached Special Olympics Speed Skating Team 2004 + 2005. Interacted with various community-based companies and businesses to create and support vocational training placements for students year round.

Reason for leaving: Relocated to Massachusetts

Supervisor: Madeline Illinger (860-376-7640)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Griswold Public Schools

May 2001 - Jun 2003

Planning and Placement Team Facilitator
Griswold, CT

- Facilitated and recorded over 600 Planning and Placement Team meetings
- Traveled out of district and out of state to conduct PPTs for Griswold students in private out of district placements.
- Wrote and won funding, twice for a three year grant to support the professional development of the teaching assistants throughout the district

Reason for leaving: Job eliminated

Supervisor: Madeline Illinger (860-376-7640)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Kids 1, inc.

Jul 2000 - Apr 2001

Director

Fairfield, CT and Somerville, NJ

Founding director for new school for special needs students. Responsible for all finances, staff (hiring, supervising and evaluating), enrollment (recruitment, selection, servicing, and supervising), facilities (locating, designing and maintaining), curriculum (selection, implementation, and evaluation), training, scheduling, educational reports, behavior management, and safety. Successfully implemented a theme based, arts driven individualized curriculum that included student products such as public sharing, visual arts, and dramatic presentation. Data collected indicated a 96% decrease in inappropriate and distractible behaviors and an increase of 1-3 academic grade levels in one school year

Reason for leaving: relocated closer to home

Supervisor: Ellyn Lerner (860-333-7654)

Experience Type: Independent School, Full-time

It is **OK** to contact this employer

Boston Public Schools

Sep 1992 - Jun 2000

Classroom Teacher and Behavior Specialist

Philbrick Elem and Thompson Middle

Head teacher responsible for all curriculum areas and social development of a Primary Transition Classroom. Evaluative classroom setting, focusing on the development of early literacy and numeration skills. Implemented the Success For All Literacy Program. Developed, implemented and evaluated IEP's and behavior modification programs. Evaluated student's progress through alternative assessment tools such as rubrics, classroom performance data, behavior rating scales, and formal assessment tools. Coordinated the multidisciplinary team of service providers. Co-chair and active member of the School Site Council, member of the School Leadership Team and Faculty Senate President elect.

Head Teacher

Boston Public Schools Thompson Middle School 1992-1999

Resource Room teacher for sixth and seventh grade students. Developed and implemented adaptive curriculum to meet BPS Middle School Standards and the diverse needs of the children. Coordinated and attended a 5 day Outward Bound for 60 regular and special education students on Thompson Island.

Reason for leaving: moved to CT

Supervisor: Ronald Spratling (617-635-9800)

Experience Type: Public School, Full-time

It is **OK** to contact this employer

Skills and Trainings

Success for All- Reading and literacy program

CPI trained

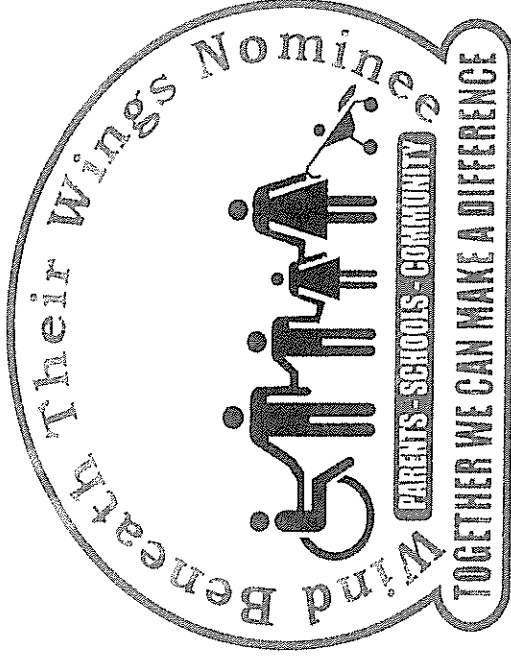
Trained in all ELL catagories-2011

To our Nominees

We are go grateful for your dedication and commitment to children with special needs in the Wachusett Community. Thank you for being the Wind Beneath Their Wings!

Special Thanks To:

Davis Hill
George Farrington
Kim Ferguson
Dawn's Delights
Pepsi



Attachment 5
June 7, 2019

10th Annual Wind Beneath Their Wings Award Reception

Thursday, May 16, 2019
Davis Hill Elementary School
Holden, MA

Program of Events

2019 Wind Beneath Their Wings Nominees

Welcome from SEPAC Co-Chair Lynn Clifford

Speech by WRSD Superintendent Darryll
McCall

Speech by George Farrington

Speech by State Representative Kim
Ferguson

Recognition of Nominees

Dessert Reception

Emily Ahearn	Patricia Hurley
Karen Abruzzi	Richard Hurley
Jessica Bahde	Kellsie Jensen
Stephanie Bennett	Theresa Johnson
Lynn Blanchard	Kim Keeney
Kara Bolduc	Michelle Keevan
Ava Calle	Jennifer Knowles
Paula Cardaci	Christina Longbottom
Margaret Carlson	Sara Loverin
Fannie Chen	Megan Mason
Sokhom Chhoeun	Jennifer McCann
Denise Clary	Kathryn Merrill
Michele Daigle	Troy Miner
Mary Denman	Rev. Dr. Dimitrios Moraitis
Elizabeth Dick	Patricia O'Donnell
Beth Donsbach	Jessica Padula
Nicole Girardin	Jennifer Smith
Barbara Goodale	Texie Softis
Angela Greene	William Turgeon
Erin Griffin	Steven Vincent
Claire Groll	Lucy Wilder
Cynthia Gustafsen	Krista Williams
Mary Hancock	Jenifer Wornham
Jean Hodgkins	

**WREA Position Comparisons
FY19 v FY20**

Attachment 6
June 7, 2019

<u>Thomas Prince</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Art	1.0	1.0	0.0
Grade 1	2.0	2.0	0.0
Grade2	2.0	2.0	0.0
Grade 3	2.0	2.0	0.0
Grade 4	2.0	2.0	0.0
Grade 5	2.0	2.0	0.0
Grade 6	2.0	2.0	0.0
Kindergarten	2.0	2.0	0.0
ELA 7-8	1.0	1.0	0.0
Math 7-8	1.0	1.0	0.0
Middle School Counselor	0.5	1.0	0.5
Music	1.5	1.5	0.0
Physical Education	1.0	1.0	0.0
School Psych	0.5	0.5	0.0
Science 7-8	1.0	1.0	0.0
Social Studies 7-8	1.0	1.0	0.0
Spanish	1.0	1.0	0.0
SPED	3.0	3.0	0.0
Speech	1.0	1.0	0.0
	27.50	28.00	0.50

<u>HOUGHTON</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
ABA Teacher	3.0	3.0	0.0
Art	1.0	1.0	0.0
Grade 1	3.0	4.0	1.0
Grade 2	3.0	3.0	0.0
Grade 3	4.0	3.0	-1.0
Grade 4	3.0	4.0	1.0
Kindergarten	3.0	3.0	0.0
Music	1.0	1.0	0.0
Physical Education	1.0	1.0	0.0
SPED	2.0	2.0	0.0
School Psychologist	1.0	1.0	0.0
Speech	2.0	2.0	0.0
	27.00	28.00	1.0

<u>ECC</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
ABA Teacher	2.0	2.0	0.0
Preschool Teacher	5.0	6.0	1.0
SPED Teacher	1.0	1.0	0.0
Speech	3.5	3.5	0.0
School Psychologist	1.0	1.0	0.0
	12.50	13.50	1.0

WREA Position Comparisons
FY19 v FY20

<u>Chocksett MS</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
ABA	1.0	1.0	0.0
Art	1.0	1.0	0.0
Grade 5	4.0	3.0	-1.0
ELA 6-8	4.0	4.0	0.0
Math 6-8	3.0	3.0	0.0
Middle School Counselor	1.0	1.0	0.0
Music	1.7	1.7	0.0
Physical Education	1.0	1.0	0.0
School Psychologist	0.5	0.5	0.0
Science 6-8	3.0	3.0	0.0
Social Studies 6-8	3.0	3.0	0.0
Spanish	2.0	2.0	0.0
SPED	2.0	2.0	0.0
Speech	1.0	1.0	0.0
Tech Ed	1.0	1.0	0.0
	29.20	28.20	-1.0

<u>Glenwood</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Art	1.0	1.0	0.0
Developmental	2.0	2.0	0.0
Grade 3	6.0	6.0	0.0
Grade 4	5.0	6.0	1.0
Grade 5	5.0	5.0	0.0
Music	1.0	1.0	0.0
Physical Education	1.0	1.0	0.0
SPED	3.0	2.5	-0.5
Speech	1.0	1.0	0.0
School Psychologist	1.0	1.0	0.0
	26.00	26.50	0.50

**WREA Position Comparisons
FY19 v FY20**

<u>Central Tree</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Art	1.0	1.0	0.0
Developmental	3.0	3.0	0.0
ELA 6-8	5.0	5.0	0.0
German	1.0	1.0	0.0
Math 6-8	4.0	4.0	0.0
Middle School Counselor	1.0	1.0	0.0
Music	1.0	1.0	0.0
Physical Education	1.0	1.0	0.0
School Psychologist	1.0	1.0	0.0
Science 6-8	4.0	4.0	0.0
Social Studies 6-8	4.0	4.0	0.0
Spanish	1.0	1.0	0.0
SPED	2.0	2.0	0.0
Speech	1.0	1.0	0.0
Tech Ed	1.0	1.0	0.0
	31.00	31.00	0.0

<u>Paxton</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Art	1.0	1.0	0.0
Grade 1	2.0	2.0	0.0
Grade 2	2.0	2.0	0.0
Grade 3	2.0	2.0	0.0
Grade 4	3.0	2.0	-1.0
Grade 5	3.0	3.0	0.0
Grade 6	3.0	3.0	0.0
ELL Teacher	1.0	1.0	0.0
Kindergarten	2.0	2.0	0.0
ELA 7-8	1.0	1.0	0.0
Language Based	2.0	2.0	0.0
Math 7-8	1.0	1.0	0.0
Middle School Counselor	1.0	1.0	0.0
Music	1.0	1.0	0.0
Physical Education	1.0	1.0	0.0
Resource SPED K-3	1.0	1.0	0.0
School Psychologist	1.0	1.0	0.0
Science -Tech Ed 7-8	2.0	2.0	0.0
Social Studies7-8	1.0	1.0	0.0
Spanish	1.0	1.0	0.0
SPED	2.0	2.0	0.0
Speech	1.0	1.0	0.0
	35.00	34.00	-1.0

WREA Position Comparisons
FY19 v FY20

<u>Davis Hill</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Art	1.0	1.0	0.0
Grade 1	4.0	4.0	0.0
Grade 2	4.0	4.0	0.0
Grade 3	3.0	4.0	1.0
Grade 4	3.0	3.0	0.0
Grade 5	4.0	4.0	0.0
Kindergarten	4.0	4.0	0.0
Music	1.0	1.0	0.0
Physical Education	1.0	1.0	0.0
School Psychologist	1.0	1.0	0.0
SPED	2.0	3.0	1.0
Transition	1.0	1.0	0.0
Speech	1.0	1.0	0.0
	30.00	32.00	2.0

<u>Naquag</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Art	1.0	1.0	0.0
Grade 1	5.0	5.0	0.0
Grade 2	6.0	5.0	-1.0
Kindergarten	4.0	5.0	1.0
ESL	1.0	1.0	0.0
Music	1.0	1.0	0.0
Physical Education	1.0	1.0	0.0
Resource	1.0	1.0	0.0
School Psychologist	1.0	1.0	0.0
SPED	1.0	1.5	0.5
Speech	1.0	1.0	0.0
Title 1	1.0	1.0	0.0
	24.00	24.50	0.50

WREA Position Comparisons
FY19 v FY20

<u>Mayo</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Art	1.0	1.0	0.0
Grade 1	4.0	4.0	0.0
Grade 2	4.0	4.0	0.0
Grade 3	4.0	4.0	0.0
Grade 4	4.0	4.0	0.0
Grade 5	4.0	4.0	0.0
ELL Teacher	1.0	1.0	0.0
Kindergarten	3.0	4.0	1.0
Music	1.0	1.0	0.0
Physical Education	1.0	1.0	0.0
School Psychologist	1.0	1.0	0.0
SPED	2.0	2.0	0.0
Speech	1.0	1.0	0.0
	31.00	32.00	1.0

<u>Mountview</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Art	3.0	3.0	0.0
ELL	1.0	1.0	0.0
French	1.0	1.0	0.0
ELA 6-8	8.0	8.0	0.0
Math 6-8	6.0	6.0	0.0
Middle School Counselor	1.0	1.0	0.0
Music	2.4	2.4	0.0
Physical Education	2.0	2.0	0.0
School Psychologist	2.0	2.0	0.0
Science 6-8	6.0	6.0	0.0
Social Studies	6.0	6.0	0.0
Spanish	3.0	3.0	0.0
SPED	5.0	5.0	0.0
Speech	1.0	1.0	0.0
Study Skills	1.0	1.0	0.0
Tech Ed	2.0	2.0	0.0
	50.40	50.40	0.0

WREA Position Comparisons
FY19 v FY20

<u>High School</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Alternative Education	3.0	3.0	0.0
Art	7.0	7.0	0.0
BRYT program	2.0	2.0	0.0
English	20.0	20.0	0.0
Foreign Language	14.0	14.0	0.0
Freshmen Seminar	2.0	2.0	0.0
Guidance	9.0	9.0	0.0
Librarian	1.0	1.0	0.0
Math	19.0	19.0	0.0
Music	4.0	4.0	0.0
Physical Education	7.0	7.0	0.0
Partnership	12.0	12.0	0.0
Science	21.0	21.0	0.0
Social Studies	19.0	19.0	0.0
SPED	17.0	17.0	0.0
School Psychologist	3.0	3.0	0.0
Speech	2.0	2.0	0.0
Tech Integration Spec	1.0	1.0	0.0
	163.00	163.00	0.0

**WREA Position Comparisons
FY19 v FY20**

<u>Dawson</u>	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
Art	1.0	1.0	0.0
Grade 1	3.0	4.0	1.0
Grade 2	4.0	3.0	-1.0
Grade 3	4.0	4.0	0.0
Grade 4	4.0	4.0	0.0
Grade 5	4.0	4.0	0.0
ESL	1.0	1.0	0.0
Kindergarten	4.0	4.0	0.0
Music	1.0	1.0	0.0
Physical Education	1.0	1.0	0.0
School Psychologist	1.0	1.0	0.0
SPED	2.0	2.0	0.0
Speech	1.0	1.0	0.0
Transition	1.0	1.0	0.0
	32.00	32.00	0.0

Totals	<u>FY19</u>	<u>FY20</u>	<u>Change</u>
	518.60	523.10	4.50

Revised 6.7.19

June 7, 2019



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

Office of the Treasurer

June 6, 2019

Mr. James J. Dunbar, Treasurer
Town of Princeton
6 Town Hall Drive
Princeton, MA 01541

RE: First Payment Assessment Billing Notice – FY20

Dear Mr. Dunbar:


In accordance with the Wachusett Regional School District Regional Agreement, the receipt of the Town of Princeton's first of four installment payments of the FY20 assessment is due July 1, 2019. The amount of the payment is \$1,238,458.

Payment is to be made by bank wire transfer to the EASTERN BANK account #10170363, ABA routing #011301798.

Pursuant to the Wachusett Regional School District Policy 4211, please notify me within 10 days of the date of this letter if there is an inability to make payment on time.

If you have any questions or comments, please contact me at (978) 464-2105.

Sincerely,


James J. Dunbar
Treasurer

cc: Darryll McCall, Ed. D., Superintendent of Schools
Daniel Deedy, Director of Business & Finance
Michelle White, Finance Manager

Jefferson School

1745 Main Street, Jefferson, MA 01522
Telephone: (508) 829-1670 Facsimile: (508) 829-1680
www.wrsd.net



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

Office of the Treasurer

June 6, 2019

Ms. Donna Couture, Treasurer
Town of Paxton
697 Pleasant Street
Paxton, MA 01612

RE: First Payment Assessment Billing Notice – FY20

Dear Ms. Couture:

In accordance with the Wachusett Regional School District Regional Agreement, the receipt of the Town of Paxton's first of four installment payments of the FY20 assessment is due July 1, 2019. The amount of the payment is \$1,636,003.

Payment is to be made by bank wire transfer to the EASTERN BANK account #10170363, ABA routing #011301798.

Pursuant to the Wachusett Regional School District Policy 4211, please notify me within 10 days of the date of this letter if there is an inability to make payment on time.

If you have any questions or comments, please contact me at (978) 464-2105.

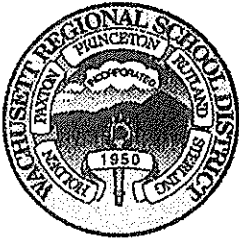
Sincerely,

James J. Dunbar
Treasurer

cc: Darryll McCall, Ed. D., Superintendent of Schools
Daniel Deedy, Director of Business & Finance
Michelle White, Finance Manager

Jefferson School

1745 Main Street, Jefferson, MA 01522
Telephone: (508) 829-1670 Facsimile: (508) 829-1680
www.wrsd.net



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

Attachment 8
June 7, 2019

Sent electronically and via USPS

May 30, 2019

State Senator Harriette Chandler
State Senator Anne Gobi
Senator Dean Tran

State Representative Kimberly Ferguson
State Representative Harold Naughton

Dear Senators and Representatives:

I recently became aware, after the House debate, that state revenues for FY19 are tracking at approximately \$1 billion above the estimated benchmark.

As you know, the Wachusett Regional School District budget has little room for one time projects unless other valuable financial resources are used. The District is in year three of a 1:1 Chromebook initiative at our 2,000+ student high school. The past two years, our district has provided incoming freshmen with Chromebooks to be used their four years as Wachusett Regional High School students. Moving forward, the District plans to provide Chromebooks to incoming freshmen who will be starting their Wachusett high school careers in August 2019, and we will also be providing students entering their senior year as WRHS students in August 2019 with Chromebooks. With the ever increasing use of technology in the teaching and educating of students, having all high school students outfitted with technology is imperative for the education of all students at the high school level.

I ask for your consideration of a budget amendment that would finance this one-time expense for the WRSD at \$90,000 for the purchase of Chromebooks for the Wachusett Regional High School Class of 2020. Had we been aware of the additional funds, we would have sought support from the state on this project for the FY20 budget.

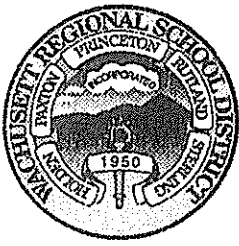
Thank you for your continued support of the District.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
Member Town Administrators
Member Town Finance Committees/Advisory Committee
Daniel Deedy, Director of Business and Finance

DM:rlp



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Sent electronically and via USPS

May 30, 2019

State Senator Harriette Chandler
State Senator Anne Gobi
Senator Dean Tran

State Representative Kimberly Ferguson
State Representative Harold Naughton

Dear Senators and Representatives:

I recently became aware, after the House debate, that state revenues for FY19 are tracking at approximately \$1 billion above the estimated benchmark.

As you know, the Wachusett Regional School District budget has little room for one time projects unless other valuable financial resources are used. The District is currently in the process of moving forward with a project to replace the turf field at Wachusett Regional High School at a cost of approximately \$440,000. With School Committee approval and with no objection from the five Member Towns, this project will be partially funded through use of the District's Excess and Deficiency funds in the amount of \$250,000. As a district, we have not sought assistance from the state for funding of such projects, but we would appreciate even partial support of the cost of this field replacement project.

I ask for your consideration of a budget amendment that would finance this one-time expense for the WRSD at \$190,000 for assistance with the replacement of an athletic turf field that is 13 years old. Had we been aware of the additional funds, we would have sought support from the state on this project for the FY20 budget.

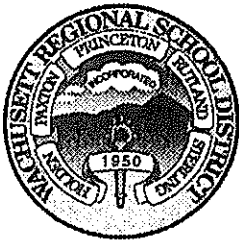
Thank you for your continued support of the District.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
Member Town Administrators
Member Town Finance Committees/Advisory Committee
Daniel Deedy, Director of Business and Finance

DM:rlp



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

Attachment 9
June 7, 2019

Sent electronically and via USPS

June 4, 2019

The Honorable Aaron Michlewitz
Chair, House Ways and Means
The State House, Room 243
Boston, MA 02133

The Honorable Michael Rodrigues
Chair, Senate Ways and Means
The State House, Room 212
Boston, MA 02133

The Honorable Denise Garlick
Vice Chair, House Ways and Means
The State House, Room 238
Boston, MA 02133

The Honorable Cindy Friedman
Vice Chair, Senate Ways and Means
The State House, Room 413-D
Boston, MA 02133

The Honorable Todd Smola
Ranking Minority, House Ways and Means
The State House, Room 124
Boston, MA 02133

The Honorable Viratío deMacedo
Ranking Member, Senate Ways and Means
The State House, Room 313-C
Boston, MA 02133

Dear Chairman Michlewitz, Chairman Rodrigues, Representatives Garlick and Smola, and Senators Friedman and deMacedo:

Thank you very much for your strong commitment to students with special needs in the House and Senate versions of the Fiscal Year 2020 (FY20) state budget. Your continued support for the state's Special Education Circuit Breaker Account (7061-0012) means much to the over ten-thousand students with special needs, their families, and teachers. I am incredibly proud to join with them to offer my thanks and recognize all that you and your colleagues in the Legislature continue to do to support the special education community in Massachusetts.

As the Conference Committee sets out to begin its deliberations, I write today to respectfully ask that you continue supporting increased funding for the Special Education Circuit Breaker Account by funding this important line-item at the Senate appropriation of \$345,154,803 in the Conference Committee Budget. This funding is essentially a form of local aid to cities and towns and this request, and the Senate appropriation, closely parallels fully-funding the Circuit Breaker Account in FY20 and reimburse communities at the 75% level required by law.

Thank you very much again for always working to understand the challenges faced every day by children with special needs and for your tremendous commitment to supporting those needs. I truly appreciate all the efforts of you and your colleagues.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Senator Harriette Chandler
Senator Dean Tran
Senator Anne Gobi
Representative Kimberly Ferguson
Representative Harold Naughton
Wachusett Regional School District Committee
Daniel Deedy, Director of Business and Finance

DM:rlp

Attachment 10
June 7, 2019

Motion: To authorize the listed FY20 Student Activity Funds in accordance with M.G.L. Ch. 71 Sect. 47, for funds belonging to the students and not to the District or school control, to be credited with receipts from acknowledged revenue sources, to be expended for their respective stated purposes, and not to exceed the authorized amounts.

Student Activity Fund	Authorized Amount
Wachusett Reg. High School	\$650,000
Dawson Elementary	\$15,000
Mountview Middle School	\$280,000
Mayo Elementary	\$30,000
Davis Hill Elementary	\$125,000
Paxton Center School	\$125,000
Thomas Prince School	\$125,000
Naquag Elementary	\$30,000
Central Tree Middle School	\$100,000
Glenwood Elementary	\$75,000
Chocksett Middle School	\$75,000
Houghton Elementary	\$15,000
Early Childhood Ctr.	\$15,000

Attachment 11
June 7, 2019

Motion to authorize the listed FY20 Revolving Funds in accordance with M.G.L. Ch. 44, Sect. 53E ½, to be expensed under the direction of the Superintendent of Schools (or designee), to be credited with receipts from acknowledged revenue sources, to be expended for their respective stated purposes, and not to exceed the authorized amounts.

Name of Fund	Legal Citation	Authorized Amount
Adult Education	M.G.L. Ch. 71 Sect. 71E	\$10,000
Applied Arts	M.G.L. Ch. 71 Sect. 71C	\$75,000
Athletics	M.G.L. Ch. 71 Sect. 47	\$550,000
Building Use	M.G.L. Ch. 40, Sect 3, Ch. 71, 71E	\$90,000
Cafeteria	(548 of Acts of 1948) [3]	\$2,100,000
Circuit Breaker	M.G.L. Ch. 71B, C.M.R. 603	\$2,700,000
Drivers Education	M.G.L. Ch. 71 Sect. 71C	\$180,000
ECC Tuition	M.G.L. Chapter 71: Sect. 26A.	\$170,000
Extended Day	M.G.L. Ch. 71 Sect. 71F	\$20,000
Gifts & Grants	M.G.L. Ch. 71 Sect. 47	\$215,000
Insurance Reimbursement	M.G.L. Ch. 71 Sect. 47	\$82,000
Kindergarten	M.G.L. Ch. 71 Sect. 71F	\$815,000
Locker Fees	M.G.L. Ch. 71 Sect. 47	\$25,000
Lost Books Damaged Property	M.G.L. Chapter 44, Section 531/2	\$15,000
Parking Fees	M.G.L. Ch. 71 Sect. 47	\$82,000
Performing Arts	M.G.L. Ch. 71 Sect. 71C	\$30,000
Program Initiatives	M.G.L. Ch. 71 Sect. 71C	\$147,000
School Choice	M.G.L. Ch. 76 Sect. 12B(O)	\$1,400,000
Summer School	M.G.L. Ch. 71 Sect. 71C	\$15,000



Jeffrey C. Riley
Commissioner

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

Attachment 12
June 7, 2019

BDC

June 4, 2019

Darryll McCall, Superintendent
Wachusett Public Schools
1745 Main Street
Jefferson, MA 01522

Dear Superintendent McCall:

I am pleased to notify you that the Mountview Middle School in your district has been selected to participate in the 2019-2020 administration of the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. Selected schools represent schools across the nation, and their participation provides an accurate picture of student performance.

Public schools in Massachusetts selected for NAEP are required to participate under the Massachusetts Education Reform Act of 1993. Additionally, the Every Student Succeeds Act (ESSA) of 2015 requires states and school districts that receive funds under Title I of the Elementary and Secondary Education Act to participate in all activities related to NAEP assessments in reading and mathematics.

I request that you notify each principal of his/her school's selection for participation in the 2019-2020 NAEP. In June, our state's NAEP State Coordinator will write to principals regarding their selection and inform them of their assigned assessment date.

Your district will play an important role by participating and I know that we will have your full support to make this a meaningful experience for both the schools and the selected students. As in previous years, NAEP representatives provide significant support to schools, as they bring all necessary materials and equipment, and administer the assessment.

Thank you in advance for your cooperation and support. Should you have any questions, please contact Rebecca Bennett, NAEP State Coordinator for Massachusetts, at 781-338-3617 or rbennett@doe.mass.edu.

Sincerely,



Jeffrey C. Riley
Commissioner of Elementary and Secondary Education

Copy: Michol Stapel, Associate Commissioner of Student Assessment

Enclosure: *NAEP Facts for Districts*

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information each student provides will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about students. Electronic submission of student information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

NAEP 2019-2020 Facts for Districts

NAEP is an integral part of education in the United States.

- ▶ Elected officials, policymakers, and educators all use NAEP results to develop ways to improve education.
- ▶ NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education and the Institute of Education Sciences.
- ▶ NAEP serves a different role than state assessments. While states have their own unique assessments with different content standards, the same NAEP assessment is administered in every state, providing a common measure of student achievement.
- ▶ Depending on the type of NAEP assessment that is administered, the data can be used to compare and understand the performance of demographic groups within your state, the nation, other states, and districts that participate in the Trial Urban District Assessment (TUDA). NAEP is not designed to collect or report results for individual students, classrooms, or schools.
- ▶ To provide a better understanding of educational experiences and factors that may be related to students' learning, students are asked to complete questionnaires. There are no teacher or school questionnaires in the long-term trend assessment.

"Informational assessment materials were accessible and easy to understand. The NAEP representative assigned to our school was supportive and very knowledgeable about assessment protocols and what our school needed to do to be well prepared. On testing day, the NAEP team was organized and administered the assessment efficiently."

– Ronda E. George, Assistant Principal, Noe Middle School, Louisville, KY

The National Assessment of Educational Progress (NAEP), first administered in 1969, is the largest nationally representative and continuing assessment of what our nation's students know and can do in various subjects such as civics, geography, mathematics, reading, science, U.S. history, and writing. The results of NAEP are released as The Nation's Report Card.

District staff play an essential role in NAEP. Superintendents and district staff can work closely with principals to explain the importance of the assessment to teachers and participating students. When students take part in the assessment and give their best effort, NAEP results provide the most accurate measure possible of student achievement across the country.

NAEP representatives will bring all necessary materials to schools on assessment day. Schools will only need to provide space with desks or tables for students to take the assessment. The table below shows which subjects and student groups will be assessed during the 2019–2020 school year. National results will be released for the long-term trend assessment.

The NAEP 2019–2020 Assessment

Age or Grade	Type of NAEP	Subjects	Format	National Results	Assessment Window
9-year-olds	Long-term trend	Reading	Paper & Pencil	✓	January 6, 2020 – March 13, 2020
		Mathematics	Paper & Pencil	✓	
13-year-olds	Long-term trend	Reading	Paper & Pencil	✓	October 14, 2019 – December 20, 2019
		Mathematics	Paper & Pencil	✓	
17-year-olds	Long-term trend	Reading	Paper & Pencil	✓	March 16, 2020 – May 22, 2020
		Mathematics	Paper & Pencil	✓	



It's important to know...

NAEP long-term trend assessments measure student performance in mathematics and reading and have allowed the performance of today's students to be compared with students since the early 1970s. Long-term trend assessments are administered periodically to 9-, 13-, and 17-year-olds.

Main NAEP is administered to fourth-, eighth-, and twelfth-graders in a variety of subjects. For all main NAEP and LTT assessments, results are available at the national-level. Depending on the assessment year and subject, main NAEP results may also be available at the state-level and for large urban districts participating in the TUDA program.

NAEP is considered the gold standard of assessments because of its high technical quality. From the development of assessment frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation. NAEP is a trusted resource that measures student progress and helps inform policy decisions that improve education in the United States.

NAEP results are reported for different demographic groups and are not reported for individual students or schools. Within a school, just some of the student population participates, and student responses are combined with those from other participating students to produce the results.

A carefully designed sampling process ensures that NAEP-selected schools and students are representative of all schools and students across the United States. To ensure that the sample represents all students in the nation's schools, a broad range of accommodations are allowed for students with disabilities and English language learners.

NAEP is designed to cause minimal disruption of classroom instruction. Including transition time, directions, and completion of a short 5-minute questionnaire, it takes approximately 90 minutes for students to complete the NAEP assessment. Each student is assessed in only one subject. Teachers do not need to prepare their students to take the assessment but should encourage students to do their best. NAEP representatives provide significant support to your district's schools by working with the designated coordinator in each school to organize assessment activities.

NAEP items can be used as a helpful educational resource in the classroom. Teachers and district staff can use the NAEP Questions Tool (<http://nces.ed.gov/nationsreportcard/nqt>) to see how students' performance compares nationally on specific items. Released NAEP items come with a scoring guide, sample student responses, and performance data.

Visit the NAEP website at <http://nces.ed.gov/nationsreportcard> to access this information and more.

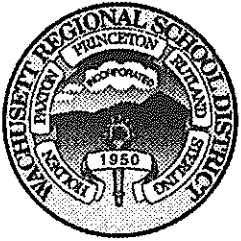
National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.



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Attachment 13

June 7, 2019

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Sent electronically to Town Officials

Sent via USPS to Town Libraries

May 28, 2019

TO: *Member Town Selectboards*

Member Town Finance/Advisory Committees

Member Town Administrators

Member Town Libraries

 Gale Free Library, Holden

 Richards Memorial Library, Paxton

 Princeton Public Library, Princeton

 Rutland Free Public Library, Rutland

 Conant Public Library, Sterling

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

RE: FY18 Annual Audit

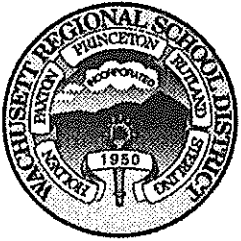
Attached please find copies of the Wachusett Regional School District's *Annual Financial Statement for the Year Ended June 30, 2018* and *Governance Letter* prepared by Melanson Heath for fiscal year ended June 30, 2018. These documents can also be found on the District website (www.wrsd.net).

DM:rlp

Jefferson School

1745 Main Street, Jefferson, MA 01522

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



Attachment 14
June 7, 2019

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

*Sent electronically to Town Officials
Sent via USPS to Town Libraries*

May 28, 2019

TO: *Member Town Selectboards*

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 Gale Free Library, Holden
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 Conant Public Library, Sterling

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

RE: *Annual Report 2018*

For your information and records, I am pleased to provide you with a copy of the Wachusett Regional School District *Annual Report 2018*. This document can also be found on the District website (www.wrsd.net).

DM:rlp

June 7, 2019



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COMMISSION ON PUBLIC SCHOOLS

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May 17, 2019

William Beando
Principal
Wachusett Regional High School
1401 Main Street
Holden, MA 01520

Dear Mr. Beando:

The Committee on Public Secondary Schools, at its April 7-8, 2019 meeting, reviewed the Five-Year Progress Report of Wachusett Regional High School and voted to continue the school's accreditation. Consistent with its policies, the Committee determined that the school should remain on warning for the Standard on Community Resources for Learning until all concerns have been satisfactorily resolved.

Although the Committee remains concerned about some aspects of the school, it was pleased to note:

- the cross-curricular learning opportunities in makerspace classes, art, partnership, physical education, health, social studies, and English language arts
- the opportunity for senior mentors to work directly with freshman during homeroom time to provide support, information, and guidance
- the creation of a data team comprised of high school and central office staff to review assessment data for the purpose of responding to inequities in student achievement
- the adoption of a common curriculum template that includes learning objectives, instructional strategies, resources, and assessments, including the use of school-wide rubrics
- the adoption of a five-year technology plan that commits resources necessary to provide students with sufficient access to technology
- the investment in technology infrastructure and devices throughout the school

- the implementation of a 1:1 technology initiative in grades 9 through 12
- the plan to design a five-year curriculum review cycle that includes a formal plan to review and revise the school's 21st century learning expectations
- the implementation of the district textbook plan to ensure that adequate and up-to-date instructional materials are available across departments
- the hiring of a technology integration specialist to support teachers in the effective integration of technology into daily lessons
- the development of common assessments within departments that incorporate the use of school-wide rubrics to measure student achievement of the school's 21st century learning expectations
- the creation of a student leadership committee to provide class officers with regular opportunities to discuss a variety of issues with the principal
- the use of online surveys to collect feedback from students about school climate and student well-being
- the addition of a full-time adjustment counselor to provide greater support to students
- the provision of a common prep period for co-teaching teams
- the upgrades to exterior doors and updated camera system in order to improve security

School officials are requested to submit a Special Progress Report, due March 1, 2020, describing action taken to complete the highlighted recommendations listed below:

- provide an example of the feedback provided to a student on progress towards achieving each of the school's seven learning expectations
- describe the process to ensure adequate and dependable funding for the school's programs and services, sufficient professional and support staff, ongoing professional development and curriculum revision, a full range of technology support, sufficient equipment, and sufficient current textbooks and other instructional materials and supplies
- provide an update on plans to improve the school's alarm system

The school is scheduled to host its Decennial Accreditation visit in the calendar year 2025. Please note, this date reflects a postponement of one year from the previous decennial cycle.

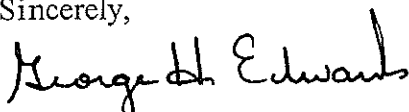
The school's next Accreditation cycle will begin in the fall of 2022 (three years prior to the decennial visit). The school will be using the new CPS 2020 Vision for Learning Standards for Accreditation and Accreditation process. Information about the new Standards for Accreditation and Accreditation process is available on our website. Representatives from your school will be invited to an informational meeting about the new Accreditation process in the spring of 2021.

In the interim, the school is reminded that the school community should review the new Accreditation Standards and plan to review and revise their core values, beliefs, and vision of the graduate based on research, multiple data sources, as well as district and school community priorities. Information related to the development/revision of the school's document will be available soon on our website at <http://cpss.neasc.org>.

William Beando
May 17, 2019
Page Two

The school's warning status will be reviewed when the Committee considers the Special Progress Report. The school's Special Progress Report should be submitted only by the principal through the Accreditation Portal by clicking on the green "Mark Progress Report Complete" button. As well, please notify the Committee office immediately of any changes in the names of the principal and/or superintendent along with their corresponding e-mail addresses by submitting this information electronically to cpss-air@neasc.org.

Sincerely,

A handwritten signature in black ink that reads "George H. Edwards". The signature is written in a cursive style with a large, stylized "G" and "E".

George H. Edwards

GHE/mms

cc: Darryll A. McCall, Superintendent, Wachusett Regional School District #11
Kenneth Mills, Chair, Wachusett Regional School District
Gregory B. Myers, Chair, Committee on Public Secondary Schools

Turf Field Project Update:

The District continues to move forward with work on the replacement of the turf field at Wachusett Regional High School. Attached is a copy of the Schedule of Deliverables prepared by the vendor – FieldTurf – for the District. Below is a quick snapshot of work done or to be done.

May 28, 2019:	Planning Meeting @ WRHS held.
May 31, 2019:	Field Turf submits Schedule of Deliverables to the District.
June 5, 2019:	District reviews plans.
June 6, 2019:	Notice in Landmark regarding construction project.
June 14, 2019:	Once Call to WRHS community regarding project.
June 17, 2019:	Construction staging @ WRHS; signs posted.
June 18, 2019:	First of weekly construction meetings.
June 30, 2019:	First progress payment made.
July 2019:	Ongoing construction; weekly construction meetings on Tuesday mornings.
July 31, 2019:	Substantial completion.
July 31, 2019:	Second progress payment.
August 5, 2019:	District assumes activity on field.
December 2019:	Final payment made to vendor per IFB and contract.

Summary of Principals' Reports – May 2019

Topic: *Update on/Status of School Improvement Plans*

Early Childhood Center

Goal 1: Responding to Student Learning Needs - School-based teams will provide and implement evidence-based, high quality, effective instructional practices and systematically measure, analyze, and act upon student learning data so that all children will be challenged to grow as individuals.

Domains: Aligned Curriculum, Effective Instruction, Professional Development and Structures for Collaboration

Classroom teachers continue to collect data regarding student growth in the following pre-academic readiness areas: letter recognition, concepts, rote counting, and 1:1 correspondence. This data is used to inform instruction through differentiated instruction. We continue to follow the *Creative Curriculum* and *Fountas and Pinnell PK Early Literacy Continuum* (Interactive Read Aloud and Shared Reading) in all classrooms.

Goal 2: Acting Upon Student Learning Data - To move beyond gathering data and actively engage in analyzing data to improve student learning and increase student outcomes in all developmental domains

Domains: Aligned Curriculum, Effective Instruction, Professional Development and Structures for Collaboration (see above)

Goal 3: Integrating Technology into Instructional Practices - To improve instruction using available technology in an effort to improve learning outcomes for all students

Domains: Leadership, Governance, and Communication, Effective Instruction

Goal 4: Improving the Social/Emotional and Health Needs of All Students - To promote a healthy school climate, build an understanding of social, emotional, and physical health as factors affecting learning.

Domains: Students' Social, Emotional, and Health Needs, Professional Development and Structures for Collaboration

I have been involved with the Massachusetts Department of Early Education and Care (EEC) and meet with this group regularly to share resources and information. Staff at the Early Childhood Center have been working to develop a Mindfulness Menu to promote coping strategies and improved social and emotional health of all students. These mindfulness practices are shared at staff meetings and this menu will serve as a tool for educators to use with all students daily. The school nurse has been sending out parent information regarding topical health issues affecting our community.

Next Steps: The Early Childhood Center's School Improvement Council will be working to develop goals and objectives for the next 1- 3 years. At our last SIMCO meeting, we discussed the following as possible goal areas: community and family involvement, school safety, and continued work on social/emotional needs. We continue to seek parent/guardian involvement in this committee. A letter will be sent home with all

students this summer with more information regarding the SIMCO for the Early Childhood Center.

Submitted by Andrea Ostrosky, Interim Principal

Wachusett Regional High School
Summary of Actions of SIMCO (2018-19)

This year we had a small but active group on our 2018-19 School Improvement Council. Tasks we took on this year:

- Review and approve the WRHS School Improvement Plan.
- Helped develop a survey around school mascot. Looked at results and advised Principal as to next steps.
- Developed a Parental Survey and reviewed results while using some of the data to influence the SIP going forward.
- Help to develop a student survey (will not be able to review results until 2019-2020 school year).

Status of School Improvement Plan

1. Increase student performance on MCAS for the high needs students in science, math, and English.
 - a. Met with data team early in the school year and less frequently after the start of the calendar year. All steps in the plan have been implemented and in addition, all staff and students were thoroughly trained on the implementation of the new electronic version of the exam. Successfully implemented the ELA exam and look forward to math and science. The approach to looking at this data and resulting strategies for next year will need to be adjusted due to the new 2.0 version of MCAS results and information to review for the Data Team and consequently teaching staff will be different than what we have experienced in recent years.
2. Provide students with the knowledge and resources to cope and adjust to a variety of social and emotional challenges in their lives.
 - a. Once again, all facets of this goal have been implemented, highlighted by a “booster” SOS presentation for all of our juniors that went very well. We were fortunate to be able to increase services to students with the addition of the BRYT program and staffing in our TLC program. These programs supported our most needy students while the SOS programs and work done with lessons in freshman seminar and health classes targeted the student population as a whole. We are looking forward to gaining more ground in this area next year.
3. Increase the effective use of technology in the educational process for all students.
 - a. I believe the success in this area has been excellent. All freshman and sophomores have Chromebooks and staff that teach these grades have received training with how to better integrate technology into their lessons. We were able to hire an integration specialist who has fit in well, building good relationships with staff while trying to assist them in growing their

comfort level when using technology. The District has supported individual and groups of teachers by purchasing apps and software, with successes certainly coming with the use of Actively Learn and IXL. In addition, the District has supported summer professional development work for high school staff interested in developing lessons that better incorporate technology. Very much looking forward to 2019-2020 when all students have Chromebooks.

4. Develop and implement Power Standards for all core academic courses.
 - a. Exciting work for us here at the high school as we expand our progression in the area of curriculum, teaching, and learning. Departments have done much work with Power Standards and will be meeting with me (as written in the goal) by June of 2019 to ascertain progression, etc. I am confident that most departments have exceeded the work necessary in this area.

Submitted by William Beando, Principal

Davis Hill Elementary School

Davis Hill Elementary School is fortunate to have a strong School Improvement Council (SIMCO) that supports our staff in their efforts to move Davis Hill forward in a continuous cycle of evaluation, targeted improvement, and measurable outcomes.

Our SIMCO met five times and will meet once more prior to the end of the school year in order to wrap up our business for the year. SIMCO agenda items have included, but were not limited to the following topics:

1. Demographics/ Class size Composition Discussion
2. Staffing
3. District Program Initiative Updates: Fountas and Pinnell
4. Facilities Review (Condition/ Anticipated Needs)
5. Supporting Increased Cultural Awareness (Staff/ Community)
6. School Safety (ALICE Training/ Crisis Go)
7. W.I.N. Block (School-Wide Intervention/ Extension Block)
8. School Improvement Team
9. School Improvement Plan Goals
10. Community Survey Information
11. SEL Tools (Grant Second Step)
12. Ecology School Field Trip
13. Regular School Committee Updates and Information

The Davis Hill SIMCO has initiated discussion related to equity and cultural awareness and has shared resources related to raising awareness regarding these issues. This work will continue in the years ahead, as finding a way to ensure that we are supporting all of our students and community members is critical in our current environment.

In our most recent meeting, the SIMCO reviewed the findings from our most recent Community Survey. The results were overall quite positive and consistent with previously obtained information from past surveys.

Topics that are aligned with potential school improvement included:

- ☐ increasing hands-on mathematics, science and engineering activities,
- ☐ homework practices
- ☐ use of technology
- ☐ supporting vulnerable students/ families
- ☐ social emotional support
- ☐ communication of unit and lesson expectations, etc.

In our last meeting of the year, the SIMCO will review and re-visit our School Improvement Plan Goals. While we are in year two of our three year goal cycle, as we have discussed at our meetings, it is time to review and edit our goals as we have either achieved the goals as written, or our direction has changed related to expected outcomes. Our goal would be to review draft goals at our last incoming SIMCO meeting, and then have administration (and staff) work with these goals through the summer and the early part of the school year, prior to re-submitting an updated SIP in the fall of 2019.

Submitted by Jay Norton, Principal

Dawson Elementary School

The Dawson SIMCO team met six times during the 2018-2019 school year. At each meeting, I provided the members with an update of on school happenings, school safety, LEXIA data, and PTA minutes. In March 2019, the Dawson SIMCO team reviewed the Panorama data and developed actions steps for a school improvement goal beginning in September 2019.

During the first three meetings, the team reviewed the 2016-2019 SIP and provided evidence towards the goals. We determined that all the goals could continue and be adapted for the next three years with the exception of the technology goal. The 2019-2022 SIP plan has three goals which includes: Effective Instruction, Collaboration as Professional Learners, and Social Emotional Learning. The Dawson SIP will be shared with the staff during a May staff meeting.

Submitted by Melissa Wallace, Principal

Mayo Elementary School

This year, we were able to have the staff and parents who served on the school council previously to stay on for one more year as we transitioned to new leadership. We did add one 3rd grade teacher who was not previously on the council.

During each meeting, one part of the agenda was devoted to giving the council an update on school happenings. We reviewed the results of the staff and parent surveys on social emotional traits that everyone wanted us to focus on when establishing core school-wide expectations. We also worked together to design the survey that parents are filling out currently about strengths of the school and areas that we need to improve upon. We will be gathering this data over the last few weeks of the school year and using it to guide our goals and school improvement plan updates for next year.

We are currently in the middle of a three year school improvement plan. As a school council, we agreed to make some adjustments to the plan for this year since there was a new principal in the building. One change we made was going from four goals to three goals. One goal was solely focused on science. For this year, we chose to not have that as one of our school improvement plan goals.

Goal #1 focuses on academic success for all. One action step that was added to this goal was to begin to introduce the staff to Universal Design for Learning. The staff was given some initial background information about UDL, and then in March all of the Holden elementary schools had a professional development afternoon with an expert in UDL. At the last staff meeting, all teachers were given the book UDL Now. We will be doing an optional book study with the book throughout the summer. As part of this goal, teams looked at the EWIS information and created a grade level list of students at risk. Teachers worked on developing personalized learning plans for those students. Teams have monitored these students throughout the year and have adjusted plans every six weeks, adding or removing students from the list as needed.

For Goal #2, we have been working on creating a positive school culture at Mayo. One focus has been on reducing office referrals. The first step was putting in place a documentation system so that we can track our office referral data. We have also surveyed parents and staff and determined what social-emotional traits our school-wide expectations will be based on. Hopefully this summer a team of teachers will be able to work with administration to roll out a school-wide positive behavior intervention plan. We have also redesigned staff meetings with a focus on creating a positive culture for the staff.

For Goal #3, we have been working on increasing technology use in the building. One step has been adding more Chromebooks into the school. We are also working on a plan to add more Chromebook carts next year. The principal has shared technology resources and has hosted some optional technology tutoring sessions that have been well attended. Several online resources have been added or are being piloted including Lexia, Scholastic Literacy Pro, Edulastic, Affirm, and Discovery Education. All teaching staff were given Chromebooks this year. Several practices that were previously paper-based have been converted to digital.

Submitted by Liz Garden, Principal

Mountview Middle School

Summary of Actions by School Councils:

The Mountview School Improvement Council or SIMCO has had a busy year. As part of our yearly routine as a council, we review MCAS results as soon as they are available. Areas of success and growth are noted, and discussion centers around the areas of focus for the year ahead. We discuss school safety early on in the year and the focus of discussion this past year was the implementation of ALICE with administration and faculty. Another focus for our school this year was monitoring the adoption of practices

that redefined the average amount of homework assigned to students each night. These changes were put in place over the summer and a quarterly survey was issued to families to monitor the effectiveness of those changes. Discussions took place on a monthly basis to gather feedback from the student, faculty, and parent representatives on the changes implemented. A growing concern among all middle schools is the increase of the numbers of students who vape. As devices become smaller and more discrete to use, we see an increased challenge to educate and discipline, when necessary, those who are vaping. On March 13, a series of student assemblies were held and a parent awareness event was held to better equip parents of the dangers and devices students are using to vape. The parent presentation was well-attended with over 40 parents in attendance. The Mountview SIMCO is currently reviewing the results of the 2018-2019 parent survey. This annual survey is created by the Mountview SIMCO and asks families to respond to a variety of topics including curriculum and instruction, homework, school community standards, communication, and atmosphere. An initial review of the survey results indicate that parents are overwhelmingly positive about our school with most responses showing over 95% of respondents “Strongly agreeing” or “Agreeing” to the majority of the questions asked.

School Improvement Plan:

Technology Integration:

Mountview Middle School has 832 student Chromebooks and a Chromebook for each faculty member. We also have a robust and reliable WiFi network in our new school. Chromebooks are used extensively at Mountview to the point that they are yet another tool for faculty members and students to utilize for teaching and learning and not used for the sake of using technology. Chromebooks are used by faculty members to create teacher or team classroom pages containing upcoming homework assignments, assessments and projects. Teachers utilize Google Forms to create student assessments and a wide variety of Google applications to help students to study and learn online. Textbooks are made available online and those are also connected with teacher and team websites. Several staff members have established weekly routines where students will check their academic progress on PowerSchool thereby helping students to see the connection between their day-to-day progress and overall grade averages. Students utilize Chromebooks to access work shared with them by their teachers and obtain feedback electronically on a variety of subject matter assignments and assessments.

Student Social-Emotional and Health Needs:

As many other WRSD schools have experienced in the past years, student social and emotional well-being has been a focus of our attention. We are fortunate to have a full-time middle school counselor and two school psychologists at Mountview. Although much of their time is dedicated to meeting the needs of students via their service delivery grids, time remains for them to meet with individuals who are struggling.

In October, Mountview seventh graders participated in the Signs of Suicide (SOS) program. This comprehensive program is research-based and highly acclaimed program that teaches kids that there are alternatives to suicide and equips them with strategies to reach out for help. As part of the program, students complete an exit survey which

allows Mountview counselors to meet individually with those in need to ensure that they receive the support they need. Mountview plans to give this presentation to our seventh graders on an annual basis so that we can identify students in need and provide support in and out of the school setting.

We have brought several programs to our students this year including a vaping presentation on March 12, a substance abuse program titled “This is Not about Drugs” in February and a visit from the District Attorney’s office to speak with students on cyberbullying.

Mathematics Improvement:

Mountview has been relatively successful with regard to MCAS results. With MCAS 2.0 and computer-based testing taking place, we aim to continue our tradition of success. A particular focus for us this year is to best support students who are identified through the Department of Elementary and Secondary Education’s “Early Warning Indicator System” or EWIS. Students are identified through this system who have a combination of factors including attendance, discipline, Title I, Special Needs status etc. This roster of identified students was generated in the fall and shared with Mountview staff members at our October half day professional development day. Staff members identified students from that list that they had in class and established the reasons for why those students were identified so that they could direct their focus on that particular child appropriately.

Throughout the school year, we meet in grade-alike groups. Within that group time, teachers discuss the progress that identified students are making and determine if parent meetings or other support measures should be put in place to supplement what is being done in the classroom. We recently concluded MCAS testing and look forward to seeing the results of our hard work this year on all of our students and those we specifically targeted for improvement.

Curriculum Alignment:

Ensuring that the curriculum is aligned and fully taught in each subject area is our final goal. Staff began this process reviewing the curriculum for their respective grade level and subject area and identified key concepts that were deemed of highest value. Teacher teams from all WRSD middle schools reconvened on November 6 at the Wachusett Regional High School to continue this work progressing from the identification of Power Standards to determining when students have learned the standards to developing common assessments. Work continued on March 7 and staff met again to do this work on the May 24 half day professional development day.

Submitted by Erik Githmark, Principal

Paxton Center School

The PCS SIMCO team consists of two administrators, two teachers, two students and three parents and has been working throughout the year on the PCS School Improvement Plan. We have set five goals. These goals reflect the areas the District has identified on the WRSD Strategic Plan. We have researched BAS and DRA data for reading and Panorama data for SEL. The PCS Goal categories are as follows:

1. Reading Goal for Grades K-5
2. Writing Goal for Grades 4-8
3. Math Goal for Grades 4-8
4. SEL Goal for Grades K-8
5. Science Curriculum Goal for Grades 5-8

We will be finalizing the plan in early June for the 2019-2020 school year.

Submitted by Shawn Rickan, Principal

Thomas Prince School

Goal 1: By June 2021, 100% of Thomas Prince Students will demonstrate a mastery of design process thinking as measured by PLTW assessments and end of year teacher surveys and assessment of student outcomes measured by design process thinking rubrics.

TPS K-5 teachers have all been trained in PLTW Launch and are credentialed to teach PLTW. In fact, we are at 100% participation and have been recognized as a training site for PLTW. Additionally, we are utilizing a specialized consultant to ensure we are rigorously implementing the design process through PLTW and other STE lessons. We have trained another Thomas Prince Launch Teacher-Leader which improves our PLTW sustainability plan, long-term.

TPS middle school students are taking Design and Modeling, Green Architecture, and the Science of Technology.

Over the summer we have middle school teachers being trained in Medical Detectives, Automation and Robotics, and App Creators which will add to our course offerings at TPS.

Our sixth grade classes are also involved in a design challenge sponsored by the Department of Defense. Ecybermission, as it is called, requires students to use design process thinking to solve a real world problem. One of our teams won 2nd place for the state of Massachusetts. This overlaps to support Goal # 2 as they are working in groups together to solve problems.

Goal 2: By 2021, 100% of Thomas Prince students will demonstrate a minimum of one STEAM (SEL) competency as defined by the PLTW rubric and data collected from teacher surveys.

The TPS instructional Leadership Team has identified two STEAM competencies that we are focusing on as a whole school. They are: *problem solving* and *working well with others*. We have a strong foundation from which to work because these competencies are already hardwired to our PBIS core values and behavioral expectations matrix.

The entire TPS faculty have written a mission statement that will guide this work:
Through collaboration, thoughtful alignment and intentional flexibility, the middle school at TPS prepares students for college, career, and thoughtful citizenship using data and evidence-based practices to develop STEAM competencies while validating and

respecting the child through a holistic approach to education. The TPS middle school embraces student voice, diversity, choice, and passion as we ready our students to be well-rounded, global citizen.

This coordinated and aligned approach helps students generalize and make connections.

Goal 3: 100% of students in grades K-3 will show growth in standardized reading scores; 90% of students will achieve WRSD grade level benchmark by the end of 2021.

The K-1 teachers are implementing Fountas and Pinnell at Thomas Prince School. Additionally, we have weekly student support meetings to monitor students who have not met benchmark according to the BAS (Benchmark Assessment System).

In Grades 2-3 teachers are still using a Reader's Workshop Model. Grade 2 teachers are using the BAS and the DRA and Aimsweb on an as needed basis. Grade 3 teachers are using the DRA to assess.

We continue to use Pinpoint Assessments through Moby Max so we can collect real time reading and math data for all students. Some teachers are also using Edulastic and Read Theory.

Update on School Council:

In June we will hold elections for new parent representatives. We have nine parents who will be running to fill four open seats. In summary, our work this year has focused on:

1. STEAM (Project Lead the Way; improving the music department, focus on results of the compacted math pathway and Algebra 1.)
2. ALICE and communicating with parents (This led to a PTA sponsored parent information night that included Princeton police and fire.)
3. Literacy (We shared the district's roll out plan for Fountas and Pinnell and we previewed F and P Classroom.)
4. Social emotional learning (Tammy summarized the results of our Panorama survey.

Submitted by Tammy Boyle, Principal

Central Tree Middle School

This year's 2018/19 SIMCO consisted of the principal, the assistant principal, four parents, one School Committee member, and two teachers. We scheduled eight meetings. One of our focuses this year was to work on creating a new three year SIP as this is the last year of the 2016-19 SIP created under the leadership of the former CTMS Principal.

Currently, we have Goals identified:

1. Common Assessment Implementation and Analysis- Aligns with WRSD Strategic Plan number 2 and 3
2. Learning Walks(To continue to improve teaching and learning) Aligns with WRSD Strategic Plan number 3 and 4

3. Social/Emotional Goal- Aligns with WRSD Strategic Plan number 5

We are still working on a two more goals that involve parent and community partnerships that will align with WRSD Strategic Plan number 5. Also, an Intervention/Enrichment System that meets all of the student's needs that will align with WRSD Strategic Plan number 3.

Submitted by David Cornacchioli, Principal

Glenwood Elementary School

We value our SIMCO team. The purpose of SIMCO is as follows:

1. Adopting educational goals for the school:
2. Identifying educational needs of students in the school:
3. Reviewing annual school building budget
4. Developing a school improvement plan that corresponds to the district's improvement plan
 - A collaborative process in shaping the school improvement plan
5. SIMCO members are School Ambassadors
 - Champions of Glenwood
 - Supporters of school initiatives
 - Builders of the bridge between the school and the community

The SIMCO team consists of parents, teachers, a community member, along with the principal and assistant principal. This year we had six SIMCO meetings all of them focused on improving the educational experience of Glenwood students. The first goal of the team was to review and accept Glenwood's School Improvement Plan. The Glenwood School Improvement Plan was created with the District Strategic Plan and Superintendent's Goals in mind. The following meetings reviewed and edited the Emergency Operations Plan, the handbook, the school survey, as well as discussions of curriculum updates. Our final meeting of the year will include a review of the annual school budget and the survey results.

Submitted by Karen Cappucci, Principal

Naquag Elementary School

Goal #1: Student Improvement in ELA Skills and Competency (Literacy & Writing)
WRSD Strategic Plan/ Domain 2 (Aligned Curriculum) & Domain 3 (Effective Instruction)

By June 2019, 75% of Naquag students will meet the Benchmark Reading Assessment (BAS) determined grade-specific spring levels or improve one or more reading levels (Spring benchmark / End of Year). Students' "Independent", "Instructional" and "Hard" levels will be determined, analyzed and used to inform teacher reading instruction, observed through observations and data information. Grades: Kindergarten, First Grade, Second Grade

Fall 2018: Teachers will continue to implement ELA reading instruction and monitor student success. RTI Teams will meet and discuss student progress, set goals and

monitor progress. Teachers will implement standards-based writing instruction during their ELA block.

Spring 2019: All teachers (K - 2) implemented the Fountas and Pinnell BAS reading assessment this year (late fall / spring). Students' "Independent," "Instructional" and "Hard" levels were determined, analyzed and used to inform teacher reading instruction, observed through observations and data information. Students' progress was recorded in the Naquag RTI Data Base. Teachers meet in designated teams throughout the school year (September, October, December, January, March and May) to discuss students' progress, create goals and document interventions. A "writing" focus continued throughout the school year, with additional professional development for first and second grade teachers (Empowering Writers - Title 2A grant). Kindergarten teachers implemented Fountas & Pinnell ELA Classroom curriculum. First grade teachers attended three Fountas & Pinnell trainings focused on F & P ELA Classroom curriculum. First grade teachers began piloting the F & P Classroom curriculum this year.

Goal #2: Student Improvement in Utilizing Social / Emotional Learning Strategies
WRSD Strategic Plan / Domain 5 (Social, Emotional and Health Needs)

By June 2019, 80% of Naquag students will achieve in "Student Improvement in Utilizing Social / Emotional Strategies" measured by District-determined measures, various surveys, teacher created assessments & data.

Fall 2018: Continue SEL Instruction (Mindfulness, PBIS Assemblies). Establish Social/Emotional Staff Liaison Team (3 members + administration) to determine classroom material/guide for social-emotional Learning. Begin book study with teachers for social-emotional material/guides. Continue SEL daily classroom instruction (teacher and student led). Share new resources and materials. Research and plan SEL school-wide professional development and additional professional development opportunities for staff.

Spring 2019: SEL instruction continued throughout the school year in all classrooms. A SEL Team was created and met throughout the school year, planning and implementing staff and student support and practice, and four professional development opportunities

Goal #3: Science & Technology/Engineering Curriculum Alignment Through Power Standards

WRSD Strategic Plan/ Domain 2 (Aligned Curriculum) & Domain 3 (Effective Instruction)

By June 2019, 80% of Naquag students will participate and achieve in grade level Science and Technology/Engineering standards instruction and lessons, measured by teacher created data collection and measures.

Fall 2018 and Winter 2019: Reviewing Science and Technology/Engineering priority standards will be identified and unpacked. Priority standards used to compare-contrast current instruction with instructional staff.

Spring 2019: Naquag staff implemented Science and Technology/Engineering standards by facilitating instruction through Brainpop Jr., Chromebooks - Coding (Grade 2), Scholastic News (K - 2), District Office Science Resources - K - 2 List

Summary of Actions - Naquag School Council (SIMCO)

Naquag SIMCO meet regularly during the 2018-2019 school year.

Meeting discussions included:

- School Committee Updates
- Read-a-thon Updates
- District Curriculum Updates (Fountas & Pinnall & BAS)
- ALICE & Crisis Go Updates
- Naquag Community Service (WINTER TREE: Hat, Mitten, Gloves, Scarves)
- PTO Updates
- 2019 Kindergarten - Potential Full Day (to be voted on by towns)
- 1/31/19 PD Early Release Day (ALICE Techniques Practiced by Teachers)
- Fountas & Pinnell Classroom and BAS Assessment
- Specialists - Related Arts Winter Newsletter
- WRSD Special Olympics - March 14, 2019 @ WRHS
- SEL Updates - Brian Williams "Kindness Challenge"
- PTO Basket Raffle (Friday, March 15)
- 3/7/19 PD Early Release Day (SEL with Brian Smith - Acting with Purpose & Positive Classrooms)
- WRSD Budget Updates
- Title 1 Family Reading Night (March 27, 2019)
- SIMCO Annual Survey
- Kindergarten Orientation
- Community Reading Day (April 12, 2019)
- Field Trips (K, 1, 2 = Audubon Wachusett Meadows)
- SIMCO Annual Survey
- Kindergarten Orientation
- SIMCO Annual Survey Results

Submitted by Dixie Estes, Principal

Chocksett Middle School

Goal 1: The median scores on the math final exam, for students in grades 6-8, will increase by 5% as compared to the 2018 scores or be above 77%.

Teachers have implemented a variety of strategies to engage students in tasks to address various gaps that were identified through formative assessment. Students in grade 6 were scheduled for a remediation block during the school day. Students in grades 7 and 8 participated in extra help sessions before and after school. Student's performance on the mid-term exam was similar to last school years. Math teachers engaged in an item analysis, identified strengths and weaknesses and established opportunities to reteach material. We are optimistic that students will demonstrate progress.

Goal 2: 95% of students at Chocksett Middle school will reach proficiency in grade level priority learning outcomes in core content classes, and the 5% not meeting proficiency will have clearly articulated learning goals by fall 2019.

The District has made significant progress in identifying what students need to learn at each grade level in the middle schools. The next step will be to establish common assessments. Once we have common assessments we can begin sharing data, instructional strategies, and resources.

Goal 3: By June 2019 90% of student will indicate they feel physically and emotionally safe at school and 80% will respond that they understand expectations, and that expectations are consistent on a survey.

The Panorama Survey indicated 72% of 5th graders feel safe in school and 69% of students in grades 6-8 indicate feeling safe in school. Based on the SIMCO parent survey 94.6 % of parents of 5th graders, 90.5% of parents of 6th graders, 78.8% of parents of 7th graders, and 85.7% of parents of 8th graders indicate their child feels safe at Chocksett.

Goal 4: By June 2019, 90% of students will indicate increased engagement in their learning through instructional technology as compared to baseline results as measured by a school-wide survey.

The idea with this goal was to use technology to engage students. We have found that teachers are utilizing technology daily and it has had some impact on student engagement. The content and the activities teachers plan are more significant factors in engaging students.

Submitted by Christopher LaBreck, Principal

Houghton Elementary School

The most significant accomplishment for the Houghton School SIMCO was the revising of our Annual Parent Survey which included:

- Elimination of a few questions
- Combining some questions
- Adding a question on playground
- Reordering of questions with clustering by topic: teacher, administration, facilities
- Establishing a comment space after each question

Survey parent participation increased by 25%. This was attributed to brainstorming of ideas both from SIMCO members and as well as a staff meeting topic, reminders by teacher newsletters and Principal's Message, PTO website and Facebook Page, and children's reminders to parents.

Discussion of survey results took place at the April and May SIMCO meetings.

School Improvement Plan Updates:

Updates on Houghton's School Improvement Plan have been provided by the Principal to SIMCO as an agenda item three times during the year. Final update for 2018-19 is as follows:

Goal # 1 Title: Increase student achievement on Grade 3 & 4 ELA MCAS 2.0
S.M.A.R.T. Goal: By the Spring of 2020 Houghton's ELA scores will show @ least an 8% increase in the # of students scoring in Exceeding & Meeting Expectations as compared to the Spring 2017 MCAS results.

We are ahead of target with results from Spring MCAS 2018 showing Grade 3 ELA improvement of Exceeding Expectations or Meeting Expectations showing 16% increase from spring 2017. Grade 4 ELA scores for the same period showing an increase of 4%.

Goal Title # 2: Expand upon the cultural diversity of children's literature in the Houghton library

S.M.A.R.T. Goal: To prepare to grow as individuals & global citizens, we will increase the number of diverse children's books in the school library by at least 50 texts in each of the next three years. Children will be surveyed each year to determine the impact of this initiative.

This goal has been MET within a two-year period. As a result our SIP goal for library will be altered to include a facelift in the libraries appearance including wall paintings, murals, new furniture, reallocation of space for seating and bookcases. These changes will occur over time. In the meanwhile the goal will include adding to the children's book collection with focus areas on: STEAM, Character Education, Social/Emotional Learning, and Mindfulness.

Goal Title: # 3 Student Emotional Growth and Development

S.M.A.R.T. Goal By June 2020 students will show a 15% in their knowledge and skills in dealing with social/emotional issues as measured by the Houghton Elementary Grade 4 Student Exit Survey as compared by the 2017 baseline results.

Our school prides itself on being a child-centered school with a safe, friendly and respectful environment. We have invested significant time in research-based pedagogical practices and have implemented same with our Five School Values (Respect, Honesty, Cooperation, Responsibility, Kindness) coupled with the Responsive Classroom Philosophy. We implement routines that possess a "commonality of language and consistency of practice" in all classrooms, large group supervisions, and every aspect where our staff interact with children. Administration will often view Responsive Classroom's Morning Meeting in various grades.

Our school psychologist has conducted a series of instructional lessons for all grades, classroom by classroom on respect training and bullying. In addition, she has presented six lessons on Mindfulness for each of our grade classrooms; some of these lessons have been formally observed by administration.

We administered our Grade 4 Children Exit Survey in the later part of May and will compare the results with prior years. We will also compare those results with the District's Panorama Survey

Submitted by Tony Cipro, Principal

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)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation: A town administrator accepts reduced rental payments from developers.

Example of violation: A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions. There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation: A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

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

financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of violation: A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

Example of violation: A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

Example: A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation: An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

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

employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation: A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23(b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example: A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes

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

committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example: A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an “inside track” to further financial opportunities.

Example of violation: Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation: A selectman buys a surplus truck from the town DPW.

Example of violation: A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation: A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission’s Legal Division for advice about a specific situation.

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.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example: While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

Example: A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

* * * * *

This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, <http://www.mass.gov/ethics>, contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 7: Revised November 14, 2016.

* * * * *

To take the online test:

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 activate Adobe Flash. A certificate will generate at the end of the course. Please send that along with the Acknowledgement of Receipt page in your packet to the Town Clerk's Office.

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

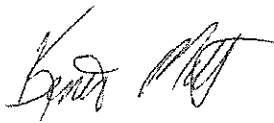
May 24, 2019

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. Your continued commitment to all students, our staff, and the district is much appreciated.

Sincerely yours,

A handwritten signature in black 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

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

May 24, 2019

Ms. Lauren Salmon-Garrett
49 Cook Street
Holden, MA 01520

Dear Lauren:

Please accept my thanks on behalf of the School Committee for your attendance at last evening's meeting and speaking about the importance of advocacy on behalf of all students, staff, and the District as a whole. All you do to support the WRSD is much appreciated.

Sincerely yours,

A handwritten signature in black 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

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

May 24, 2019

Ms. Betsy Wood
360 Holden Street
Holden, MA 01520

Dear Ms. Wood:

Please accept my thanks on behalf of the School Committee for your attendance at last evening's meeting, speaking as a resident and a long time Wachusett teacher. It is the commitment and dedication to our students by our teachers and support staff that make the Wachusett District such a success. Thank you for what you do.

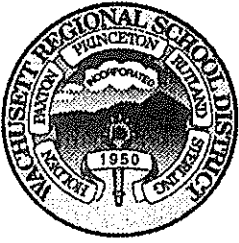
Sincerely yours,

A handwritten signature in black 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



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

May 29, 2019

Ms. Gwyneth MacDonough
29 Ridgewood Road
Holden, MA 01520

Dear Gwyneth:

On behalf of the school district and the School Committee, thank you for taking the time to attend last Thursday's School Committee meeting and to make a brief presentation on your science project. The work you put into your project is impressive and the ease with which you explained your project was amazing. You should be very proud of yourself. I know the Wachusett District is!

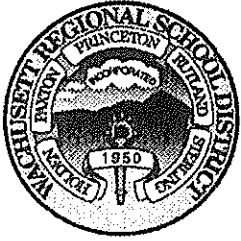
I wish you much luck as you complete your sophomore year, and I wish you continued success as a Wachusett student.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
William Beando, Principal, WRHS
Beth Litterio-Foster, WRHS
Nicholas Guerin, WRHS
Daniel Whitmore, WRHS

DM:rlp



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

May 29, 2019

Ms. Elise Mizerak
26 Greystone Drive
Holden, MA 01520

Dear Elise:

On behalf of the school district and the School Committee, thank you for taking the time to attend last Thursday's School Committee meeting and to make a brief presentation on your science project. The work you put into your project is impressive and the ease with which you explained your project was amazing. You should be very proud of yourself. I know the Wachusett District is!

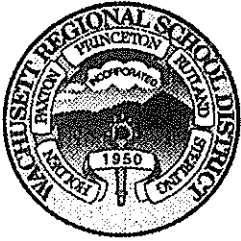
I wish you much luck as you complete your sophomore year, and I wish you continued success as a Wachusett student.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
William Beando, Principal, WRHS
Beth Litterio-Foster, WRHS
Nicholas Guerin, WRHS
Daniel Whitmore, WRHS

DM:rlp



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

May 29, 2019

Ms. Alexa Volfson
99 Bjorklund Avenue
Worcester, MA 01605

Dear Alexa:

On behalf of the school district and the School Committee, thank you for taking the time to attend last Thursday's School Committee meeting and to make a brief presentation on your science project. The work you put into your project is impressive and the ease with which you explained your project was amazing. You should be very proud of yourself. I know the Wachusett District is!

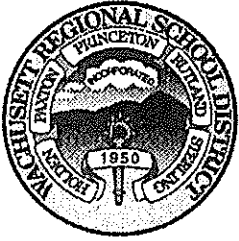
I wish you much luck as you complete your sophomore year, and I wish you continued success as a Wachusett student.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
William Beando, Principal, WRHS
Beth Litterio-Foster, WRHS
Nicholas Guerin, WRHS
Daniel Whitmore, WRHS

DM:rlp



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

May 29, 2019

Ms. Eileen Xu
67 Banbury Lane
Holden, MA 01520

Dear Eileen:

On behalf of the school district and the School Committee, thank you for taking the time to attend last Thursday's School Committee meeting and to make a brief presentation on your science project. The work you put into your project is impressive and the ease with which you explained your project was amazing. You should be very proud of yourself. I know the Wachusett District is!

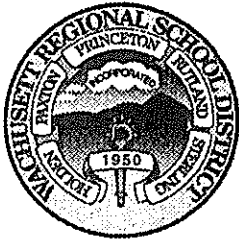
I wish you much luck as you complete your sophomore year, and I wish you continued success as a Wachusett student.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
William Beando, Principal, WRHS
Beth Litterio-Foster, WRHS
Nicholas Guerin, WRHS
Daniel Whitmore, WRHS

DM:rlp



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

May 29, 2019

Ms. Rianna Massoni-Nesman
83 Nichols Street
Jefferson, MA 01522

Dear Rianna:

On behalf of the school district and the School Committee, thank you for taking the time to attend last Thursday's School Committee meeting and to make a brief presentation on your science project. The work you put into your project is impressive and the ease with which you explained your project was amazing. You should be very proud of yourself. I know the Wachusett District is!

I also wish to thank you for serving as a Student Representative on the School Committee, representing the Wachusett student body, especially high school students. You were a wonderful and very welcomed presence at our meetings.

I wish you much luck as you complete your junior year, and I wish you continued success as a Wachusett student.

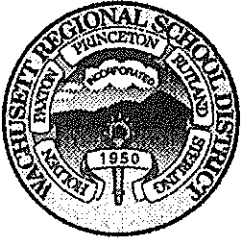
Sincerely,

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

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
William Beando, Principal, WRHS
Beth Litterio-Foster, WRHS
Nicholas Guerin, WRHS
Daniel Whitmore, WRHS

DM:rlp



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

May 29, 2019

Ms. Katherine Schmalz
7 Birch Street
Paxton, MA 01612

Dear Katherine:

On behalf of the school district and the School Committee, thank you for taking the time to attend last Thursday's School Committee meeting and to make a brief presentation on your science project. The work you put into your project is impressive and the ease with which you explained your project was amazing. You should be very proud of yourself. I know the Wachusett District is!

I wish you much luck as you complete your sophomore year, and I wish you continued success as a Wachusett student.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
William Beando, Principal, WRHS
Beth Litterio-Foster, WRHS
Nicholas Guerin, WRHS
Daniel Whitmore, WRHS

DM:rlp

To: Wachusett Regional School District Finance Committee

From: James J. Dunbar, Treasurer

Date: May 30, 2019

Subject: Treasurer's Update – April 2019

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

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

<u>Date</u>	<u>Description</u>	<u>Amount</u>
4/5	Payroll Warrant	\$ 2,070,102.75
4/8	Warrant #25	1,641,711.21
4/19	Payroll Warrant	2,639,478.94
4/22	Warrant #26	28,409.44
4/22	Payroll Warrant	1,013.61
4/25	Warrant # 27	2,396,789.82
4/29	Warrant #28	1,100.55

Our excess general funds are currently earning the following rates:

MMDT	2.62%
Berkshire Bank	0.50%

CASH RECONCILIATION OF CASHBOOK TO GENERAL LEDGER
April 30, 2019

Bank	Account #	Fund	Description	Cashbook 4/30/2019
CHECKING				
Eastern Bank	-7310	001	Payables reconciliation-clearing	240.26
Berkshire Bank	-4534	001	Depository Account	1,394,726.36
Eastern Bank	-0264	001	Payroll Reconciliation	157.90
Fidelity Bank	-1451	050	checking - Paxton	2,516.42
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	2,517.60
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				1,418,919.94
MONEY MARKET				
Berkshire Bank	-2960	022	Cafeteria revolving - Sterling	7,239.28
Leominster Credit Union	-1029	050	WRHS Student Activity Revolving	298,505.87
Berkshire Bank	-3002	023	Middle School Athletic Revolving	111,149.13
TD Banknorth, NA	-1032	001	General Fund	26,743.99
Eastern Bank	-0363	001	General Fund	2,571,996.30
Eastern Bank Debit Card	-6672	001	General Fund	309.81
Eastern Bank Tuition	-7357	001	General Fund	105,772.04
Enterprise Bank	-3225	001	General Fund	39,772.53
Avidia Bank	-8701	001	General Fund	33,200.01
MMDT	-4707	001	Money Market	642,141.61
TOTAL MONEY MARKET				3,856,830.57
SAVINGS				
Cornerstone Bank	-0132	022	Cafeteria revolving - Naquag	3,667.88
Cornerstone Bank	-0140	022	Cafeteria revolving - CTMS	8,395.74
Cornerstone Bank	-1230	022	Cafeteria revolving - Glenwood	6,929.33
Cornerstone Bank	-3092	022	Student Activity - CTMS	29,697.48
Cornerstone Bank	-9535	022	Student Activity - Glenwood	8,754.24
Cornerstone Bank	-3117	022	Student Activity - Naquag	7,897.88
Fidelity Bank	-1908	022	Cafeteria revolving - Princeton	3,931.33
Fidelity Bank	-6479	022	Cafeteria revolving - Paxton	6,862.41
Berkshire Bank	-4569	022	Cafeteria revolving - Dawson	3,405.10
Berkshire Bank	-2944	022	Cafeteria revolving - Davis Hill	4,133.44
Berkshire Bank	-4550	022	Cafeteria revolving - Mayo	5,314.13
Berkshire Bank	-2952	022	Cafeteria revolving - Mountview	9,581.18
Berkshire Bank	-4542	022	Cafeteria revolving - WRHS	200,177.24
Berkshire Bank	-2979	029	Adult Education	71.98
Fidelity Bank	-0736	050	Student Activity Depository	78,065.16
Leominster Credit Union	-6025	050	Student Activity Revolving	162,742.89
Berkshire Bank	-2987	023	Athletic revolving	67,312.90
Berkshire Bank	-2995	023	Athletic transportation	39,143.37
TOTAL SAVINGS				646,083.68
CDs (Investments)				
Leominster Credit Union		60	Atlas	10,794.03
Leominster Credit Union		60	Bailey	2,133.11
Leominster Credit Union		60	Bradshaw	14,465.92
Leominster Credit Union		60	D'Errico	3,506.66
Leominster Credit Union		60	Finochio	8,084.05
Leominster Credit Union		60	Fitzgerald	9,229.86
Leominster Credit Union		60	Green	6,761.65
Leominster Credit Union		60	Griffin	18,662.07
Leominster Credit Union		60	Hayman	3,236.55
Leominster Credit Union		60	Hewson	13,486.66
Leominster Credit Union		60	Lionett	8,141.24
Leominster Credit Union		60	Ljungberg	2,184.75
Leominster Credit Union		60	Naroian	10,900.31
Leominster Credit Union		60	Shailale	4,738.20
Leominster Credit Union		60	Tarkiainen	7,414.18
Leominster Credit Union		60	Thibodeau	4,525.04
Leominster Credit Union		60	Wachusett #2	59,704.90
Leominster Credit Union		60	Wesley	6,058.83
Leominster Credit Union		60	White	1,173.61
TOTAL CDs				195,201.62
OPEB				
Bartholomew and Company	-3593	70	OPEB	10,288.59
TOTAL OPEB				10,288.59
TOTAL				6,107,324.40
Adjusted Cashbook				6,107,324.40
General Ledger				6,107,324.40
Variance				0.00
General Fund Total				4,815,060.81



Wachusett Regional School District

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

From: Robert Berlo, Deputy Superintendent

Date: June 4, 2019

Re: Deputy Superintendent's Report

This month I will share some staff feedback on two of our May professional learning days, the full day on May 13th and the May 24th early release day. May 13th is our annual "build your own PD day" and May 24th was dedicated to working on Domain 2 of the Strategic Plan (Aligned Curriculum).

May 13th Professional Development Day Feedback

Our annual build-your-own-PD Day was held on May 13th at the high school where teachers and administrators from across the district were able to choose from a wide variety of offerings to personalize the day to meet their own individual needs. Overall 57 different courses were offered, with a total of 87 different sessions for staff to choose from. Each session ranged from 2-6 hours in length.

Following the day, participants were asked to provide feedback regarding their experiences through completion of a survey. This survey collected feedback on the overall organization of the event as well as the participants' experiences with their selected sessions.

Each year we use the feedback to revise the process and make changes that we hope will improve the day. This year, 93% of people who responded to the survey indicated that the sign up process was easy or very easy. Last year, 86% of respondents rated it the same, and the previous year this was 78%. Staff are also given the option to share how we can make the sign up process better. This past year, the Curriculum Team worked the WREA-District PD Committee to further refine the process, and the survey results show that this was a successful venture.

Overall, 87% of survey respondents indicated that there was adequate parking and it was easy to navigate, 93% felt the building was clean, and 86% indicated that bathrooms were clean and readily accessible. Only 44% of respondents felt the rooms were comfortable, with the most common complaint being that spaces were too cold, and only 42% felt that the seating was comfortable.

In terms of organization of the day, 95% felt that they had received information in advance, 85% felt the building was well-marked and rooms were labelled to help locate sessions with ease, 55% felt that Central Office personnel were available to answer questions, 92% felt that rooms were set up in advance and sessions began on time, and 70% felt there was adequate time for transitions between sessions.

Finally, 77% of staff rated their presenter as a 4 or 5, which are the top two ratings on the five-point scale we used. All of the results shared here plus the individual comments from the day have been reviewed by the WREA-Administration PD Committee and all presenters have received feedback specific to each of their sessions. The district Curriculum Team will use these results, plus the results from the end of the Professional Development Needs Assessment to build next year's Professional Development Plan.

Feedback from staff on the 2018-19 Strategic Plan work

This year, staff from the middle schools from across the district have been working on Domain 2 of the Strategic Plan, developing an aligned curriculum. Specifically, content specific groups were tasked with developing priority standards and then unpacking these in order to define grade level expectations to ensure consistency across and between grade levels. In addition, these groups were asked to develop common, mastery-level learning outcomes as well as to identify what proficiency looks like in a subject at each grade level.

Staff worked on this over three different sessions, on the November 6th full day and on the March 7th and May 24th early release days. These sessions were led by principals and Central Office staff, and feedback was provided to each group after each working session. At the conclusion of the May 24th session, staff were asked about the professional development they felt their group needed the most to move the work forward towards developing common formative assessments and identifying effective instructional practices (Domains 2 and 3 of the Strategic Plan).

The survey was broken up into two broad areas, professional development to develop team-based collaboration skills, and instructional reflection skills. Under the collaboration skills heading, staff indicated that they would like to see professional development focus on setting team goals & reflecting on results, developing team norms and protocols, amplifying lessons learned across the entire grade-level, conducting team-based, self-directed action research and/or lesson study, and using protocols to set priorities.

Under the heading of instructional reflection skills, staff would like professional development to focus on helping them to identify required state curricular expectations, developing student learning goals, developing a logical sequence of curricular elements, connecting assessments to learning goals, measuring higher order thinking skills, developing proficiency-based assessments, creating valid and reliable assessments, identifying common areas of mastery and misunderstanding, and differentiating lessons.

Although a long list, the items are specific and can be tailored to each group. The middle school principals and the Curriculum Team will meet over the summer to plan out the next steps with this initiative.

The middle school principals also stepped up to share this work with their colleagues at the last Principal Leadership Team meeting recently, and answered a variety of questions about implementation and support of staff. Thank you to Tammy Bolye, David Cornacchioli, Erik Githmark, Chris LaBreck, and Shawn Rickan for this. In addition to the work detailed here at the middle grades, the high school has begun this same work, and the elementary grades will begin this work next year.



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Attachment B
June 7, 2019

TO: Business/Finance Subcommittee
THROUGH: Darryll McCall, Superintendent of Schools
FROM: Daniel Deedy, Director of Business and Finance
RE: Material for June 10, 2019 Meeting
DATE: June 6, 2019

Attached are materials for Monday's Business/Finance Subcommittee Meeting. I will see you Monday evening @ 6:00 pm in the Media Center at WRHS.

Attachments

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

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

Business/Finance Subcommittee

Monday, June 10, 2019
6:00 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Agenda

- I. Call to Order
- II. Approval of Minutes of May 21, 2019 Meeting
- III. District Treasurer – Annual Evaluation and Contract Renewal
- IV. Update on Medicaid Reimbursements
- V. Staff Restructuring Plan
- VI. FY19 Budget Update
 - 1. Budget Transfers
- VII. Next Meeting
- VIII. Old Business
- IX. New Business
- X. Adjournment

Business/Finance Subcommittee

Monday, June 10, 2019
6:00 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Executive Summary

- I. **Call to Order:**
- II. **Approval of Minutes of May 21, 2019 Meeting:**
Meeting Minutes of the May 21, 2019 Meeting will be reviewed.
- III. **District Treasurer – Annual Evaluation and Contract Renewal:** Mr. Jim Dunbar, the District's Treasurer, will attend the first part of Monday's meeting to discuss his review for FY19. Please see **Attachment A** which is a copy of his evaluation discussed at the May 21, 2019. Please see **Attachment B** which is a copy of his proposed goals for FY20 as requested by the Committee.
- IV. **Update on Medicaid Reimbursements:** The District's Medicaid receipts will fall short of the benchmark for FY19 by \$390,051 as a result of the FY18 Cost Report filing. The District will not receive its 4th quarter reimbursement given the fact a number of claims were disallowed from the FY18 Cost Report. This results in a variance of approximately \$90,000. This balance of \$90,000 will be accounted for in FY20 with adjustments in the Quarterly reimbursements by Mass Health effective September 2019. Also, given the adjustments to the FY18 Cost Report, similar adjustments will be made to the FY19 Cost Report. Those adjustments, unknown at this time, will impact revenues in FY20. This will be a critical to the discussion with UMASS during the summer months to determine the exact value of revenues in FY20.

Medicaid Governance: The District has scheduled meetings with UMASS starting on June 19 with additional meetings scheduled for July 24 and August 21. The agenda will include a review of the reporting process for FY20 and a discussion of next steps. UMASS will bring to the meetings the 3 to 4 staff working closely with the WRSD. WRSD representatives will include the Daniel Deedy, Carol Hume, and the new Administrator of Special Education. Mr. Deedy and the new Administrator of Special Education will assume the lead here.

On a temporary basis, Mrs. Carol Hume and Mr. Deedy have been working together to develop a plan of action around training. Mrs. Hume, the new Administrator of Special Education, the District's overseer of Random Moments of Time Study and a possible consultant dedicated to Medicaid (still to be hired) will provide checks and balances moving forward. The WREA and the District will also work together on how to best provide time to its membership for proper Medicaid documentation to be completed. Finally, the District is also looking to hire a consultant to assist and support its work with Medicaid as noted above.

Attachment C is a listing of year to date trainings.

FY20 Medicaid Shortfall: The District is not prepared as of this writing to identify a definitive number. However, the District is aware per conversations with Mass. Health that \$90,000.00 will be deducted from next year's Quarterly payments. Also, given the timing of the problem in FY19 (April 2019), the District missed the window of opportunity to make amendments for the FY19 Quarterly Report for the first three quarters. That said, FY20 Medicaid revenues (driven by the FY19 Cost Report) will be less than anticipated.

V. **Staff Restructuring Plan:** Administration will speak to this item on Monday evening.

VI. **FY19 Budget Update:**

- **FY19 Budget to Actual Update:** Please see **Attachment D**, FY19 Revenue Budget Report dated June 3, 2019 printed from the MUNIS accounting software and **Attachment E**, FY19 Revenue Budget Report dated June 3, 2019 converted to Excel. In this Excel document, Mr. Deedy has projected revenues for the balance of the fiscal year.

As discussed at the last Business and Finance Subcommittee Meeting, the District was informed by Commonwealth Medicine located at the University of Massachusetts Medical School, Medicaid receipts for FY19 would be much less than anticipated. This is the end result of a Federal audit of claims made by the District and processed through UMASS. As noted above, FY19 Medicaid receipts will fall short of the benchmark by \$390,051. Miscellaneous Revenue which is primarily receipts for Special Education transportation cost shares, will also fall below the benchmark by an estimated amount of \$177,200.

Please see **Attachment F**, a year to date budget report printed on June 3, 2019. As in previous months, Mr. Deedy ran this report by the DESE Function Code. **Attachment G** includes the same information but projects additional costs for the fiscal year and projected savings. Mr. Deedy will speak to the various adjustments that will leave the District with a positive balance at the conclusion of FY19.

- **FY19 Budget Transfers:** Please **Attachment H**, a budget report by Appropriation dated June 3, 2019. Mr. Deedy has prepared several budget transfers between Appropriations requesting initial approval from the Business and Finance Subcommittee to be brought forward to the full School Committee on June 10, 2019. The transfers are listed below: Please see **Attachment I** for the transfer requests.

Motion: To recommend to the full School Committee a budget transfer of \$100,000 from the Salaries and Stipends Appropriation to the Benefits and Insurance Appropriation.

Motion: To recommend to the full School Committee a budget transfer of \$75,000 from the Transportation Appropriation to the Benefits and Insurance Appropriation.

Motion: To recommend to the full School Committee a budget transfer of \$40,000 from the Operations and Maintenance Appropriation to the Benefits and Insurance Appropriation

VII. Next Meeting:

VIII. Old Business: Administration has surveyed end users of the Districts buildings and grounds. Attached are the results of its dialogue with this group relative to a potential increase in the fee schedule. Please see **Attachment J**. The District would like to discuss this data at the next meeting.

The District continues to move forward with work on the replacement of the turf field at Wachusett Regional High School. Attached is a copy of the Schedule of Deliverables prepared by the vendor – FieldTurf – for the District. Please see **Attachment K**. Below is a quick snapshot of work done or to be done.

- ✓ May 28, 2019: Planning Meeting @ WRHS held.
- ✓ May 31, 2019: Field Turf submits Schedule of Deliverables to the District.
- ✓ June 5, 2019: District reviews plans.
- ✓ June 6, 2019: Notice in *Landmark* regarding construction project.
- ✓ June 14, 2019: Once Call to WRHS community regarding project.
- ✓ June 17, 2019: Construction staging @ WRHS; signs posted.
- ✓ June 18, 2019: First of weekly construction meetings.
- ✓ June 30, 2019: First progress payment made.
- ✓ July 2019: Ongoing construction; weekly construction meetings on Tuesday mornings.
- ✓ July 31, 2019: Substantial completion.
- ✓ July 31, 2019: Second progress payment.
- ✓ August 5, 2019: District assumes activity on field.
- ✓ December 2019: Final payment made to vendor per IFB and contract.

IX. New Business:

X. Adjournment:

James Dunbar, District Treasurer
Wachusett Regional School District
2018-2019

The annual evaluation of the Wachusett Regional School District Treasurer is to be completed in consideration of the District Treasurer's job description, applicable School Committee Policies, the Massachusetts Collectors and Treasurers Association Treasurer's Handbook, the Annual Financial Audit, and goals from the prior year's evaluation.	
Area of Responsibility	Rating
1) Manage investments of excess available funds for optimum return for District.	Exceeds Expectations
<p><u>Description of Duties:</u> Mr. Dunbar is very knowledgeable and highly skilled in depository and investment requirements and assumes responsibility for the safeguarding and investing of district funds up to \$8.5 million, with six (6) banks and almost fifty (50) bank accounts; Mr. Dunbar works with local Town Treasurers on minor adjustments to the assessment payment schedule when necessary and with the District's Financial Advisor regarding financial investments. Mr. Dunbar is in constant communication with the Business Office regarding when to release Warrant payments after appropriate signatures have been document. He coordinates disbursements on a timely basis to maximize investment return. This is noted particularly this year.</p> <p><u>Review of Current Year:</u> Mr. Dunbar positioned funds into a higher interest bearing account which resulted as of this writing (May 14, 2019) in a significant increase in interest income to date. Mr. Dunbar has worked diligently with the new Director of Business and Finance in the transition to a regional district from a municipal district. Mr. Dunbar has been very helpful also in discussing financing options for the high school turf field project.</p> <p><u>Goals for Next Year:</u> Continue to position funds in high yield accounts for maximum investment gain. Continue transition with the Director of Business and Finance.</p>	
2) Reconcile cashbook to general ledger and report therein.	Meet Expectations
<p><u>Description of Duties:</u> Mr. Dunbar maintains a monthly cashbook of receipts, disbursements and cash balances. He reconciles bank statements and the cash activity reports provided by the Supervisor of Accounts Payable and Payroll.</p> <p><u>Review of Current Year:</u> Mr. Dunbar has regularly developed monthly Cashbook in addition to MUNIS cash balance reports.</p> <p><u>Goals for Next Year:</u> Mr. Dunbar will continue to provide monthly Treasurer's Cashbook Reports.</p>	
3) Prepare and distribute the assessment letters to the towns.	Meets Expectations
<p><u>Description of Duties:</u> Mr. Dunbar coordinates with the Director of Business and Finance the Assessment letters which are sent each year to the Member Towns. Mr. Dunbar contacts each Town Treasurer to answer any questions about the Assessments if necessary. Mr. Dunbar also insures that payment invoices are sent to each Town 30-days in advance of when payments are due. Mr. Dunbar is incredibly attentive to the District's cash management needs.</p> <p><u>Review of Current Year:</u> Mr. Dunbar worked closely with the Director of Business and Finance and the Supervisor of Accounts Payable and Payroll to insure Assessment letters were processed in a timely manner. He carefully monitored cash flow to insure there were no issues when several Warrants were run outside the normal Warrant schedule.</p> <p><u>Goals for Next Year:</u> Mr. Dunbar will continue to work with the Town Treasurer's, the Director of Business and Finance and Supervisor of Accounts Payable and Payroll to issue five (5) Assessment Letters and twenty (20) payment notices on a timely basis in order to closely manage the District's cash flow.</p>	
4) Participate in the annual audit conference with the external auditors; comment on findings in the Management Letter that pertain to Treasury function.	Meets Expectations
<p><u>Description of Duties:</u> Mr. Dunbar meets with the auditors each year to review the Cashbook and all monthly bank statements.</p>	

Review of Current Year:

Mr. Dunbar is reviewing the auditor's recommendations from the recently completed audit suggesting a Treasury back-up. This review began in May 2019.

Goals for Next Year:

Mr. Dunbar will work with the Director of Business and Finance to develop a strategy for a Treasury back-up. He will also work to update where necessary the AP Warrant process, purchasing/credit cards, Student Activity Account Warrants, payroll taxes and other Treasury reports.

Area of Responsibility	Rating
5) Review and approve all external financial reports including quarterly cash and payroll returns in conformance with School Committee policy and state and federal law.	Meets Expectations
<p><u>Description of Duties:</u> Mr. Dunbar provides the School Committee with a monthly Treasurer's Report which includes a running balance of all general fund cash accounts. Mr. Dunbar coordinates with payroll to insure employee deductions and matching contributions are forwarded to the IRS via Form 941 each quarter. He works closely with the Supervisor of Accounts Payable and Payroll on the Quarterly Treasurer's Cash Reconciliation and annual DOR reports. He coordinates with the Business Office the distribution of W-2's and 1099's. He works closely with the District's Financial Advisor and as needed, provides information to rating service bureaus.</p> <p><u>Review of Current Year:</u> Mr. Dunbar worked closely with the District's Director of Business and Finance on completion and submittal of the FY18 Excess and Deficiency report to the DOR. He submitted on a timely manner detailed monthly Treasurer's Reports. He was instrumental in making key adjustments in the District's investment strategies to realize much needed additional cash.</p> <p><u>Goals for Next Year:</u> Mr. Dunbar will continue to review market conditions for targeted but safe investments. He will continue to closely manage cash flow while concurrently maximizing investments.</p>	
6) Responsiveness to District Administration and the fostering of working relationship while maintaining independence.	Meets Expectations
<p><u>Description of Duties:</u> Mr. Dunbar will be accessible to Business Office staff either in person or via the phone and email.</p> <p><u>Review of Current Year:</u> Mr. Dunbar is incredibly prompt in returning calls, emails or requests to visit the office. He is thorough and will always make a recommendation when asked for one. He assisted several new principals with establishing Student Activity Account procedures with local banks in a prompt manner.</p> <p><u>Goals for Next Year:</u> Mr. Dunbar will assist the Director of Business and Finance with the roll out of a manual relative to the administration of Student Activity Accounts. He will serve as an invaluable resource to provide end users with guidance when necessary on the management of Student Activity Accounts.</p>	
Overall Evaluation and goals for next year.	Meets Expectations
It is a pleasure to work with Mr. Dunbar. He is a quality, highly skilled, well-respected professional. The District is fortunate to have a man of his caliber and integrity. I welcome the opportunity to learn from him and work with him in the following fiscal year.	
Treasurer's Comments:	

District Treasurer	Date
Director of Business & Finance	Date
Chair of Business/Finance Sub-committee	Date

Narrative Evaluation

Attachment B

James Dunbar, District Treasurer
Wachusett Regional School District
DRAFT GOALS 2019-2020

The annual evaluation of the Wachusett Regional School District Treasurer is to be completed in consideration of the District Treasurer's job description, applicable School Committee Policies, the Massachusetts Collectors and Treasurers Association Treasurer's Handbook, the Annual Financial Audit, and goals from the prior year's evaluation.

Area of Responsibility	Rating
1) Manage investments of excess available funds for optimum return for District.	
<u>Goals for Next Year:</u> Continue to position funds in high yield accounts for maximum investment gain. Continue transition with the Director of Business and Finance.	
2) Reconcile cashbook to general ledger and report therein.	
<u>Goals for Next Year:</u> Mr. Dunbar will continue to provide detailed, monthly Treasurer's Cashbook Reports.	
3) Prepare and distribute the assessment letters to the towns.	
<u>Goals for Next Year:</u> Mr. Dunbar will continue to work with the Town Treasurer's, the Director of Business and Finance and Supervisor of Accounts Payable and Payroll to issue five (5) Assessment Letters and twenty (20) payment notices on a timely basis in order to closely manage the District's cash flow.	
4) Participate in the annual audit conference with the external auditors; comment on findings in the Management Letter that pertain to Treasury function.	
<u>Goals for Next Year:</u> Mr. Dunbar will work with the Director of Business and Finance to develop a strategy for a Treasury back-up. He will also work to update where necessary the AP Warrant process, purchasing/credit cards, Student Activity Account Warrants, payroll taxes and other Treasury reports.	

Area of Responsibility	Rating
5) Review and approve all external financial reports including quarterly cash and payroll returns in conformance with School Committee policy and state and federal law.	
<u>Goals for Next Year:</u> Mr. Dunbar will continue to review market conditions for targeted but safe investments. He will continue to closely manage cash flow while concurrently maximizing investments.	
6) Responsiveness to District Administration and the fostering of working relationship while maintaining independence.	
<u>Goals for Next Year:</u> Mr. Dunbar will assist the Director of Business and Finance with the roll out of a manual relative to the administration of Student Activity Accounts. He will serve as a resource to provide end users with guidance when necessary on the management of Student Activity Accounts.	
Overall Evaluation and goals for next year.	
Treasurer's Comments:	

District Treasurer	Date
Director of Business & Finance	Date
Chair of Business/Finance Sub-committee	Date

Medicaid Training

WRSD Summary of 2018-2019 Medicaid Training

Presented by the Executive Office of Health & Human Services - MASS Health & UMASS Medical, March 2019

All WRSD participants were provided with the PPT and handouts.
Carol Hume Coordinator of Special ED attended all trainings via livestream.

May 13th Occupational/Physical Therapy Training
8:30-12:00 OT/COTA & PT/PTA @ CO Curriculum Center livestream

May 14th Mental/Behavioral Health Training
8:30-11:30 School Psychologists/Counselors livestream at their schools

May 21st Applied Behavior Analysis Training
8:30-11:30 ABA Coordinator & BCBA attended at UMASS Shrewsbury

May 23rd Nursing Training
8:30-11:30 WRSD Nurse Coordinator, Sandra Berquist attended at UMASS Shrewsbury

May 23rd Speech-Language Pathology Services
1:00-4:00 SLP/SLPA attended @ CO Curriculum Center livestream

May 24th Follow up training with nurses @ MTV 1:00-3:00 with Susan Dadah & Carol Hume

In addition, the District is collecting questions from staff who attended trainings and have planned for UMASS to meet with the District's representatives at the start of the 2019-2020 school year for further training and consultation.

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FY19 REVENUE REPORT 6.3.19P 1
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FOR 2019 99

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001 GENERAL FUND						
0000 UNDESIGNATED						
001 401412 GF MIN LOCAL CONT -	-18,233,370	0	-18,233,370	-13,675,027.50	-4,558,342.50	75.0%
001 401413 GF MIN LOCAL CONT -	-4,217,007	0	-4,217,007	-4,217,007.00	.00	100.0%
001 401414 GF MIN LOCAL CONT -	-3,481,413	0	-3,481,413	-3,481,413.00	.00	100.0%
001 401415 GF MIN LOCAL CONT -	-6,954,143	0	-6,954,143	-5,215,607.25	-1,738,535.75	75.0%
001 401416 GF MIN LOCAL CONT -	-7,944,064	0	-7,944,064	-5,958,048.00	-1,986,016.00	75.0%
001 401422 GF OPER - HOLDEN	-6,787,692	0	-6,787,692	-5,090,769.00	-1,696,923.00	75.0%
001 401423 GF OPER - PAXTON	-1,427,545	0	-1,427,545	-1,427,545.00	.00	100.0%
001 401424 GF OPER - PRINCETON	-932,016	0	-932,016	-932,016.00	.00	100.0%
001 401425 GF OPER - RUTLAND	-3,472,920	0	-3,472,920	-2,604,690.00	-868,230.00	75.0%
001 401426 GF OPER - STERLING	-2,332,149	0	-2,332,149	-1,749,111.75	-583,037.25	75.0%
001 401432 GF TRANS ASSESS - HQ	-2,004,018	0	-2,004,018	-1,503,013.50	-501,004.50	75.0%
001 401433 GF TRANS ASSESS - PA	-421,473	0	-421,473	-421,473.00	.00	100.0%
001 401434 GF TRANS ASSESS - PR	-275,171	0	-275,171	-275,171.00	.00	100.0%
001 401435 GF TRANS ASSESS - RU	-1,025,355	0	-1,025,355	-769,016.25	-256,338.75	75.0%
001 401436 GF TRANS ASSESS - ST	-688,551	0	-688,551	-516,413.25	-172,137.75	75.0%
001 401442 GF DEBT ASSESS- HOLD	-1,061,967	0	-1,061,967	-796,476.00	-265,491.00	75.0%
001 401443 GF DEBT ASSESS- PAXT	-247,436	0	-247,436	-247,436.00	.00	100.0%
001 401444 GF DEBT ASSESS- PRIN	-175,270	0	-175,270	-175,270.00	.00	100.0%
001 401445 GF DEBT ASSESS- RUTL	-610,209	0	-610,209	-457,657.50	-152,551.50	75.0%
001 401446 GF DEBT ASSESS- STER	-378,975	0	-378,975	-284,232.00	-94,743.00	75.0%
001 401450 GF CHAP 70 - REG SCH	-27,472,242	0	-27,472,242	-23,082,660.00	-4,389,582.00	84.0%
001 401451 GF CHAP 71 - REG SCH	-2,426,365	0	-2,426,365	-955,975.00	-1,470,390.00	39.4%
001 401452 GF CHAP 70 - CHARTER	-50,578	0	-50,578	-26,408.00	-24,170.00	52.2%
001 401453 GF TXFR - SCHOOL CHO	0	0	0	.00	.00	.0%
001 401454 GF TXFR - UNRESERVED	-150,000	0	-150,000	.00	-150,000.00	.0%
001 401455 GF - MEDICAID	-987,523	0	-987,523	-597,472.22	-390,050.78	60.5%
001 401460 GF INTEREST	-12,750	0	-12,750	-68,193.54	55,443.54	534.9%
001 401462 GF REVENUE - MISCELL	-439,250	0	-439,250	-193,388.02	-245,861.98	44.0%
001 401464 GF REVENUE - INSUR R	0	0	0	.00	.00	.0%
001 401466 GF PREMIUM - RAN	0	0	0	.00	.00	.0%
001 401468 GF REVENUE - MSBA RE	0	0	0	.00	.00	.0%
001 427100 GF REV - TRANSFER IN	0	0	0	.00	.00	.0%
TOTAL UNDESIGNATED	-94,209,452	0	-94,209,452	-74,721,489.78	-19,487,962.22	79.3%
5400 SHORT-TERM INTEREST						
AFC784 401466 GF PREM - REV ANT	0	0	0	.00	.00	.0%
TOTAL SHORT-TERM INTEREST	0	0	0	.00	.00	.0%



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Wachusett Regional School District
FY19 REVENUE REPORT 6.3.19

P 2
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FOR 2019 99

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL GENERAL FUND	-94,209,452	0	-94,209,452	-74,721,489.78	-19,487,962.22	79.3%
TOTAL REVENUES	-94,209,452	0	-94,209,452	-74,721,489.78	-19,487,962.22	
GRAND TOTAL	-94,209,452	0	-94,209,452	-74,721,489.78	-19,487,962.22	79.3%

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



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Wachusett Regional School District
FY19 REVENUE REPORT 6.3.19

P 3
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REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	5	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:

FY19 REVENUE REPORT 6.3.19

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: N

Include requisition amount: N

Print Revenues-Version headings: Y

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2019/1

To Yr/Per: 2019/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2019/99

Print MTD Version: N

Roll projects to object: N

Carry forward code: 2

Find Criteria

Field Name	Field Value
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Fund	001
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Location

Department

Category

Dept of Ed

Appropriate

Prog

Bud

Character Code

Org

Object

Project

Account type	Revenue
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Wachusett Regional School District
FY19 REVENUE REPORT 6.3.19

P 4
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REPORT OPTIONS

Account status
Rollup Code

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE
001 -00-000-000-0000-0-401412- -	GF MIN LOCAL CONT - HOLDEN	-18,233,370	0	-18,233,370	-13,675,028	-4,558,343
001 -00-000-000-0000-0-401413- -	GF MIN LOCAL CONT - PAXTON	-4,217,007	0	-4,217,007	-4,217,007	0
001 -00-000-000-0000-0-401414- -	GF MIN LOCAL CONT - PRI	-3,481,413	0	-3,481,413	-3,481,413	0
001 -00-000-000-0000-0-401415- -	GF MIN LOCAL CONT - RUTLAND	-6,954,143	0	-6,954,143	-5,215,607	-1,738,536
001 -00-000-000-0000-0-401416- -	GF MIN LOCAL CONT - STERLING	-7,944,064	0	-7,944,064	-5,958,048	-1,986,016
001 -00-000-000-0000-0-401422- -	GF OPER - HOLDEN	-6,787,692	0	-6,787,692	-5,090,769	-1,696,923
001 -00-000-000-0000-0-401423- -	GF OPER - PAXTON	-1,427,545	0	-1,427,545	-1,427,545	0
001 -00-000-000-0000-0-401424- -	GF OPER - PRINCETON	-932,016	0	-932,016	-932,016	0
001 -00-000-000-0000-0-401425- -	GF OPER - RUTLAND	-3,472,920	0	-3,472,920	-2,604,690	-868,230
001 -00-000-000-0000-0-401426- -	GF OPER - STERLING	-2,332,149	0	-2,332,149	-1,749,112	-583,037
001 -00-000-000-0000-0-401432- -	GF TRANS ASSESS - HOLDEN	-2,004,018	0	-2,004,018	-1,503,014	-501,005
001 -00-000-000-0000-0-401433- -	GF TRANS ASSESS - PAXTON	-421,473	0	-421,473	-421,473	0
001 -00-000-000-0000-0-401434- -	GF TRANS ASSESS - PRINCETON	-275,171	0	-275,171	-275,171	0
001 -00-000-000-0000-0-401435- -	GF TRANS ASSESS - RUTLAND	-1,025,355	0	-1,025,355	-769,016	-256,339
001 -00-000-000-0000-0-401436- -	GF TRANS ASSESS - STERLING	-688,551	0	-688,551	-516,413	-172,138
001 -00-000-000-0000-0-401442- -	GF DEBT ASSESS- HOLDEN	-1,061,967	0	-1,061,967	-796,476	-265,491
001 -00-000-000-0000-0-401443- -	GF DEBT ASSESS- PAXTON	-247,436	0	-247,436	-247,436	0
001 -00-000-000-0000-0-401444- -	GF DEBT ASSESS- PRINCETON	-175,270	0	-175,270	-175,270	0
001 -00-000-000-0000-0-401445- -	GF DEBT ASSESS- RUTLAND	-610,209	0	-610,209	-457,658	-152,552
001 -00-000-000-0000-0-401446- -	GF DEBT ASSESS- STERLING	-378,975	0	-378,975	-284,232	-94,743
001 -00-000-000-0000-0-401450- -	GF CHAP 70 - REG SCHOOL AID	-27,472,242	226,955	-27,699,197	-23,082,660	-4,616,537
001 -00-000-000-0000-0-401451- -	GF CHAP 71 - REG SCHOOL TRANS	-2,426,365	(170,390)	-2,255,975	-955,975	-1,300,000
001 -00-000-000-0000-0-401452- -	GF CHAP 70 - CHARTER REIMBURSE	-50,578	(19,130)	-31,448	-26,408	-5,040
001 -00-000-000-0000-0-401454- -	GF TXFR - UNRESERVED E&D	-150,000	0	-150,000	0	-150,000
001 -00-000-000-0000-0-401455- -	GF - MEDICAID	-987,523	(390,051)	-597,472	-597,472	0
001 -00-000-000-0000-0-401460- -	GF INTEREST	-12,750	57,250	-70,000	-68,194	-1,806
001 -00-000-000-0000-0-401462- -	GF REVENUE - MISCELLANEOUS	-439,250	(177,200)	-262,050	-193,388	-68,662
Total 001 GENERAL FUND		-94,209,452	(472,566)	-93,736,886	-74,721,490	-19,015,396
Revenue Total		-94,209,452	(472,566)	-93,736,886	-74,721,490	-19,015,396

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P 1
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FOR 2019 99

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
1110 SCHOOL COMMITTEE	11,639	515	12,154	9,659.64	5,336.50	-2,842.24	123.4%
1210 SUPERINTENDENT	267,239	6,542	273,781	257,958.77	20,276.26	-4,454.40	101.6%
1230 OTHER DIST-WIDE ADMINISTRATION	530,164	65,776	595,941	548,254.14	46,800.10	886.28	99.9%
1410 BUSINESS & FINANCE	587,531	-32,621	554,910	519,771.38	90,492.50	-55,354.32	110.0%
1420 HUMAN RESOURCES & BENEFITS	279,484	348	279,832	265,426.78	20,413.55	-6,008.24	102.1%
1430 LEGAL SERVICE FOR SCH COM	74,540	0	74,540	53,824.35	14,675.65	6,039.55	91.9%
1435 LEGAL SETTLEMENTS	25,944	-25,944	0	.00	.00	.00	.0%
1450 DIST-WIDE INFORM MGMT & TECH	415,157	25,853	441,010	428,404.69	11,425.00	1,180.70	99.7%
2110 CURRICULUM DIRECTORS (SUPERV)	788,700	14,565	803,265	725,494.51	72,889.32	3,880.70	99.5%
2120 DEPARTMENT HEADS (NON-SUPERV)	105,133	-2,705	102,428	78,790.59	23,637.18	.00	100.0%
2200 PAYROLL (BUDGET)	625,493	-625,493	0	.00	.00	.00	.0%
2210 SCHOOL LEADERSHIP-BUILDING	4,192,130	-126,564	4,065,566	3,506,917.53	546,220.92	12,427.63	99.7%
2220 SCHOOL CUR/DEPT HEAD-BUILDING	183,833	94,256	278,089	240,754.97	37,334.26	.00	100.0%
2250 SCHOOL BUILDING TECHNOLOGY	455,086	1,819	456,905	429,644.80	36,400.74	-9,140.74	102.0%
2305 TEACHERS, CLASSROOM	36,174,260	-174,354	35,999,906	27,963,300.27	8,029,555.15	7,050.08	100.0%
2320 MEDICAL/THERAPEUTIC SERVICES	2,443,987	-12,535	2,431,452	1,826,347.53	578,943.52	26,161.09	98.9%
2324 SUBSTITUTE TEACHER LONG TERM	63,554	24,955	88,509	79,010.00	.00	9,499.00	89.3%
2325 SUBSTITUTE TEACHERS	518,682	-2,207	516,475	460,663.07	.00	55,811.92	89.2%
2330 NON-CLERICAL PARAPROFESSIONALS	6,404,985	476,788	6,881,773	6,398,257.22	483,697.12	-181.35	100.0%
2340 LIBRARIANS & MEDIA CENTER DIR	148,262	-52,490	95,773	78,765.96	17,385.90	-378.98	100.4%
2355 SUB FOR TEACHER @ PD	607	-154	453	.00	.00	453.23	.0%
2356 PROF DEV TEACHER EXPENSES	175,655	-17,829	157,826	101,361.20	12,734.96	43,730.24	72.3%
2358 PROF DEV CONTRACTED SERVICES	3,717	0	3,717	13,670.50	220.00	-10,173.50	373.7%
2410 TEXTBOOKS & RELATED MATERIALS	613,489	144	613,633	593,132.40	20,484.04	16.50	100.0%
2415 OTHER INSTRUCTIONAL MATERIALS	16,475	-1,128	15,347	15,250.29	26.88	70.31	99.5%
2420 INSTRUCTIONAL EQUIPMENT	0	11,367	11,367	11,366.65	.00	.00	100.0%
2430 GENERAL SUPPLIES	318,110	-21,212	296,899	288,242.26	3,002.95	5,653.36	98.1%
2440 OTHER INSTRUCTIONAL SERVICES	3,061	0	3,061	1,574.44	.00	1,487.03	51.4%
2451 CLASSROOM INSTRUCTIONAL TECHNO	55,531	-50,504	5,026	2,830.92	.00	2,195.54	56.3%
2455 INSTRUCTIONAL SOFTWARE	0	2,400	2,400	2,395.00	.00	5.00	99.8%
2710 GUIDANCE & ADJUST COUNSELORS	882,252	35,119	917,371	721,886.70	191,742.15	3,741.67	99.6%
2720 TESTING & ASSESSMENT	4,688	2,231	6,918	6,678.01	.00	240.17	96.5%
2800 PSYCHOLOGICAL SERVICES	1,252,388	-34,811	1,217,578	975,404.37	255,091.62	-12,918.31	101.1%
3200 MEDICAL/HEALTH SERVICES	1,060,906	27,994	1,088,900	861,024.90	223,268.07	4,606.54	99.6%
3300 TRANSPORTATION SERVICES	6,840,933	0	6,840,933	5,812,908.17	892,473.63	135,551.20	98.0%
3400 FOOD SERVICES	41,282	-887	40,395	40,246.55	.00	148.54	99.6%
3510 ATHLETICS	538,859	-17,567	521,292	425,281.13	101,917.23	-5,905.93	101.1%
3520 OTHER STUDENT ACTIVITIES	73,277	358	73,635	34,500.62	30,026.44	9,108.24	87.6%
3600 SCHOOL SECURITY	27,288	0	27,288	30,000.00	10,000.00	-12,712.00	146.6%
4110 CUSTODIAL SERVICES	2,753,281	76,950	2,830,231	2,653,503.30	202,890.28	-26,162.63	100.9%

06/03/2019 12:50
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 Wachuset Regional School District
 FY19 BUDGET REPORT DESE FC 6.3.19

 P 2
 glytdbud

FOR 2019 99

	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4120 HEATING OF BUILDINGS	865,571	0	865,571	677,812.69	21,729.63	166,028.51	80.8%
4130 UTILITY SERVICES	1,287,851	0	1,287,851	1,025,422.57	189,841.86	72,586.22	94.4%
4210 MAINTENANCE OF GROUNDS	447,555	0	447,555	296,862.04	106,110.51	44,581.98	90.0%
4220 MAINTENANCE OF BUILDINGS	761,109	4,146	765,255	870,864.37	40,290.63	-145,899.74	119.1%
4230 MAINTENANCE OF EQUIPMENT	11,330	0	11,330	2,794.73	.00	8,535.51	24.7%
4300 EXTRAORDINARY MAINTENANCE	219,003	0	219,003	185,502.84	34,684.99	-1,185.16	100.5%
4400 NETWORKING & TELECOMMUNICATIONS	112,595	29,607	142,202	137,663.38	1,214.09	3,324.14	97.7%
5100 EMPLOYER RETIREMENT CONTRIB	2,720,128	0	2,720,128	2,560,879.04	156,337.96	2,911.00	99.9%
5200 INSURANCE FOR ACTIVE EMPLOYEES	9,155,746	126,982	9,282,728	10,204,892.34	11,590.30	-933,754.90	110.1%
5250 INSURANCE FOR RETIRED EMPLOYEE	2,439,247	0	2,439,247	2,228,941.96	171,474.36	38,830.68	98.4%
5260 OTHER NON EMPLOYEE INSURANCE	248,305	0	248,305	228,380.03	4,832.77	15,092.20	93.9%
5300 RENTAL-LEASE EQUIPMENT	301,496	146,802	448,299	393,905.67	43,095.70	11,297.24	97.5%
5350 RENTAL-LEASE BUILDINGS	5	0	5	5.00	.00	.00	100.0%
5500 OTHER FIXED CHARGES	35,358	1,833	37,190	32,565.92	3,114.00	1,510.55	95.9%
5550 CROSSING GUARDS	54,355	-620	53,735	50,816.02	3,001.58	-82.88	100.2%
8100 DEBT RETIREMENT/SCH CONST	1,895,000	2,275	1,897,275	1,895,000.00	.00	2,275.26	99.9%
8200 DEBT SERVICE/SCH CONST	578,856	0	578,856	456,256.26	122,600.00	-26	100.0%
9100 TUITION TO MASS SCHOOLS	1,227,260	16,379	1,243,639	898,831.70	131,688.63	213,118.84	82.9%
9110 SCHOOL CHOICE TUITION	654,287	0	654,287	589,780.00	.00	64,507.00	90.1%
9120 TUITION TO MA CHARTER SCHOOLS	527,418	0	527,418	368,676.00	.00	158,742.00	68.9%
9300 TUITION TO NON-PUBLIC SCHOOLS	1,437,411	14,015	1,451,426	1,699,013.37	469,100.92	-716,687.99	149.4%
9400 TUITION TO COLLABORATIVES	271,964	-10,394	261,570	135,719.80	.00	125,849.73	51.9%
TOTAL GENERAL FUND	94,209,451	0	94,209,451	81,404,089.34	13,490,069.85	-684,708.19	100.7%
GRAND TOTAL	94,209,451	0	94,209,451	81,404,089.34	13,490,069.85	-684,708.19	100.7%

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

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Wachusett Regional School District
FY19 BUDGET REPORT DESE FC 6.3.19

P 3
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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	5	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:

FY19 BUDGET REPORT DESE FC 6.3.19

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2019/1

To Yr/Per: 2019/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2019/99

Print MTD Version: N

Roll projects to object: N

Carry forward code: 2

Find Criteria

Field Name	Field Value
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Fund	001
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Location

Department

Category

Dept of Ed

Appropriate

Prog

Bud

Character Code

Org

Object

Project

Account type	Expense
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06/03/2019 12:50
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Wachusett Regional School District
FY19 BUDGET REPORT DESE FC 6.3.19

P 4
glytdbud

REPORT OPTIONS

Account status
Rollup Code

DEPT OF ED	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	
							BUDGET	% USED
1110	1110 SCHOOL COMMITTEE	11,639	515	12,154	9,659.64	5,336.50	-2,842	123.40
1210	1210 SUPERINTENDENT	267,239	6,542	273,781	257,958.77	20,276.26	-4,454	101.60
1230	1230 OTHER DIST-WIDE ADMINISTR	530,164	65,776	595,941	548,254.14	46,800.10	886	99.90
1410	1410 BUSINESS & FINANCE	587,531	-32,621	554,910	519,771.38	90,492.50	-55,354	110.00
1420	1420 HUMAN RESOURCES & BENEFIT	279,484	348	279,832	265,426.78	20,413.55	-6,008	102.10
1430	1430 LEGAL SERVICE FOR SCH COM	74,540	0	74,540	53,824.35	14,675.65	6,040	91.90
1435	1435 LEGAL SETTLEMENTS	25,944	-25,944	0	0.00	0.00	0	0.00
1450	1450 DIST-WIDE INFORM MGMT & T	415,157	25,853	441,010	428,404.69	11,425.00	1,181	99.70
2110	2110 CURRICULUM DIRECTORS (SUP	788,700	14,565	803,265	726,494.51	72,889.32	3,881	99.50
2120	2120 DEPARTMENT HEADS (NON-SUP	105,133	-2,705	102,428	78,790.59	23,637.18	0	100.00
2200	2200 PAYROLL (BUDGET)	625,493	-625,493	0	0.00	0.00	0	0.00
2210	2210 SCHOOL LEADERSHIP-BUILDIN	4,192,130	-126,564	4,065,566	3,506,917.53	546,220.92	12,428	99.70
2220	2220 SCHOOL CUR/DEPT HEAD-BUIL	183,833	94,256	278,089	240,754.97	37,334.26	0	100.00
2250	2250 SCHOOL BUILDING TECHNOLOG	455,086	1,819	456,905	429,644.80	36,400.74	-9,141	102.00
2305	2305 TEACHERS, CLASSROOM	36,174,260	-174,354	35,999,906	27,963,300.27	8,029,555.15	7,050	100.00
2320	2320 MEDICAL/THERAPEUTIC SERVI	2,443,987	-12,535	2,431,452	1,826,347.53	578,943.52	26,161	98.90
2324	2324 SUBSTITUTE TEACHER LONG T	63,554	24,955	88,509	79,010.00	0.00	9,499	89.30
2325	2325 SUBSITUTE TEACHERS	518,682	-2,207	516,475	460,663.07	0.00	55,812	89.20
2330	2330 NON-CLERICAL PARAPROFESSI	6,404,985	476,788	6,881,773	6,398,257.22	483,697.12	-181	100.00
2340	2340 LIBRARIANS & MEDIA CENTER	148,262	-52,490	95,773	78,765.96	17,385.90	-379	100.40
2355	2355 SUB FOR TEACHER @ PD	607	-154	453	0.00	0.00	453	0.00
2356	2356 PROF DEV TEACHER EXPENSES	175,655	-17,829	157,826	101,361.20	12,734.96	43,730	72.30
2358	2358 PROF DEV CONTRACTED SERVI	3,717	0	3,717	13,670.50	220.00	-10,174	373.70
2410	2410 TEXTBOOKS & RELATED MATER	613,489	144	613,633	593,132.40	20,484.04	17	100.00
2415	2415 OTHER INSTRUCTIONAL MATER	16,475	-1,128	15,347	15,250.29	26.88	70	99.50
2420	2420 INSTRUCTIONAL EQUIPMENT	0	11,367	11,367	11,366.65	0.00	0	100.00
2430	2430 GENERAL SUPPLIES	318,110	-21,212	296,899	288,242.26	3,002.95	5,653	98.10
2440	2440 OTHER INSTRUCTIONAL SERVI	3,061	0	3,061	1,574.44	0.00	1,487	51.40
2451	2451 CLASSROOM INSTRUCTIONAL T	55,531	-50,504	5,026	2,830.92	0.00	2,196	56.30
2455	2455 INSTRUCTIONAL SOFTWARE	0	2,400	2,400	2,395.00	0.00	5	99.80
2710	2710 GUIDANCE & ADJUST COUNSEL	882,252	35,119	917,371	721,886.70	191,742.15	3,742	99.60
2720	2720 TESTING & ASSESSMENT	4,688	2,231	6,918	6,678.01	0.00	240	96.50
2800	2800 PSYCHOLOGICAL SERVICES	1,252,388	-34,811	1,217,578	975,404.37	255,091.62	-12,918	101.10
3200	3200 MEDICAL/HEALTH SERVICES	1,060,906	27,994	1,088,900	861,024.90	223,268.07	4,607	99.60
3300	3300 TRANSPORTATION SERVICES	6,840,933	0	6,840,933	5,812,908.17	892,473.63	135,551	98.00
3400	3400 FOOD SERVICES	41,282	-887	40,395	40,246.55	0.00	149	99.60
3510	3510 ATHLETICS	538,859	-17,567	521,292	425,281.13	101,917.23	-5,906	101.10
3520	3520 OTHER STUDENT ACTIVITIES	73,277	358	73,635	34,500.62	30,026.44	9,108	87.60
3600	3600 SCHOOL SECURITY	27,288	0	27,288	30,000.00	10,000.00	-12,712	146.60
4110	4110 CUSTODIAL SERVICES	2,753,281	76,950	2,830,231	2,653,503.30	202,890.28	-26,163	100.90
4120	4120 HEATING OF BUILDINGS	865,571	0	865,571	677,812.69	21,729.63	166,029	80.80
4130	4130 UTILITY SERVICES	1,287,851	0	1,287,851	1,025,422.57	189,841.86	72,586	94.40
4210	4210 MAINTENANCE OF GROUNDS	447,555	0	447,555	296,862.04	106,110.51	44,582	90.00
4220	4220 MAINTENANCE OF BUILDINGS	761,109	4,146	765,255	870,864.37	40,290.63	-145,900	119.10
4230	4230 MAINTENANCE OF EQUIPMENT	11,330	0	11,330	2,794.73	0.00	8,536	24.70
4300	4300 EXTRAORDINARY MAINTENANCE	219,003	0	219,003	185,502.84	34,684.99	-1,185	100.50
4400	4400 NETWORKING & TELECOMMINCA	112,595	29,607	142,202	137,663.38	1,214.09	3,324	97.70
5100	5100 EMPLOYER RETIREMENT CONTR	2,720,128	0	2,720,128	2,560,879.04	156,337.96	2,911	99.90
5200	5200 INSURANCE FOR ACTIVE EMPL	9,155,746	126,982	9,282,728	10,204,892.34	11,590.30	-933,755	110.10
5250	5250 INSURANCE FOR RETIRED EMP	2,439,247	0	2,439,247	2,228,941.96	171,474.36	38,831	98.40
5260	5260 OTHER NON EMPLOYEE INSURA	248,305	0	248,305	228,380.03	4,832.77	15,092	93.90
5300	5300 RENTAL-LEASE EQUIPMENT	301,496	146,802	448,299	393,905.67	43,095.70	11,297	97.50
5350	5350 RENTAL-LEASE BUILDINGS	5	0	5	5.00	0.00	0	100.00
5500	5500 OTHER FIXED CHARGES	35,358	1,833	37,190	32,565.92	3,114.00	1,511	95.90
5550	5550 CROSSING GUARDS	54,355	-620	53,735	50,816.02	3,001.58	-83	100.20
8100	8100 DEBT RETIREMENT/SCH CONST	1,895,000	2,275	1,897,275	1,895,000.00	0.00	2,275	99.90
8200	8200 DEBT SERVICE/SCH CONST	578,856	0	578,856	456,256.26	122,600.00	0	100.00
9100	9100 TUITION TO MASS SCHOOLS	1,227,260	16,379	1,243,639	898,831.70	131,688.63	213,119	82.90
9110	9110 SCHOOL CHOICE TUITION	654,287	0	654,287	589,780.00	0.00	64,507	90.10
9120	9120 TUITION TO MA CHARTER SCH	527,418	0	527,418	368,676.00	0.00	158,742	69.90
9300	9300 TUITION TO NON-PUBLIC SCH	1,437,411	14,015	1,451,426	1,699,013.37	469,100.92	-716,688	149.40
9400	9400 TUITION TO COLLABORATIVES	271,964	-10,394	261,570	135,719.80	0.00	125,850	51.90
001 GENERAL FUND		94,209,451	0	94,209,451	81,404,089.34	13,490,069.85	-684,708	100.70
Expense Total		94,209,451	0	94,209,451	81,404,089.34	13,490,069.85	-684,708	100.70

FY19 Expense Projections

	-684,708				
DEPT OF ED	COSTS	DESCRIPTION			
1420	-5,000	HRA payments			
2200	-5,600	Payroll adjustment			
2325	-14,337	Balance of Subs due,475K			
Various	-10,000	Various RFR's			
2356	-36,612	Teacher PD money			
2440	-1,100	SPED Contracted Services			
9110	-106,595	School Choice Out; total TBP = \$696,375			
9120	-70,914	Charter School Asses;total TBP = \$439,590			
subtotal	-250,158				
total	-934,866				
			-934866		
			712155		Re-class tuitions to Circuit Breaker upon receipt of fourth quarter payments; reflects adjustment of 60k from CB audit
			10119		ECC teacher salary reclassified to ECC Revolving account, \$3,373 @ 3 payrolls
			48872		Repayment to district to HR Concepts for Flexible Spending
			5000		Projected savings in Other, Non-Employee Ins.
			10000		Projected savings in Contracted Services
			76000		Health Insurance costs reclassified to School Lunch; \$113,750 completed Jan., 2019; \$76,000 completed in April 2019
			15000		Health Insurance costs reclassified to all grants
			445328		Health Insurance re-classes from SC and K Rev
			25000		Use 240 Grant Summer \$
			2500		Driver's Ed Reclass
			25000		Athletic Reclass
			25000		Building Use Reclass
			1000		Princeton Extended Day
			10000		Additional ECC adjustment, para
			500		Re-class from Equip. Repairs
			70000		Savings in Medicare
			21000		Freeze lease payments to CBS for copiers
			5000		Parking Lot Reclass
			572608		

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Wachusett Regional School District
FY19 BUDGET REPORT BY APPROPRIATION 6.3

F 1
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FOR 2019 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1 SALARIES & STIPENDS	59,582,718	-151,439	59,431,279	48,516,079.69	10,773,093.33	142,106.12	99.8%
2 BENEFITS & INSURANCE	14,366,115	127,299	14,693,414	15,221,795.73	344,235.39	-872,617.12	105.9%
3 INSTRUCTIONAL SUPPORT	3,089,977	-1,552	3,088,425	2,726,555.90	367,993.42	-6,124.17	100.2%
4 OPERATIONS & MAINTENANCE	3,474,472	0	3,474,472	3,023,872.35	385,271.66	63,327.76	98.2%
5 PUPIL SERVICES	63,035	3,416	66,451	57,595.17	3,612.87	5,243.44	92.1%
6 SPECIAL ED TUITIONS	2,313,244	20,000	2,933,244	2,733,564.87	600,789.55	-401,110.42	113.7%
7 OTHER OPERATING COSTS	1,205,101	0	1,205,101	958,461.00	.00	246,640.00	79.5%
8 TRANSPORTATION	6,840,933	0	6,840,933	5,812,908.17	892,473.63	135,551.20	98.0%
9 DEBT SERVICE	2,473,856	2,275	2,476,131	2,351,256.26	122,600.00	2,275.00	99.9%

GRAND TOTAL 94,209,451 0 94,209,451 81,404,089.34 13,490,069.85 -684,708.19 100.7%

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



06/03/2019 12:49
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Wachusett Regional School District
FY19 BUDGET REPORT BY APPROPRIATION 6.3

P 2
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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	6	Y	N
Sequence 2	0	N	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
FY19 BUDGET REPORT BY APPROPRIATION 6.3

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2019/ 1

To Yr/Per: 2019/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2019/99

Print MTD Version: N

Roll projects to object: N

Carry forward code: 2

Find Criteria	
Field Name	Field Value
Fund	001
Location	
Department	
Category	
Dept of Ed	
Appropriate	
Prog	
Bud	
Character Code	
Org	
Object	
Project	
Account type	Expense

06/03/2019 12:49
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Wachusett Regional School District
FY19 BUDGET REPORT BY APPROPRIATION 6.3



P 3
glytdbud

REPORT OPTIONS

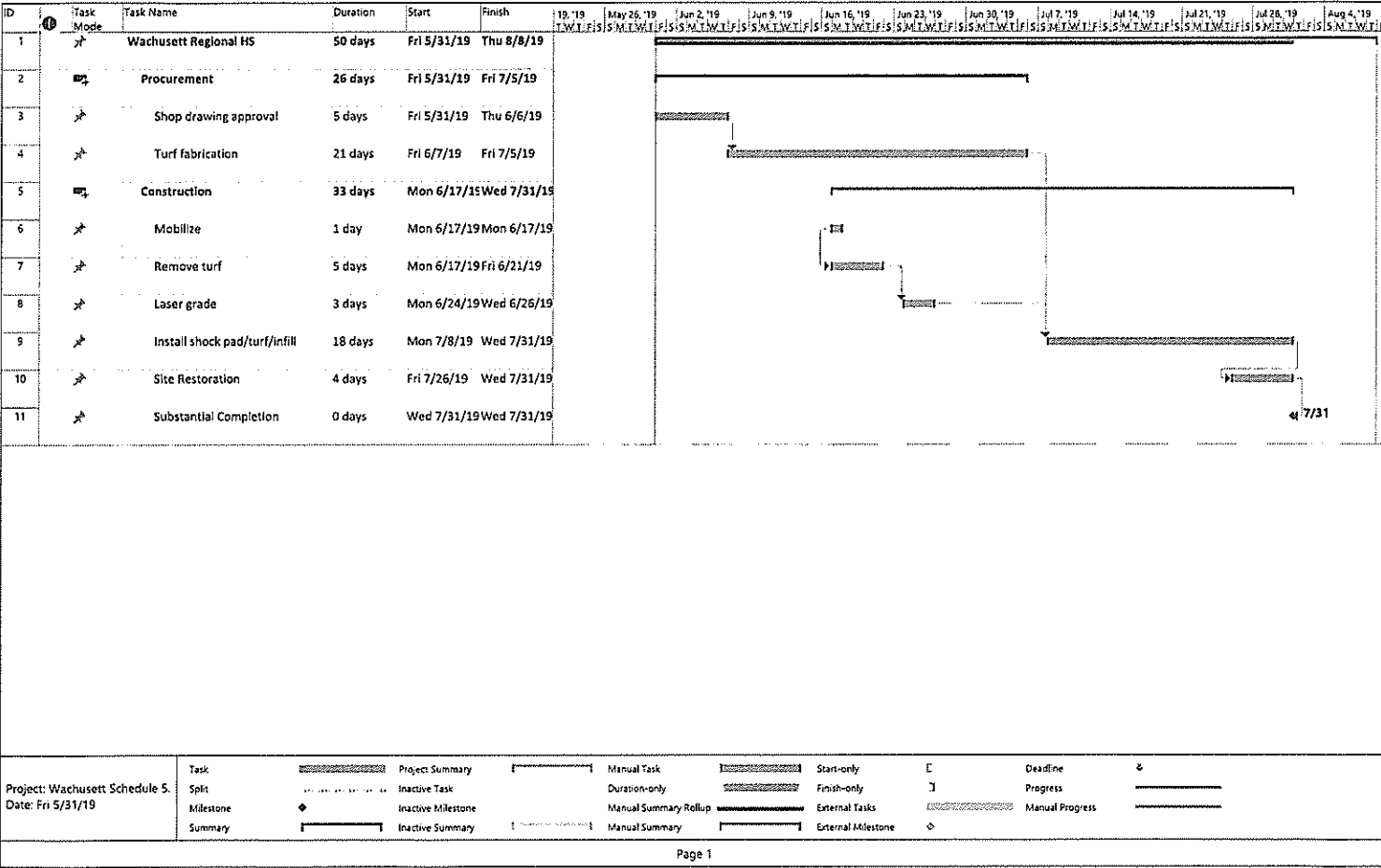
Account status
Rollup Code

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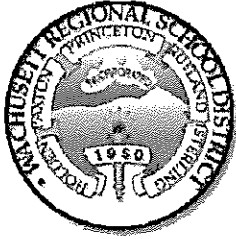
FEEDBACK FROM BUILDING USERS REGARDING POTENTIAL RATE INCREASE						
BUILDING USERS	Contact Person	Contact Phone #	Contact email	Usage Dates	Reason	School
Wachusett Basketball Travel League (girls) Response: Wachusett Basketball Travel League (Dawn Sulmasy): My first response is Wow! A 100% percent increase for gym use at elementary/middle schools. I would be interested to know why you feel such an increase is necessary and where the increased revenue would go- ie general budget or back into building maintenance? From a business 101 perspective, an immediate 100% increase is very very steep indeed. To double gym fees will also double the costs for most programs using the gymsmost of which are non-profit with missions to serve children. One organization I volunteer for pays thousands of dollars across the district for gym time. Doubling our cost will be heroic to overcome. I would like you to know that nearly all the parties who use the schools are non-profits like youth sports and scouts and even those that aren't specifically set up as non-profits are benefitting WRSD students and families. These activities are supplemental to a child's education and are seen as such by parents. Parents who already pay taxes for these buildings and taxes for education. Small fees do not mean small costs- these are not one time uses. Most times it's full year contracts equaling thousands of dollars. Even the camps at the high school would become unaffordable- sending kids to a camp that costs \$120 per child increases to \$240 per child - that's \$360 to \$720, that's a serious budget consideration and personally it would be a game changer for my kids summer. I volunteer a lot my time for the organizations (Wachusett Basketball and Princeton Scouts), I can't imagine a basketball program going from \$300 to \$600 for these parents. You will make it unaffordable and thereby the program may become elitist where only the skilled AND wealthy can play. Furthermore, my husband and others in town volunteer their time to do gym floor maintenance, in fact several of the organizations that use the gyms have paid for floor finish. I personally sweep the floor every time I use it. I have had a parent maintain the scoreboard. There is very little custodial time or costs, at least at Thomas Prince School, for the district. If you double the fees are you willing to take on maintaining the floors and score boards etc?	Dawn Sulmasy		newdawnnutrition@yahoo.com			TP
Princeton Boy Scouts Response: 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.	Terry Bass		terry.bass28g@gmail.com			TP
Rutland Indoor Soccer Team Response: 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.	Leah Johnston	508-259-4804	leah259@gmail.com	Tues nites	weekly practices	Naquag

Rutland Indoor Soccer Team	Drew Weymouth	508-735-3513	weymouthd@gmail.com	every other Thurs nite 11/8 - 2/28	weekly practices	Naquag
	Response: 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	Ken Lebetkin	508-981-6494	kletbetkin@gmail.com	Weds nites 12/5/18- 3/27/19	weekly practices	Naquag
	Response: 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	Tim Jones		centralflightcf@gmail.com			TP
Wachusett Basketball Travel League	Response: 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.					
	George Vinton		gvinton@ford.com			DH & HS
Wachusett Basketball Travel League	Response: 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 establish 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: 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.						
Wachusett Basketball Travel League (boys)	Jay Lanpher			jpaaci@msn.com			TP
Wachusett Stars Softball	Jay Lanpher			jpaaci@msn.com			TP
Rutland Basketball	Corinna Frohock		508-886-6606	cfrohock@townofrutland.org	Mon nites 11/26-2/11	weekly practices	Naquag
Cub Scout Pack 141	Meghan Maceiko		508-864-5796	momaceiko@outlook.com	Fri nite 3/8 and Sat morning 3/9	Pinewood Derby	Naquag
Mountain Club Soccer	Kristen DeCarlo		508-397-6698	Jeanette1416D@gmail.com	Thurs nites 4/4 and 4/11	weekly practices	Naquag



June 7, 2019



Wachusett Regional School

district

Holden, Paxton, Princeton, Rutland, Sterling

To: Darryll McCall
Superintendent of Schools

From: Jeff Carlson
Director of Human Resources

Re: May, 2019 Activity Report

Date: Thursday, June 6, 2019

1. Personnel

- *The School Nurse position at Dawson Elementary has been filled*
- *The School Counseling Specialist position at the High School has been filled.*
- *The vacant Math position at Mountview Middle School has been filled.*
- *Human Resources personnel are involved in significant end of the year school activities that includes finalizing retirements, staff allocations for next school year and transitioning of existing staff.*
- *Several Teaching positions have been posted District Wide and these will be interviewed for and filled over the next month or two.*
- *Fall Coaching positions have been posted.*
- *The recommended candidate for the Administrator of Special Education position will be presented to School Committee for a vote on June 10, 2019.*

2. Collective Bargaining

- *At the next Legal Affairs subcommittee meeting we will begin discussions regarding the Wachusett Administrators, Paraprofessional and ABA/PA*

Jefferson School

1745 Main Street, Jefferson, MA 01522

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contracts that expire on June 30, 2020 and will require negotiations next school year.

3. Health Insurance

- *The Hartford insurance carrier is conducting an open enrollment for the District's new voluntary short term disability product from June 3, 2019 – June 28, 2019 for a coverage effective date of September 1, 2019.*
- *The District's online open enrollment for the flexible spending plan is also taking place*

4. Fingerprinting update

- *Morpho Trust the state finger printing vendor continues to fingerprint all new hires and existing staff.*

5. Teacher/ Administrator Licensure

- *The Director will be working with a large contingent of staff with license renewals that are due on July 1, 2019. We will also be assisting staff with advancing licenses and any waivers that may be required.*

6. Human Resources / Business Office Meetings

- *Human Resources staff will begin working with the Business Office and Payroll on the implementation of the FY 20 budget.*
- *Should you have any questions regarding this report, do not hesitate to contact me.*