

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

July 2, 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

Due to the upcoming holiday and long weekend, this Report is being shared well in advance of our next regular meeting to be held on **Tuesday, July 9th**. Attached is the updated posting of School Committee and subcommittee meetings for the summer months (attachment 1). At our meeting on the 9th, you will be asked to approve an amended School Committee meeting calendar (attachment 2). The proposed amendment to the calendar is to move the regular September meeting to Monday, September 16th, and on Monday, September 9th, a special meeting of the full Committee will be held. At the special meeting on September 9th, Tracy Novick, Field Executive at MASC, will address the School Committee to review and explain the roles and responsibilities of School Committee members. Following Ms. Novick's presentation, the full Committee will adjourn to executive session to conduct a strategy session in preparation for negotiations with non-union personnel (Superintendent of Schools), not to return to public session. This change in the September schedule is a result of discussions at the June 25, 2019 Management Subcommittee meeting.

Attached is the previously shared listing of subcommittee assignments and School Council liaisons (attachment 3). The schools have been notified about who from the School Committee will be serving on the SIMCOs and the school principals/secretaries will reach out to members when meetings are scheduled. You can expect to hear about SIMCO meetings sometime around when the school year begins.

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

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Conclusion of 2018-2019 School Year

I am pleased to report that the last day of school for the 2018-2019 school year, June 14th, (earliest last day in many years) went smoothly. I am grateful to the staff and students for making the Wachusett District such a great place to attend school and to work. As the end of the year approached, I expressed my appreciation to students, families, and staff in my end-of-year message (attachment 4). Also at the end of the school year, I sent my final Smore newsletter for the 2018-2019 school year, and I am pleased to report, yet again, this means of communication reached over 8,000 people (attachment 5). I wish all a relaxing and fun-filled summer, with time spent with family and friends.

Student Achievements

- ***Graduations***

Thursday evening, June 6th, Chair Mills and I were honored to attend the WRHS Class of 2019 graduation ceremony. Five hundred fifty-six Wachusett seniors crossed the stage to receive their high school diplomas. The DCU Center was filled with pride and joy and excitement as these students capped off their years of hard work and achievements by changing their “titles” from students to graduates. I wish each and every graduate much success as they move onto the next phases of their lives.

During the week of June 10th, the five classes of 8th grade students moved from being middle school students to soon-to-be high school freshmen. I had the opportunity to attend both the Paxton Center School and Mountview ceremonies. I wish members of the Class of 2023 a fun-filled and relaxing summer, before they head to Wachusett and other high schools to begin their high school careers.

- ***Softball Champions***

Saturday, June 22nd, the WRHS girls' softball team won the Division 1 State Championship, defeating Methuen 2 - 1 (attachment 6). I have congratulated Head Coach Jason Lanpher and the players on their perfect season (25-0) (attachment 7). This latest State Championship win is the fourth during the 2018-2019 school year - girls' soccer and cheering in the fall, boys' hockey in the winter, and now softball in the spring/summer. *Go Wachusett!*

- ***Mass STEM Hub Design Showcase***

At the beginning of June, six TPS middle school students traveled to Boston to participate in the second annual Design Showcase for Project Lead The Way (PLTW) students (attachment 8). Middle school PLTW students from across the state were tasked with designing, fabricating, and testing an adaptive toy for a child with cerebral palsy. This is a wonderful way to put lessons learned into real life possibilities. The TPS students who participated in this showcase are Charlie Doyle, Alex Gonzalez, Ewan Grant, Dylan Hunton, Rachael Lee, and Lilibet Mongeau, accompanied by TPS science teacher

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Danielle Shaveet.

Student Representatives

I am very happy to report that Student Representatives for this school year have been elected by the WRHS student body and will be joining us at the table representing the students of our district. Rianna Massoni-Newman will be serving her second term as a Student Representative. Rianna, now a senior, did a terrific job last year representing the student body and I look forward to her contributions at our meetings again this year. Rianna will be joined by Leah Michalowski (yes, you recognize the last name!), a high school junior. Chair Mills has welcomed Rianna and Leah, and I look forward to meeting Leah and to welcoming Rianna back to the table (attachment 9).

Budget Update

At the July 2nd Business/Finance Subcommittee meeting, Director Deedy and I will review the FY19 closeout, as well as a plan for dealing with the revenue shortfall for FY20. We will share this with the full School Committee after it is reviewed with Business/Finance.

2019-2020 School Calendar

At several of our PLT meetings with principals, there have been discussions about how the individual elementary schools welcome their newest and youngest students - the incoming kindergarteners. In order to bring the seven schools in the District that house kindergarten classrooms to common practice, the decision has been made and has been agreed to by the elementary principals to have kindergarten students begin their school careers the day after students in grades 1 - 12 start school, and to conclude their kindergarten year three days before all the other students' school year is over in June 2020. The one day later start will allow families to introduce their children to their school and their teacher in an informal way on Tuesday, August 27th, preparing them to start full speed on Wednesday, August 28th. The three days in June 2020 will allow kindergarten teachers to prepare for the following year by screening the 2020-2021 incoming kindergarten students in June, rather than as the new school year begins. Attached is the amended 2019-2020 school year calendar, approval of which is on the agenda for Tuesday's meeting (attachment 10).

Implementation of Tuition-free, Full-day Kindergarten

I am excited that this district will be offering tuition-free, full-day kindergarten moving forward, and I am grateful to the residents of our towns for supporting our budget, making this move possible. The additional kindergarten positions have been/are being filled, the space at Mayo Elementary School is under construction, and we will be all set to welcome these students in August.

Administrator of Special Education

Monday, July 1st, was Christine Smith's first day on the job as our new Administrator of Special

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Education (attachments 11 & 12). Christine came to the Central Office full of enthusiasm and excitement, ready to take on this new role. I look forward to working with Chris as she learns about Wachusett.

Central Office Staffing Update

Director of SEL and Guidance Jon Krol has taken a position as a building administrator in the town of Millbury. We are saddened by this news, but know that Jon will be working toward his doctorate starting this fall as well as gaining experience as a building administrator, and we all wish him the best of luck.

Presentations to the School Committee

During the coming year, School Committee meetings will include a brief presentation made by a member of the Wachusett staff, or an outside educational group such as MASC, on a topic related to what is currently occurring in our schools. We hope that these presentations will be insightful and informational for members as well as the general public. We will share a copy of planned presentations with you later this summer.

School Improvement Plans

As separate links in Drive, I am providing the Committee with access to all of our schools' School Improvement Plans (SIPs). SIPs are rolling documents, reviewed with and by School Councils throughout the year, edited/updated/amended as the year progresses, and I am sharing them with the Committee at this time for your review and information.

NEASC (New England Association of Schools and Colleges, Inc.)

As a follow-up to our discussions at the June meeting and members' requests for information, attached you will find the *NEASC Five-Year Progress Report*, prepared and submitted by WRHS Principal Beando in March 2019, as well as the May 17, 2019 response from NEASC, shared with the Committee in my June Report (attachments 13 & 14). Also attached is information Vice-chair Smith gathered during her attendance at a MASC/MASS Joint Conference outlining new standards for accreditation that will take effect for NEASC visits in 2020 moving forward (attachment 15). Principal Beando will be invited to attend a School Committee meeting this fall where he will present on the status of the high school's NEASC accreditation.

Municipal Representative

On June 10th, I met with representatives from the Member Towns to elect a Municipal Representative for Negotiations (attachment 16). I am grateful that Sterling Town Administrator Ross Perry accepted the nomination to serve in this role during FY20 (attachment 17). Due to contracts with three of our bargaining units (ABA PAs, Paraprofessionals, and Wachusett Administrators) expiring on June 30, 2020, negotiations with these unions will likely get underway shortly after summer ends, and when the full School Committee meets in executive sessions to be brought up-to-date on the status of negotiations, Mr. Perry will be invited to sit at

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the table as the Municipal Representative.

Maintenance Agreements

Attached are fully executed three year Maintenance Agreements with the towns of Paxton, Princeton, Rutland, and Sterling (attachment 18). I will provide a copy of the Agreement with Holden once signed by all parties.

Turf Field

I am pleased to report that installation of the new turf field at 1401 Main Street is underway. As soon as the school year ended, crews were on site at the high school and the project is moving forward. Director Deedy is overseeing this project, attending weekly meetings, and generally acting as OPM (Owner's Project Manager) on behalf of the District. Before the project began on June 17th, a notice was placed in *The Landmark* making residents aware of the project and that access to much of the areas at the high school will be closed during the project (attachment 19). Director Deedy will provide additional updates as the project proceeds.

Ratified Contracts and PEC Agreement

Copies of recently ratified contracts with AFSCME, Council 93, Local 2885 - Clerical Employees, AFSCME, Council 93, Local 2885 - Custodial Employees, and the Wachusett Cafeteria Association are available as separate links in Drive.

Attached is a copy of the Memorandum of Agreement between the District and the Public Employee Committee ("the PEC Agreement"), which was approved at our last meeting (attachment 20).

District Treasurer

At the recommendation of the Business/Finance Subcommittee, the full School Committee voted unanimously to renew the Employment Contract with District Treasurer James Dunbar for the period July 1, 2019 to June 30, 2020 (attachment 21). Mr. Dunbar received an excellent evaluation by the Business/Finance Subcommittee and Director Deedy, and his goals for the coming fiscal year have been put to paper and are attached for your information (attachments 22 & 23).

Superintendent Evaluation Documents

Per request of the Management Subcommittee, I am sharing documents relating to my last three evaluations conducted by the School Committee, prepared in the spring of 2017, 2018, 2019. When this subcommittee met on June 25th, it was suggested and requested that the Evaluation Narratives be provided to members for review in advance of the full Committee meeting in executive session on September 9th (attachments 24, 25, 26). Also attached is a copy of my current contract (attachment 27).

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Annual Administrative Retreat

This year's August Administrative Retreat will be held Wednesday and Thursday, August 14th and 15th (attachment 28). Along with getting our administrative team together in a casual atmosphere before the start of school, this is the opportunity for Central Office administration and school-based administrators to focus on dedicated topics. When the Committee meets in August, I will be able to provide a report on the Retreat.

2019 MASS/MASC Joint Conference

Another reminder about the annual MASS/MASC Joint Conference, to be held November 6 - 9, 2019 in Hyannis (attachment 29). Full Committee support of three of our members attending the November event is on the agenda for Tuesday's meeting. If other members have an interest in attending this conference, please advise. Though November is months off, by registering by July 15th there is the opportunity to take advantage of the "early bird" registration, at a savings of \$100 off the registration fee.

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 30). 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-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

- Director of Business and Finance Dan Deedy's Report to the Superintendent, dated June 28, 2019 (attachment A)

Subcommittee Minutes

- Minutes of the February 4, 2019 meeting of the Management Subcommittee (Subcommittee Minutes attachment 1)
- Minutes of the April 1, 2019 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 2)

Chair's Correspondence

- June 11, 2019 correspondence to Sean Kelleher (Chair's Correspondence 1)

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Superintendent's Correspondence

- June 11, 2019 correspondence to June 10, 2019 Public Hearing speakers
(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 #1330

Tuesday, July 9, 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, L. Michalowski)
- IV. Superintendent's Report
 - A. Discussion of Report
 - B. Recommendations Requiring Action by the School Committee
 - 1. Motion: To approve the Amended 2019-2020 School Calendar
 - 2. Motion: To approve the Amended 2019-2020 School Committee Meeting Schedule
 - 3. Motion: To approve expenses incurred in connection with WRSDC Members (Gustafson, Smith, Weeks) attending November 6 – 9, 2019 MASC/MASS Joint Conference in Hyannis, Massachusetts
 - 4. Motion: To authorize the transfer of \$20,000.00 from the Salaries and Stipends Appropriation to the Benefits and Insurance Appropriation
 - 5. Motion: To authorize the transfer of \$67,093.92 from the Instructional Support Appropriation to the Benefits and Insurance Appropriation
 - 6. Motion: To authorize the transfer of \$30,811.91 from the Operations and Maintenance Appropriation to the Benefits and Insurance Appropriation
 - 7. Motion: To authorize the transfer of \$4,691.57 from the Pupil Services Appropriation to the Benefits and Insurance Appropriation
 - 8. Motion: To authorize the transfer of \$2,275.00 from the Debt Service Appropriation to the Benefits and Insurance Appropriation

9. Motion: To authorize the transfer of \$50,000.00 from the Transportation Appropriation to the Benefits and Insurance Appropriation

V. Unfinished Business

VI. Secretary's Report

- A. Approval of #1329 Regular Meeting Minutes of the Wachusett Regional School District Committee held on June 10, 2019 – enclosed
- B. Approval of Minutes of the Executive Session of the Wachusett Regional School District Committee held on June 10, 2019 - *copies of minutes to be distributed at the July 9, 2019 School Committee meeting*

VII. Treasurer's Report/Financial Statements

VIII. Committee Reports

- A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, S. Brown, M. Dennis, R. Imber, M. Lavoie, A. Young)
- B. Education Subcommittee (R. Imber, Chair, M. Ayala, S. Haber, L. Kirshenbaum, L. Long-Bellil, A. Silva, C. Smith)
- C. Business/Finance Subcommittee (M. Dennis, Chair, M. Gustafson, L. Long-Bellil, B. Mitchel, K. Ottmar)
- D. Legal Affairs Subcommittee (S. Brown, Chair, R. Imber, M. Lavoie, A. Michalowski)
- E. Superintendent Goals and Evaluation Subcommittee (M. Lavoie, Chair, A. DiFonso, A. Michalowski, K. Mills, M. Weeks)
- F. Facilities and Security Subcommittee (A. Young, Chair, S. Godbout, L. Woodland)
- G. Audit Advisory Board (B. Mitchel, Chair)
- H. Ad Hoc Subcommittees
- I. Building Committees
 1. Mountview Building Committee
- J. School Council Reports:

Central Tree Middle School (S. Haber), Chocksett Middle School (L. Woodland), Davis Hill Elementary School (K. Mills), Dawson Elementary School (L. Kirshenbaum), Glenwood Elementary School (M. Lavoie), Houghton Elementary School (M. Ayala), Mayo Elementary School (A. Young),

Mountview Middle School (S. Brown), Naquag Elementary School (A. DiFonso), Paxton Center School (K. Ottmar), Thomas Prince School (A. Silva), Wachusett Regional High School (L. Long-Bellil/A. Michalowski), Special Education Parent Advisory Council (M. Gustafson), Early Childhood Center (L. Woodland)

IX. Public Hearing

X. New Business

XI. Adjournment

If you cannot attend the July 9, 2019 Wachusett Regional School District Committee meeting, please contact Rebecca Petersen at (508) 829-1670 Ext. 230.

WACHUSETT REGIONAL SCHOOL DISTRICT

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DRAFT Minutes

Regular Meeting #1329

Monday, June 10, 2019

7:00 PM

Media Center

Wachusett Regional High School

1401 Main Street, Holden

Wachusett Regional School District Committee

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

Committee Members Absent:

Anthony DiFonso	Matthew Lavoie
Sarah LaMountain	Asima Silva

Committee Members Participating Remotely:

None

Administration Present:

Darryll McCall, Superintendent of Schools
Robert Berlo, Deputy Superintendent
Daniel Deedy, Director of Business and Finance
Jeff Carlson, Director of Human Resources
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 7:05 PM. He announced the meeting was not being boardcast live or streaming, but will be available on HCTV in the future. Chair Mills took the opportunity to send best wishes to Evan Schakenbach, a constant at School Committee meetings

who was recently involved in a biking accident. Chair Mills stated, for those in the audience, that the anticipated topic for public address by some present may be a matter that does not fall under School Committee responsibilities. Chair Mills read aloud the Guidelines for Public Hearing.

I. Public Hearing

Emily Tanning, Holden resident and WRHS student, read a prepared statement (attachment 2).

Phyllis Jaillet, retired WRSD teacher, read a prepared statement (attachment 3).

Benjamin Godbout, Sterling resident and WRHS student, read a prepared statement (attachment 4).

Adelaide Mangum, Rutland resident and WRHS student, read a prepared statement (attachment 5).

Sean Kelleher, Rutland resident and WRHS student, addressed the Committee.

Raiza Jaillet, Barre resident and WRHS student, read a prepared statement (attachment 6).

Paikea Houston, Holden resident and WRHS student, addressed the Committee

Joshua Pratt, Holden resident and WRHS student, read a prepared statement (attachment 7).

Andrew Doe, Rutland resident and WRHS student, addressed the Committee.

Ethan Butler, Worcester resident and WRHS graduate, addressed the Committee.

Both Chair Mills and Superintendent McCall thanked the students for attending the meeting and for sharing their thoughts and opinions with the School Committee.

II. Chair's Opening Remarks

Chair Mills opened by reviewing the schedule for the meeting, explaining after the Student Representative's report, the Committee would adjourn to 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, and to return to public session.

Chair Mills spoke about the June 6, 2019 WRHS graduation ceremony, where 556 students graduated as the Class of 2019. Chair Mills extended thanks to students, staff, and administration for another good school year.

Members were provided with this year's subcommittee membership assignments.

III. Student Representatives' Reports

Student Representative Massoni-Nesman reported on several WRHS connected topics, including the conclusion of freshmen MCAS testing, the Music Awards night, upcoming final exams. She further reported that she will continue to serve as a Student Representative to the School Committee, along with Leah Michalowski who will also serve in this capacity. Lastly, she took a moment to comment on the two topics covered during the Public Hearing. Chair Mills thanked Student Representative Massoni-Nesman for her service this school year.

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

Motion: To enter 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.

(R. Imber)
(S. Brown)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Melissa Ayala
Scott Brown
Michael Dennis
Stephen Godbout
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel

Karl Ottmar
Megan Weeks
Linda Woodland
Adam Young

Opposed:
None

The motion was unanimously approved.

The School Committee adjourned to executive session at 7:42 PM

The School Committee reconvened in public session at 7:57 PM.

V. Superintendent's Report

A. Discussion of Report

Superintendent McCall again spoke about the June 6th WRHS graduation which was held at the DCU Center in Worcester, congratulating the student graduates and commending high school administration and staff for the time and effort put into coordinating and managing the ceremony.

Superintendent McCall reported Administrator of Special Education candidate Christine Smith was in the audience, and that he and the Search Committee are recommending the full School Committee approve the appointment of Ms. Smith as the Administrator of Special Education, effective July 1, 2019. Before inviting Ms. Smith to the podium, Member Long-Bellil spoke as a member of the Search Committee, outlining the process followed to come to this recommendation. Member Dennis asked the Superintendent for an explanation of the search and the process followed to come to this recommendation, looking for a "roadmap." Superintendent McCall explained the first search to fill this vacancy failed, resulting in a second search, which resulted in the recommendation to appointment Christine Smith as the next Administrator of Special Education.

Member Imber asked the Superintendent about NEASC (New England Association of Schools and Colleges) continuing the high school's accreditation, though also determining the school will remain on warning status. Superintendent McCall explained the high school has been on warning status for several years, and WRHS administration continue to work on addressing the items that have resulted in this status. Member Gustafson noted NEASC continues to be concerned about funding, and she asked what District administration plans to do to address the funding issue. Member Dennis requested a report on WRHS accreditation, including past history and administration's plan to respond to the deficiencies. Chair Mills suggested perhaps inviting WRHS Principal Beando to a School Committee meeting to discuss this topic.

Member Ottmar asked questions about a staffing plan and if the District has plans to implement a program similar to the STEAM program at Thomas Prince School at Paxton Center School and/or the Sterling schools in order to attract students and increase enrollment. Superintendent McCall will provide additional staffing information in a future Superintendent's 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 (attachment 8).

(R. Imber)

(B. Mitchel)

Vote:

In favor:

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

Opposed:

None

The motion was unanimously approved.

2. Motion: To approve the recommendation of Superintendent McCall to appoint Christine Smith as Administrator of Special Education

(A. Young)

(S. Brown)

At Superintendent McCall's invitation, Ms. Smith approached the podium and shared with the Committee her educational and administrative background.

Following Ms. Smith's address, members were given the opportunity to ask questions of the Administrator of Special Education candidate.

Vote:

In favor:

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

Opposed:

None

The motion was unanimously approved.

Ms. Smith was congratulated and given a round of applause.

8:37 PM Member Godbout left the meeting.

Director Deedy approached the podium.

3. Motion: To authorize the transfer of \$100,000 from the *Salaries and Stipends Appropriation* to the *Benefits and Insurance Appropriation*
(M. Dennis)
(A. Young)

Business/Finance Subcommittee Chair Dennis reported on the meeting of this subcommittee that took place immediately before this School Committee meeting.

Vote:

In favor:

Kenneth Mills
Christina Smith
Melissa Ayala
Scott Brown

Michael Dennis
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Karl Ottmar
Megan Weeks
Linda Woodland
Adam Young

Opposed:
None

The motion was unanimously approved.

4. Motion: To authorize the transfer of \$75,000 from the *Transportation Appropriation* to the *Benefits and Insurance Appropriation*
(S. Brown)
(A. Young)

Vote:

In favor:

Kenneth Mills
Christina Smith
Melissa Ayala
Scott Brown
Michael Dennis
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Karl Ottmar
Megan Weeks
Linda Woodland
Adam Young

Opposed:
None

The motion was unanimously approved.

5. Motion: To authorize the transfer of \$40,000 from the *Operations and Maintenance Appropriation* to the *Benefits and Insurance Appropriation*

(B. Mitchel)
(M. Dennis)

Member Imber asked for an explanation why \$215,000 (total) needs to be transferred to the *Benefits and Insurance Appropriation*. Director Deedy explained that the plan was in order to support implementation of tuition-free, full-day kindergarten for the coming school year, originally budgeted at \$600,000 and since reduced to approximately \$435,000, to hold onto FY19 funds to address this one-time expense, but those dollars will now be used to help close out the current fiscal year. Director Deedy further explained that it is usual to use School Choice and Kindergarten Revolving as funding mechanisms for the current year's budget, but this year the District stopped making those charge-backs in November 2018 in order to help with building the FY20 budget for tuition-free, full-day kindergarten.

At Member Imber's inquiry about why it is helpful to transfer funds to the *Benefits and Insurance Appropriation*, Director Deedy explained that appropriation is in deficit, and the District is looking to close that gap

Chair Mills took the opportunity to voice his understanding, which is ordinarily in years past, District administration would have taken this money from Revolving Funds (School Choice and/or Kindergarten Revolving) to pay for benefits and insurance costs, but this year it was decided to not use funds from the revolving accounts, because revolving account funds can carry forward to the next fiscal year. Instead District administration is requesting transferring of funds from other lines to pay for these expenses, rather than having money go to Excess & Deficiency (E&D) which has to be certified and cannot be used without approval; thereby using funds in the General budget and leaving funds in the revolving accounts.

Business/Finance Subcommittee Chair Dennis added to the conversation, explaining his understanding is the District is using revolving funds and not drawing them down, per Director Deedy, so maybe what is not being clearly explained is "the squaring." Subcommittee Chair Dennis' understanding of the explanation being requested is what is contributing to the deficit in the *Benefits and Insurance Appropriation* that caused the requests to make transfers to the *Benefits and Insurance Appropriation*.

Member Imber's inquiry is why the FY19 budget is short in the *Benefits and Insurance Appropriation*.

Director Deedy explained that typically the District would use the better part of \$600,000 - \$700,000 in Revolving Funds, and then there would have been a reclass out of the General Fund into Revolving Funds and that account would have been whole or close to being whole in FY19.

Chair Mills asked Director Deedy if what he is reporting is that the District does not have any more expected expenses, but the District is merely changing the way

anticipated expenses are being paid, or is it that the District does have more expenses than were anticipated. Member Imber confirmed that is the question he is asking.

Director Deedy explained that, typically, health insurance and benefits are funded between the General Fund and Revolving Funds. Member Imber asked why the *Benefits and Insurance Appropriation* was not adequately funded.

Member Young, a member of the Business/Finance Subcommittee, provided input, explaining what Chair Mills stated earlier was 100% true one month ago. Health insurance and benefits would have been charged to the \$600,000 in Revolving Funds, but instead that will not happen and the funds will be put forward. That is why the *Benefits and Insurance Appropriation* is below because the steam that was originally planned for the FY19 budget is not being charged there and is now being charged to other places where money is being collected so that the funds could be carried over. Member Young further explained is not that full \$600,000 going forward because \$400,000-something of it is being used to address the Medicaid reimbursement issue so there is money left at the end of the fiscal year. Every other year, benefits and insurance have been charged back to revolving accounts and this year that cannot happen because funds are needed to make up for lost revenue, which Director Deedy confirmed.

Chair Mills informed the membership additional transfers and charge-backs will be brought before the Committee at the July 9, 2019 meeting, similar to action brought before the Committee each July full School Committee meeting. Chair Mills encouraged attendance at the July 9th meeting, to be sure of a quorum to address these budget transfer and other end-of-year actions needing School Committee approval.

Vote:

In favor:

Kenneth Mills
Christina Smith
Melissa Ayala
Scott Brown
Michael Dennis
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Karl Ottmar
Megan Weeks
Linda Woodland
Adam Young

Opposed:
None

The motion was unanimously approved.

8:45 PM Superintendent McCall left the table.

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.

Name of Fund	Legal Citation	Authorized
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.	\$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.	\$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	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	M.G.L. Chapter 44, Section	\$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

(R. Imber)
(M. Dennis)

8:46 PM Member Dennis left the table.

8:47 PM Superintendent McCall returned to the table.

8:48 PM Member Dennis returned to the table.

Vote:

In favor:

Kenneth Mills
Christina Smith
Melissa Ayala
Scott Brown
Michael Dennis

Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Karl Ottmar
Megan Weeks
Linda Woodland
Adam Young

Opposed:
None

The motion was unanimously approved.

8:49 PM Member Mitchel left the meeting.

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.

Student Activity Fund	Authorized
Wachusett Reg. High	\$650,000
Dawson Elementary	\$15,000
Mountview Middle	\$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	\$100,000
Glenwood Elementary	\$75,000
Chocksett Middle School	\$75,000
Houghton Elementary	\$15,000
Early Childhood Ctr.	\$15,000

(R. Imber)
(A. Young)

Vote:

In favor:

Kenneth Mills
Christina Smith
Melissa Ayala
Scott Brown

Michael Dennis
Maleah Gustafson
Sherrie Haber
Robert Imber
Laura Kirshenbaum
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Megan Weeks
Linda Woodland
Adam Young

Opposed:
None

The motion was unanimously approved.

VI. Unfinished Business

There was no unfinished business brought before the Committee.

VII. Secretary's Report

- A. Approval of the Organizational Meetings Minutes of the Wachusett Regional School District Committee held on May 23, 2019

Motion: To approve minutes of the Organizational Meeting of the WRSDC held on May 23, 2019.

(C. Smith)
(A. Young)

Vote:

In favor:

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

Opposed:

None

The minutes were approved 15-0.

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

Motion: To approve minutes of the regular meeting of the WRSDC held on May 23, 2019.

(C. Smith)

(A. Young)

Vote:

In favor:

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

Opposed:

None

Abstained:

Michael Dennis

The minutes were approved 14-0-1.

VIII. 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.

IX. Committee Reports

Chair Mills again noted that subcommittee assignments have been completed and the Chairs of the subcommittees will be scheduling initial meetings.

A. Management Subcommittee

Chair Mills reported a meeting of this subcommittee will be scheduled soon and an agenda item will be the Superintendent's contract.

B. Education Subcommittee

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

C. Business/Finance Subcommittee

Subcommittee Chair Dennis reported this subcommittee had met immediately before this regular meeting.

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).

(M. Dennis)

(A. Young)

Vote:

In favor:

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

Opposed:

None

The motion was unanimously approved.

Subcommittee Chair Dennis reported on the meeting of this subcommittee this date, where three interrelated topics were discussed: the Medicaid reimbursement issue, the

status of the FY19 budget, and impacts on the FY20 budget. It was reported that the anticipated Medicaid reimbursement shortfall for FY19 will be approximately \$390,000. Potential impact on the FY20 budget is an estimated exposure of between \$500,000 and \$600,000. In terms of the FY19 budget, right now tracking to a revenue shortfall of approximately \$470,000 which is going to require a greater drawdown of reclassifications, as touched upon earlier in this meeting, in order to cover in part that \$470,000 shortfall for FY19. The impact of drawing down greater than was anticipated for FY19 in order to cover that gap with the addition of some exposure of approximately \$500,000 to \$600,000 leaves us with an estimated exposure of \$1M for FY20. The subcommittee has asked the administration to put forward a plan that would address that shortfall for FY20 and the subcommittee was assured some contingency and thought will be forthcoming.

9:00 PM Member Kirshenbaum left the meeting.

Subcommittee Chair Dennis continued, reporting there was initially believed to be a staff restructuring plan that approximated in value \$300,000 - \$400,000 towards savings, but at last the last Business/Finance Subcommittee meeting, while it was understood that a component of that plan would comprise some amount of breakage that was not anticipated in the original budget, it was originally discussed that that plan would be forthcoming, but through continued discussion at this date's Business/Finance Subcommittee meeting it has come to be understood that there is a misunderstanding and that plan does not exist. In the Superintendent's Report, there was a listing of breakage, four or five positions, which adds up to approximately \$180,000, which is only a component of how to address the shortfall and the Business/Finance Subcommittee is looking for additional information on how to address this shortfall at a coming meeting.

Vice-chair Smith asked Business/Finance Subcommittee Chair Dennis for confirmation of what was reported as a projected shortfall for FY20 is approximately \$1M dollars, which Business/Finance Subcommittee Chair Dennis confirmed.

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. Chair Mills spoke briefly about role of this subcommittee in the development of the Superintendent's goals, and he also mentioned the need for the Committee to decide how the Superintendent's contract will be addressed – under the Management Subcommittee, the Superintendent Goals and Evaluation Subcommittee, or an ad hoc subcommittee.

F. Facilities and Security Subcommittee

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

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

Chair Mills thanked Member Mitchel for stepping up and being willing to serve as Chair of the AAB. Chair Mills solicited representation on the AAB from Paxton, Princeton, and Rutland.

H. Ad Hoc Subcommittees

I. Building Committees

1. Mountview Building Committee

Superintendent McCall reported the project is wrapping up. Member Dennis again spoke about the condition of the fields at Mountview and reported he often hears how poorly the fields were installed. Member Dennis asked how final acceptance of the fields is done. Superintendent McCall reported he has looked into the warranty on the fields, and the warranty period has passed. Superintendent McCall confirmed no complaints were made during the warrant period. Director Deedy approached the podium to speak about the turf field replacement project, construction meetings that will take place weekly, and who will be involved with this project.

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

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

XI. New Business

Superintendent McCall confirmed, at Member Dennis' inquiry, that the teaching position that was the subject of public comment during the Public Hearing was replaced and not eliminated.

XII. Adjournment

Motion: To adjourn.

(R. Imber)
(S. Brown)

Vote:

In favor:

Kenneth Mills
Christina Smith
Melissa Ayala
Scott Brown
Michael Dennis
Maleah Gustafson
Sherrie Haber
Robert Imber
Linda Long-Bellil
Amy Michalowski
Karl Ottmar
Megan Weeks
Linda Woodland
Adam Young

Opposed:

None

The motion was unanimously approved.

The meeting adjourned at 9:17 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

SPEAKERS

Attachment 1

WACHUSETT REGIONAL SCHOOL DISTRICT

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Regular Meeting
Monday, June 10, 2019

SIGN-IN SHEET FOR THOSE WHO WISH TO ADDRESS THE SCHOOL COMMITTEE DURING PUBLIC SESSION. THIS SHEET SHALL BECOME PART OF THE PUBLIC RECORD.

PLEASE **PRINT** YOUR NAME, YOUR ADDRESS, AND THE TOPIC YOU WISH TO DISCUSS, IF YOU WISH TO ADDRESS THE SCHOOL COMMITTEE DURING PUBLIC SESSION.

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

NAME	ADDRESS	TOPIC
Emily Tanning	64 Crestview Dr. Holden	Mr. Shetler
Phyllis Jaillet	60 Valley Rd Barre, MA	Mr. Shetler
Benjamin Gault	56 Bean Rd. Sterling, MA	Mr. Shetler
Sean Kelleher	8 Jackson Ave Rutland MA	Graduation Robes
Adelaide Mangum	10 Arline Dr, Rutland MA	Mr. Shetler
Raiza Jaillet	60 Valley Rd Barre, MA	Mr. Shetler
PAIKER HOUSTON	321 Highland Street Holden MA	Mr. Shetler
Josh Pratt	29 Winthrop Lane Holden	Mr. Shetler
Andrew Doe	62 Central Tree Road, Rutland	Mr. Shetler
Ethan Butler	Worcester MA	Mr. Shetler

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE
Regular Meeting
Monday, June 10, 2019

PLEASE **PRINT** YOUR NAME AND YOUR TOWN

[illegible]

Emily Tanning

I'd like to preface this by saying that I never had Mr. Shelter as a teacher. Nonetheless, I'm speaking for a reason, and I'm speaking with heart. I've always been a music kid, but I didn't have a home in it until I joined Chamber Choir my freshman year. For the first time, I had a found family. We felt deep gratitude for our teacher and saw her as a trusted confidante, instructor, mentor, and leader. Some days we held our heads low, but our family would lift us up. The amount of love raised and nurtured in that choir room could never have stood without our teacher, setting a baseline and a place to start for all of us. She gave us a foundation, which we built upon. So no, I'm not a band kid, but I know the love of a teacher who changes your life. I've felt it. For dozens of kids, Mr. Shelter was exactly that: a confidante, instructor, mentor, and leader.

Without passion, a teacher is just somebody who goes to work every day, packing their bagged lunches and getting summers off. But see, Mr. Shelter isn't just anything. He loves his kids here. And for him, the Wachusett music program could very well be his found family. His home away from home.

Music connects us at the heart, at the core of who we are as human beings. Mr. Shetler came here for a reason, and in that time, he left an imprint on the walls of the music hallway. I've watched him conduct many times, and he does it with, you guessed it, passion. Love. Pride for his groups. I stand up here showing my support for a man whose love of music meant something. Thank you for your time.

- My name is Phyllis Joullet. I retired from WRSO two years ago as my daughter entered WKHS. 21 of my 35 years as a teacher were ^{spent} in this district.
- 5 or so teachers have had a profound effect on my daughter from grades 2-10. Mr. James Shetter is definitely one of those teachers.
- Kind, supportive, talented, humble, able to relate to teenagers, dedicated, student centered, caring ... Mr. James Shetter embodies these and many more wonderful traits.

- We are trying to prepare our children and students to thrive and give back in the future. Mr. Shetter and teachers like him are needed to prepare them.
- As I sat at last ~~year's~~ ^{of the year,} music concert, I thought... my daughter has two more years to grow, develop, and mature with Mr. Shetter's continuous support

Darryll + Bill - reconsider your decision -
 Mr. Shetter is a gift to this district.

- Entering WRHS, I wasn't sure if I would stick with band. Mr. Shetler made the choice of staying in band easy
- Mr. Shetler has taught me so many valuable lessons about being a music student
- I have taken his teachings and applied them to my own band. I have written many songs thanks to his teachings.
- Without Mr. Shetler, I wouldn't be the music student I am today.

When I first entered through the Music doors of Wachusett Regional High School, I wasn't sure if Band was really for me. Don't get me wrong, I loved music, but I wasn't sure if I could see myself playing the euphonium very long. I was handed my Green Band syllabus from a smiling first year teacher. Within a few days, class had fully begun. I got to meet so many new friends but I was still just playing that euphonium. That's when Mr. Shetler came in. He taught me about my instrument, how to control its sound. He taught me about music theory; major, minors, and dynamics. I never thought after just a few classes I could say I was hooked on band class. Throughout the next two years, my talent grew and so did my knowledge about music. I was able to take Mr. Shetler's teaching and apply them to my band outside of class. I could write songs with intricate rhythms and supporting chords. I was able to publish multiple songs to iTunes. I can honestly say that this would not have been possible without Mr. Shetler's teachings. I am truly saddened to see him go and I feel I can speak for everyone when I say he will be truly missed here at Wachusett. Mr. Shetler has greatly affected my musical life and the lives of all of his students. Thank you for all you have done for us Mr. Shetler.

Goulburn

Adelaide Mangum

Honors Jazz Ensemble

Monday, June 10, 2019

At the end of my freshman year, I was planning to quit band because I didn't like playing the clarinet, but Mr. Shetler encouraged me to stay in band and switch to playing the bassoon. His confidence that I could learn to play a completely new instrument inspired me to try playing jazz piano in my sophomore year, so I tried out for Honors Jazz Band, and I got in. Mr. Shetler continued to have confidence in me which helped me improve even more on both instruments, and have the confidence to learn to play the organ. Because of Mr. Shetler encouraging me to continue pursuing music, I have decided to major in music therapy in college.

Raiza Jaillet

Attachment 6

In many high school students lives, there was always one group of teachers that you know would always be with you. This one group is none other than the teachers that teach music. Every student understands that people get old and they retire from their job. Though this isn't the case with our band teacher, Mr. Shetler. He is one of the many music teachers at Wachusett that possesses a hardworking and inspiring attitude. He has the passion to give students the success needed to be in a band. Not to just to blow air through an instrument, as some people would think. What many people don't know about students is that we respect a teacher that makes classes enjoyable, and able to joke around with the students. Mr. Shetler is a teacher that can stay professional, but also enjoyable at the same time. Each band class has its own inside jokes that we as students apply it to our band teacher. When he recently became a dad, we would always joke about who his favorite student was and he would most definitely name his child after that student. Mr. Shetler means so much to our bands, and it breaks all of our hearts to know that he won't be coming back. All we want is for Mr. Shetler to stay and be our band instructor.

Joshua Pratt

6/10/19 School Board Meeting Speaking Notes

Mr. Shetler consistently shows care for his students.

Last concert of the year, Noah has three solos in total and has not warmed up, he is feeling nervous.

I go into a practice room with Noah about 45 minutes before the performance to start warming up.

We get halfway through second solo and Mr. Shetler stops in and tells Noah that there's no need for him to be warming up.

Noah expresses his concern and Mr. Shetler directly calms him down, telling him that he is sure the solo will be fine.

Noah goes out to perform and plays everything perfectly, getting smiles from Mr. Shetler the whole time for encouragement.

MEMORANDUM OF AGREEMENT

WHEREAS, the School Committee for the Wachusett Regional School District voted to accept M.G.L. c. 32B, §19 (Section 19) for the purposes of negotiating health insurance and other benefits.

WHEREAS, the Wachusett Regional School District (WRSD) and the duly-formed Public Employee Committee (PEC) have negotiated such benefits;

NOW, THEREFORE, the School Committee and the PEC agree as follows

Effective Date and Duration of Agreement

The Agreement shall take effect on the date the School Committee and the PEC execute the Agreement and shall remain in effect through June 30, 2021

Insurance Plans Offered

For Fiscal Years (FY) 2020 and 2021, July 1, 2019- June 30, 2020, the non-Medicare HMO health insurance offered pursuant to this agreement shall be the Blue New England Options Deductible Plan and the HMO Blue New England Enhanced Value Plan. The non-Medicare PPO shall be Blue Care Elect. In the successor year of this agreement, FY 2021, the District may, in addition to receiving rate quotes from Blue Cross Blue Shield, seek insurance quotes from other insurance carriers for coverage which mirrors, in all material aspects, these above referenced Blue Cross insurance plans. If a rate quote from one or more of the other carriers is lower than the Blue Cross quote for the above referenced plan to which it is being compared, the District and the PEC will together decide whether to switch carriers and offer that/those insurance carriers plans instead, provided said other plan or plans meet all of the material aspects and are the actuarial equivalent of the Blue Cross Plans referenced above.

For Fiscal Years (FY) 2020 and 2021, July 1, 2019- June 30, 2020, the Medicare offering is Managed Blue for Seniors with Blue Medicare Rx and Medicare HMO Blue (Advantage Plan) provided by Blue Cross and Blue Shield of Massachusetts. The Medicare indemnity plan is Medex 2 with Blue Medicare Rx provided by Blue Cross and Blue Shield of Massachusetts. In the successor year of this agreement,

FY 21, the District may, in addition to receiving rate quotes from Blue Cross Blue Shield, seek insurance quotes from other insurance carriers for coverage which mirrors, in all material aspects, these above referenced Blue Cross insurance plans. If a rate quote from one or more of the other carriers is lower than the Blue Cross quote for the above referenced plan to which it is being compared, the District and the PEC will together decide whether to switch carriers and offer that/those insurance carriers plans instead, provided said other plan or plans meet all of the material aspects and are the actuarial equivalent of the Blue Cross Plans referenced above.

Contribution Splits

Employees, Retirees, and their Dependents without Medicare

HMO Plan –78/22 split for 7/1/2019 through 6/30/2021. The HMO will be the Blue New England Options Deductible plan. For the life of the agreement, an Equal Dollar contribution of the above will paid by the District toward the HMO Blue New England Enhanced Value Plan.

Employees, Retirees, and their Dependents without Medicare PPO Plan – – 50/50 Split

From July 1, 2019 through June 30, 2021, the WRSD will contribute fifty percent (50%) of the premium or cost for the preferred provider organization (PPO) and the subscriber shall contribute fifty percent (50%). For the purposes of this section, the PPO is Blue Care Elect PPO Deductible provided by Blue Cross and Blue Shield of Massachusetts.

Eligible Retirees and Their Survivors with Medicare HMO –78/22 Split for 7/1/2019 through 6/30/20/2021.

Subscribers who are eligible or who become eligible for Medicare shall transfer to Medicare coverage.

Effective July 1, 2019 through June 30, 2021, WRSD shall contribute seventy-eight percent (78%) and the subscriber shall contribute twenty-two percent (22%). For the purposes of this section, the HMO Medicare plan is Managed Blue for Seniors with Blue Medicare Rx and Medicare HMO Blue (Advantage Plan) provided by Blue Cross and Blue Shield of Massachusetts.

***Eligible Retirees and Their Survivors with Medicare
Indemnity Plans- 50/50 Split***

The Wachusett Regional School District will contribute fifty percent (50%) of the monthly cost of the Medicare Supplement enrollment of an indemnity plan for any subscriber enrolled in Medicare and the subscriber will contribute fifty percent (50%). For the purposes of this section, the indemnity plan is Medex 2 with Blue Medicare Rx provided by Blue Cross and Blue Shield of Massachusetts.

Deductibles/Co-payments

Unless otherwise provided for in this Agreement, health insurance plan design changes for Blue Cross and Blue Shield Options Deductible plan will be as follows:

Deductible \$500/\$1000; Inpatient Co-pays \$275/\$500/\$1500; Day Surgery Co-pay \$250; Imaging co-pay \$100; Rx co-pays \$10/\$30/\$65 Retail and \$25/\$75/\$165 Mail Order.

Except as referenced above, this agreement will maintain the standard plan designs that are incorporated into this agreement as "Appendix A: WRSD PEC Health Plan Details."

Health Reimbursement Account

In addition, the School District agrees to continue the Health Reimbursement Account (HRA) to go into effect on July 1, 2019. The District will reimburse the following amounts for those on the HMO Blue New England Options Deductible plan and the HMO Blue New England Enhanced Value Plan: \$250 for each outpatient surgical procedure co-pay; \$275 for each inpatient procedure co-pay; \$35 for each Urgent Care co-pay; and \$100 for each Imaging co-pay. The rules of the HRA are as follows:

1. The WRSD shall administer the HRA and reimburse members monthly.
2. Members must pay the required co-pays per the plan and will be reimbursed for the payments.
3. Members must present their paid receipt and explanation of benefits to the Director of Human Resources to verify payment.
4. Eligible co-pays will be reimbursed up to 90 days after the end of the plan year. The plan year ends each June 30th.

5. The Health Reimbursement Account will be capped at \$50,000 annually for each of the 2 contract years. Any excess money from one year will not be added to the following year's \$50,000 total. Payments will be made on a first come first serve basis and end once the HRA is exhausted.

Insurance Buyout

For any enrollee enrolled in the District's health insurance on June 30th of a particular plan year covered by this Agreement who opts to get his/her health insurance from another source for the following plan year, the District will pay an annual cash payout of \$2000 for a family plan and \$1000 for an individual plan for the year in which the enrollee has foregone receipt of the District's health insurance. Notwithstanding the preceding sentence, any enrollee who previously opted out of the District's insurance under the prior PEC Memorandum of Agreement (2017-2019) and who is still opting out of the insurance will for each of the two years of this Agreement will continue to receive the opt-out payment in accordance with the payout procedures enumerated in this Paragraph. The buy-out form must be returned to Human Resources by June 30th to be eligible for a payout and must be accompanied by proof of other insurance. The insurance buy-out payment referenced herein will be paid via equal pro rata payments on September 1 and February 1 of the applicable contract year. If the enrollee must reinstate health insurance during the waived year when he or she is receiving the buy-out payment, due to an emergency and/or a loss of health insurance from another source or any other reason, the enrollee must reimburse the District a pro rata portion of any amount already paid as part of the reimbursement within 30 days of the reinstatement of health insurance.

Dental / Life / Long/ Short-Term Disability and Vision Insurance

Wachusett Regional School District shall offer life, dental, long-term disability and vision insurance benefits to subscribers.

For the duration of this Agreement, the cost of dental insurance provided for eligible employees, retirees and their dependents shall be paid one-hundred percent (100%) by the employee or retiree. The dental insurance offered is Dental Blue Program 1 and Dental Blue Program 2 provided by Blue Cross and Blue Shield of Massachusetts.

The cost of *Basic \$10,000.00 Life and Accidental Death and Dismemberment Insurance* for eligible employees shall be paid fifty percent (50%) by the employee. If an employee should retire from the District, the employee may continue with the employee's life insurance policy as a retired employee of the District. The retired employee is

responsible for ninety-five percent (95%) of the cost. Employees may purchase a *Group Voluntary Life and Accidental Death and Dismemberment Insurance Plan* as long as they have enrolled in the *Basic \$10,000.00 Life Insurance Plan*. The cost of *Group Voluntary Life and Accidental Death and Dismemberment Insurance Plan* for eligible employees shall be paid one hundred percent (100%) by the employee.

The cost of long-term disability insurance provided for eligible employees shall be paid one-hundred percent (100%) by the employee and are paid on a post-tax basis. Employees of the District that participate in the long term disability insurance are entitled to a salary stipend equivalent to fifty percent (50%) of the member's yearly long term disability insurance premium.

The cost of short-term disability insurance provided for eligible employees shall be paid one-hundred percent (100%) by the employee and will be paid on a post tax basis.

An optional Blue 20/20 Vision Plan will be offered to Employees and non-Medicare retirees with subscribers paying one hundred percent (100 %) of the cost of that benefit plan.

The District will continue to offer a Flexible Spending Account option for Employees.

Future Meetings of the Wachusett Regional School District and PEC

The PEC shall be composed of a union representative from each collective bargaining unit which negotiates with the Wachusett Regional School District and a retiree representative designated by the Retired State, County and Municipal Employees Association. Each union representative and the retiree representative shall have the option of allowing one additional representative to attend meetings of the PEC and the Wachusett Regional School District Administrator or his designee. The retiree group shall have a ten percent (10%) vote. The remaining ninety (90%) percent vote shall be divided as follows: each collective bargaining unit represented on the PEC shall have a weighted vote equal to the proportion which the number of employees eligible for health insurance under this chapter employed in the bargaining unit he/she represents bears to the total number of employees eligible for health insurance in all bargaining units of the governmental unit. Any agreement with the public authority must be approved by fifty-one percent (51%) of the votes cast by the representatives on the public employee committee on a weighted basis.

The parties shall establish a regular schedule of meetings to discuss the implementation of this Agreement and any issues relating to the effectiveness and efficiency of health coverage for subscribers. Such meetings shall take place quarterly, unless agreed

otherwise. Meetings will be held at times and places which are mutually agreed upon by the Wachusett Regional School District and the PEC. In addition, either party may convene a meeting upon seven days' notice to the other party, unless there is an emergency that requires shorter notice. Meeting notices will be provided to the Wachusett Regional School District and to the PEC in writing. The Wachusett Regional School District may provide notice of a meeting or a series of meetings up to twelve months in advance of a meeting. Any employee who is a representative on the PEC shall receive time off to attend meetings of the Committee with the Wachusett Regional School District with full pay and benefits.

Correspondence and Information

The Wachusett Regional School District shall make available to the PEC copies of any correspondence between the Wachusett Regional School District and any provider of health care. The PEC shall be given reasonable access to all information necessary for the efficient and effective functioning of the PEC.

At the request of the PEC, the Wachusett Regional School District will present alternative plans which are at least the actuarial equivalent of those offered for the 2020/2021 plan year so that the parties may fully explore and negotiate health coverage to be provided to subscribers starting July 1, 2020. The parties agree to commence negotiations for a successor agreement on or before December 31, 2020.

Effect of Agreement

This Agreement shall be binding on all subscribers and shall supersede any conflicting provisions of any Wachusett Regional School District policies or any collective bargaining agreements between the Wachusett Regional School District and any unions representing Wachusett Regional School District employees.

Arbitration of Disputes

Either party may submit a dispute between the parties concerning the interpretation or *application of this Agreement to the American Arbitration Association for arbitration* under its Labor Arbitration Rules. A request for arbitration by the PEC must be approved by seventy (70%) of the weighted votes of the representatives on the PEC. Any arbitrator appointed in such process shall look to and be bound by external law.

Savings Clause

If any provision or portion of the Agreement is found to be unenforceable or

unlawful, the remaining provisions or portions shall remain binding.

Scope and Modification

This Agreement shall constitute the whole of the Agreement between the Wachusett Regional School District and the PEC. The Agreement may be modified only by a written document signed by the Wachusett Regional School District and the PEC.

Authorization to Sign Agreement

Each signatory to this Agreement is authorized to bind the entity he/she represents. The PEC represents that it has the authorization and approval of fifty-one (51%) of the weighted votes of the PEC and that this Agreement is binding on all subscribers and their representatives.

Signatories

The signatories are authorized to bind their principals.

For the Wachusett Regional School District:

By: _____
Darryll McCall, Ed.D
Superintendent of Schools

Date: _____

BY: _____
Kenneth Mills, Chair
Wachusett Regional District School Committee

Date: _____

For the Public Employee Committee:

By: Heidi A. Lahey
Heidi Lahey
Wachusett Regional Education Association, Inc.
525 Eligible Members (49.61%)

Date: 5/21/19

By:

Patricia O'Donnell
Patricia O'Donnell
Wachusett Administrators Association
25 Eligible Members (2.35%)

Date: 5/21/19

By:

Louisa Corrazi
Louisa Corrazi
Wachusett Regional Nurses Association
13 Eligible Members (1.22 %)

Date: 5/21/19

By:

Matthew Sullivan
Matthew Sullivan
AFSCME, Council 93, Local 2885 – Custodial Employees
58 Eligible Members (5.46%)

Date: 5/21/19

By:

Deborah Vaillant
Deborah Vaillant
AFSCME, Council 93, Local 2885 – Clerical Employees
32 Eligible Members (3.01%)

Date: 5/21/19

By:

Jennifer Fiddler
Jennifer Fiddler
SEIU, Local 888 – ABA Program Assistants
54 Eligible Members (5.08%)

Date: 5/21/19

By:

Carol Gemme
Carol Gemme
Wachusett Cafeteria Association
32 Eligible Members (3.01%)

Date: 5/21/19

By:

Kenneth Bergen
Kenneth Bergen
Teamsters Local #170 – Aides
215 Eligible Members (20.24%)

Date: 5/21/19

By: Roy K. Baer
Roy Baer
Retirees
10%

Date: May 21, 2019

Business/Finance Subcommittee

Tuesday, July 2, 2019
7:00 PM

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

AGENDA:

- I Call to Order
- II Election of Vice-chair
- III Approval of Minutes
- IV Medicaid Reimbursement Update
- V FY19 Actual to Budget
- VI FY19 Closeout Activities and Transfers
- VII FY20 Budget
- VIII FY20 Plan to Address Revenue Shortfall
- IX Next Meeting
- 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

Facilities and Security Subcommittee

Tuesday, July 9, 2019
6:00 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

AGENDA:

- I Call to Order
- II Election of Vice-chair
- III Approval of Minutes
- IV School Safety
 - Safer Schools and Communities – Equipment and Technology Grant - status
- V Implementation of ALICE District-wide
- VI Capital Projects
- VII Facility Concerns/Issues
- VIII Turf Field Replacement – status
 - Revolving Account – Field Use
- IX Tuition-free, Full-day Kindergarten Proposal
 - Mayo Elementary School - status
- X SOLECT Solar Project at Rutland Schools – update
- XI Next Meeting
- XII New Business
- XIII Executive session to discuss the deployment of security personnel or devices, or strategies with respect thereto, as the Chair deems a discussion in public session would have an adverse effect on the District's position, not to return to public session
- XIV 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

AGENDA:

- Public Hearing
- Chair's Opening Remarks
- Student Representatives' Reports

Superintendent's Report

- Discussion of Report
- Recommendations Requiring Action by the School Committee
 1. Motion: To approve the Amended 2019-2020 School Calendar
 2. Motion: To approve the Amended 2019-2020 School Committee Meeting Schedule
 3. Motion: To approve expenses incurred in connection with WRSDC Members (Gustafson, Smith, Weeks) attending November 6 – 9, 2019 MASC/MASS Joint Conference in Hyannis, Massachusetts
 4. Motion: To authorize the transfer of \$20,000.00 from the Salaries and Stipends Appropriation to the Benefits and Insurance Appropriation
 5. Motion: To authorize the transfer of \$67,093.92 from the Instructional Support Appropriation to the Benefits and Insurance Appropriation
 6. Motion: To authorize the transfer of \$30,811.91 from the Operations and Maintenance Appropriation to the Benefits and Insurance Appropriation
 7. Motion: To authorize the transfer of \$4,691.57 from the Pupil Services Appropriation to the Benefits and Insurance Appropriation
 8. Motion: To authorize the transfer of \$2,275.00 from the Debt Service Appropriation to the Benefits and Insurance Appropriation
 9. Motion: To authorize the transfer of \$50,000.00 from the Transportation Appropriation to the Benefits and Insurance Appropriation

Unfinished Business

Secretary's Report

- Approval of 1329th Regular Meeting Minutes of the WRSDC held on 6/10/2019
- Approval of Minutes of Executive Session held on 6/10/2019

Treasurer's Report/Financial Statements

Committee Reports

- Management Subcommittee
- Education Subcommittee
- Business/Finance Subcommittee
- 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

Superintendent Goals and Evaluation Subcommittee

Wednesday, July 31, 2019
6:30 PM

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

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
Revised 7/9/2019 - DRAFT

June 10, 2019	Location: Wachusett Regional High School, Holden
July 9, 2019 (Tuesday)	Location: Wachusett Regional High School, Holden
August 19, 2019	Location: Wachusett Regional High School, Holden
September 16, 2019	Location: Wachusett Regional High School, Holden
October 7, 2019	Location: Wachusett Regional High School, Holden
November 4, 2019	Location: Wachusett Regional High School, Holden
December 9, 2019	Location: Wachusett Regional High School, Holden
January 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)
(revision approved by the WRSDC)

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

Attachment 3
July 2, 2019

Business/Finance

Michael Dennis, Chair
Maleah Gustafson
Linda Long-Bellil
Benjamin Mitchel
Karl Ottmar

Education

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

Legal Affairs

Scott Brown, Chair
Robert Imber
Matthew Lavoie
Amy Michalowski

Management

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

Superintendent Goals and Evaluation

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

Facilities and Security

Adam Young, Chair
Stephen Godbout
Linda Woodland

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

Audit Advisory Board

Benjamin Mitchel, Chair

School Council Liaisons

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

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



Rebecca Petersen <rebecca_petersen@wrsd.net>

End of year message 2019

1 message

Darryll McCall <noreply@wrsd.net>

Wed, Jun 12, 2019 at 5:01 PM

Reply-To: Darryll McCall <noreply@wrsd.net>

To: Rebecca_Petersen@wrsd.net



June 2019

With the school year quickly coming to a close, I would like to take this opportunity to reflect upon the past year and also look to the future. This year, we were fortunate with few weather events to impact school closings, leaving us with the end of the year on Friday, June 14th, one of the earliest dismissals in recent memory.

Throughout the school year, we continued to fulfill many of the objectives associated with the WRSD Strategic Plan. We focused our attention on student well-being and social emotional wellness with the support provided by the counselors at our middle schools and at the high school. All ninth grade students received a Chromebook for use at school and at home. For the second year in a row, over 500 Chromebooks were distributed before the first day of school, and the response from students has been overwhelmingly positive. The newly appointed Technology Integration Specialist has spent the school year assisting teachers with the integration of technology in their classroom instruction. Finally, we continued our rollout of our early literacy reading program, which now includes Grade 1 as of this year.

Late last week, I had the chance to attend the Wachusett Regional High School graduation on June 6th at the DCU Center. Having the opportunity to congratulate over 550 graduates is always one of the highlights of the year for me. In my comments to the class, I reiterated that hard work and helping others are two simple ways for our children to make the world a better place. I am confident that our school district prepares our students to be the next leaders of tomorrow. I want to congratulate all of our graduates this year and wish them luck as they embark upon the next chapter in their lives.

I would also like to honor those who have worked diligently to make our school district a wonderful place for kids. I wish the best of luck to all of our staff who have or are retiring at the end of this school year::

Cheryl Barwise, Wachusett Regional High School

Nancy Bik, Paxton Center School

Phyllis Borowiec, Glenwood Elementary School

Carla Brooks, Mountview Middle School

Gaylene Buck, Paxton Center School

Tina Callahan, Central Office

James Carlson, Paxton Center School

Theresa Cote, Thomas Prince School

Doreen DiPiliato, Wachusett Regional High School

William Emery, Naquag Elementary School

Sue Ezen, Central Tree Middle School

Kathleen Greene, Houghton Elementary School

Dennis Hyson, Mountview Middle School

Sheila Judkins, Glenwood Elementary School

Christine Kiritsy, Glenwood Elementary School

Patrice LaHair, Central Tree Middle School

Karen Lizewski, Naquag Elementary School

Barbara Martin, Naquag Elementary School

Patricia Mazur, Glenwood Elementary School

Terry Mulryan, Chocksett Middle School

Catherine Palmer, Mayo Elementary School

Kathy Putnam, Wachusett Regional High School

Veree O'Coin, Glenwood Elementary School

Martha O'Connor, Naquag Elementary School

Michael O'Sullivan, Wachusett Regional High School

Patricia Ottaviano, Early Childhood Center

Donald Petersen, Mountview Middle School

Herbert Ridley, Mountview Middle School

Marianne Sanborn, Mayo Elementary School

Sue Wilde, Wachusett Regional High School

Wendy Zinkus, Dawson Elementary School

Elizabeth Zglobicki, Mayo Elementary School

For the second year in a row, our school budget was approved at the five Annual Town Meetings in May. This budget includes tuition-free, full-day kindergarten that will benefit all students entering our schools. Passing a budget that supports the educational needs of our children is extremely important, and we must continue to work with one another to find the means for dedicating these funds to our schools.

Finally, I want to thank all of you for your support and dedication to the students of Wachusett Regional School District this past year. Have a great summer and enjoy your time relaxing with family and friends.

Sincerely,

Darryll McCall, Ed.D.

Superintendent of Schools

Get the WRSD Mobile App for [Android](#) or [iOS](#) today!

Wachusett Regional School District

Wachusett Regional School District would like to continue connecting with you via email. If you prefer to be removed from our list, please contact Wachusett Regional School District directly. To stop receiving all email messages distributed through our SchoolMessenger service, follow this link and confirm: [Unsubscribe](#)

SchoolMessenger is a notification service used by the nation's leading school systems to connect with parents, students and staff through voice, SMS text, email, and social media.



Rebecca Petersen <rebecca_petersen@wrsd.net>

Attachment 5
July 2, 2019**Wachusett News**

1 message

Darryll McCall <darryllmccall@users.smores.com>

Fri, Jun 14, 2019 at 9:31 AM

Reply-To: darryll_mccall@wrsd.net

To: rebecca_petersen@wrsd.net

[Is this email not displaying correctly? View it in your browser](#)

Wachusett News

"We help our students scale any mountain" June 2019

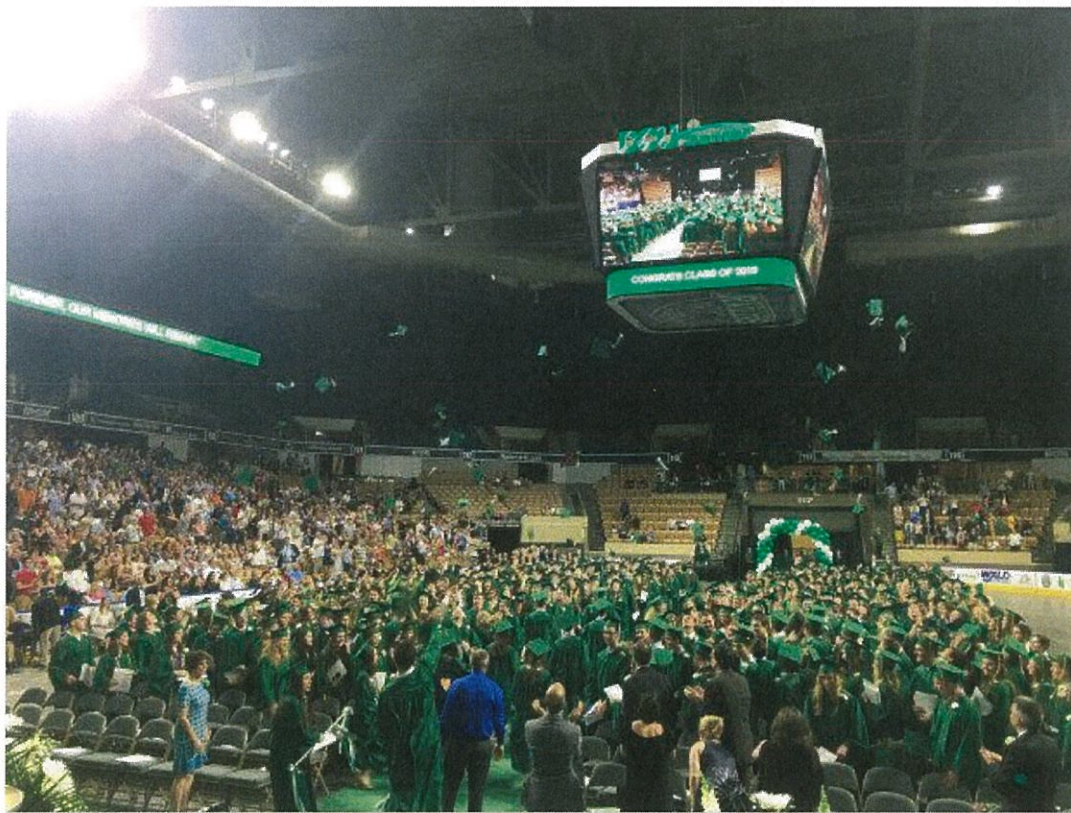
News from the Superintendent's Office

It is hard to believe that another year of school is already coming to a close, with our last day of school on Friday, June 14th. We have had an exciting year in Wachusett, with students recognized for their academic achievements, multiple athletic championships, and much more. Our administrators, teachers, and support staff have all been essential in helping to educate students who attend our schools. I am proud and honored to have had the opportunity to work with such wonderful students and staff, and look forward to the next school year. Enjoy the summer.



Darryll McCall, Ed.D.
Superintendent
Wachusett Regional School District

2019 WRHS Graduation



On June 6th, the Wachusett Regional High School Class of 2019 graduated with 556 students. I had the opportunity to congratulate all of our graduating seniors, and recognize their achievements. High school graduation is the culmination of years of hard work, for students, staff and families, and I commend everyone for helping our students succeed. Special thanks to Principal Beando, teachers, support staff, and the administrative team for the hours of preparation that go into making the Wachusett Commencement so memorable. Good luck to the Class of 2019!



Tuition-Free Full-Day Kindergarten

With the passage of the WRSDC FY20 budget, tuition-free full day kindergarten will begin in the 2019-2020 school year. Our district's ability to provide equal access to kindergarten for all students signifies a moment of transformation for Wachusett. Our newest students will be afforded time to transition into school at a pace that allows for exploratory educational experiences in the classroom. I am confident that this important educational endeavor will enrich our district.

New Assistance for Students and Families

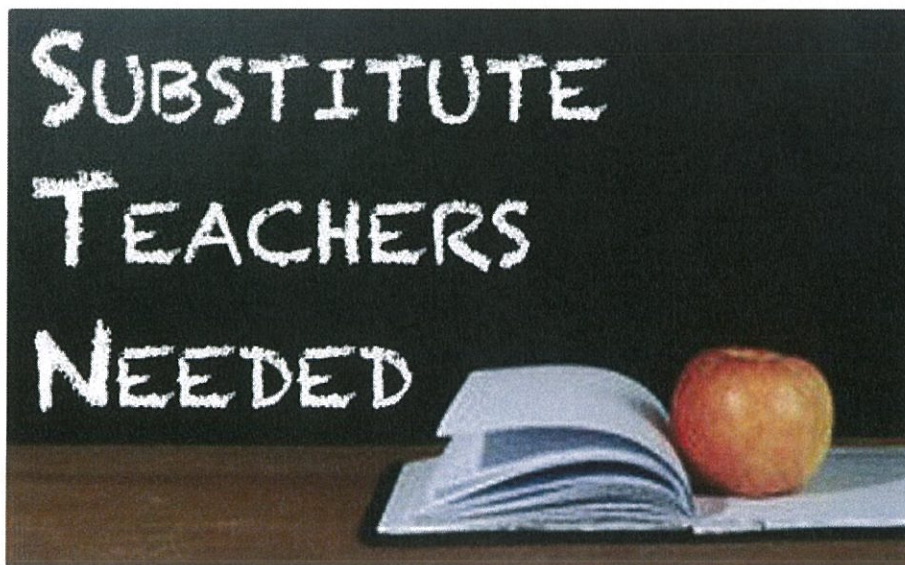
WRSD is pleased to announce a new counseling referral service to residents in our district. Wachusett has partnered with William James College in Newton, MA to help facilitate outpatient counseling referrals. To obtain an outside therapist, families typically have to make multiple phone calls, sort through health insurance parameters, and often be placed on a waitlist for months. With William James College's Interface service, families will have to make one phone call to obtain an appointment within weeks or even days. Interface is a service that many towns and school districts across the Commonwealth subscribe to. The District piloted a successful partnership with Interface for the last two years with our high school students, so we are pleased to offer this service district wide. Students in any district grade level may benefit from this partnership, along with their family members. The service will start July 1st. To learn more about Interface, please visit <https://interface.williamjames.edu/>



End of year message

Every year I share a brief note with staff and families about our concluding school year and thank the many retiring staff who have been such an integral part of the Wachusett family. Please follow the link below to read the letter:

[2019 End of year message](#)



How to Become a WRSD Substitute

Wachusett Regional School District continues to accept applications for substitute teachers, paraprofessionals, and custodians to help support the 1,100-plus employees in our district. If you, or someone you know, is interested in becoming a substitute teacher or a substitute for other district positions, please contact our Human Resources department, or follow the links below to the substitute application and the Criminal Offense Record Information (CORI) forms. Both forms must be filled out prior to being considered for any position.

[Substitute application](#)

[CORI application](#)

WRSD Human Resources - 508-829-1670 x228

The Wachusett Regional School District does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, English Language Learner (ELL) status, housing status, or other protected status. Please read our full [Non-Discrimination Policy](#) for more details.

District Website

For information pertaining to individual schools, the school district and the School Committee, please visit our [website](#).



Wachusett Regional School District

📍 1745 Main St, Jefferson, MA, U... 📞 508-829-1670
🌐 wrsd.net

Brought to you by  **smore**

Smore is a website where you design beautiful online flyers

Unsubscribe from emails by **Darryll McCall**.

Wachusett softball wins state championship

By John Orrell sports@thelandmark.com

Posted Jun 24, 2019 at 4:29 PM

Updated Jun 25, 2019 at 3:36 PM

WORCESTER — It took a full 12 months to shake the haunting memories of last season's disappointing loss in the State Division 1 Championship contest, but the Wachusett Regional High softball team achieved its ultimate goal this time around. The team defeated Methuen High, 2-1, in an eight-inning walk-off at Worcester State University's Rockwood Field on Saturday, June 22, to notch a perfect season (25-0) and capture the title that has been so elusive in recent years.

There is no denying that this intrepid bunch has achieved state supremacy with a never-quit attitude that permeated the roster from beginning to end.

"This is awesome. They've been working hard all year, and I'm so proud of them," said Head Coach Jason Lanpher in a euphoric on-field celebration with legions of Wachusett fans by his side. "They hung in there through a tough game. That was not easy. They made us earn every single thing."

"This is amazing. I can't put this into words," echoed senior co-captain Reagan Lowe. "This is everything we've been shooting for in the last four years. It's like a dream come true. We came in 100 percent motivated. We didn't know what Methuen was like. We'd never seen their lineup before. But we were determined and knew it was going to be a good game, and we came back and won it. I'm so proud of us."

Both sides failed to get on the scoreboard through five innings, despite having opportunities. The Mountaineers left runners on base in each of the first three innings, as well as the fourth. Wachusett starting pitcher and T&G Hometeam Softball Player of the Year Courtney Lanpher held the Ranger bats in check, yielding just three hits.

"It's great to work so hard for something and actually get it," she said of the team's perfect season and championship.

Lanpher also slugged a potential game-winner in the fifth inning with a drive to right-center that nearly cleared the fence. The Merrimack College-bound Lanpher had to settle for a double but was stranded there as Ranger pitcher Jillian McCoy worked out of the jam.

Methuen, which brought a 12-game winning-streak into the contest, would score its only run of the night in the sixth frame, but the lead was short-lived. With one out in the home half of the inning, senior co-captain Abby Simes sliced a bullet to right-centerfield that cleared the fence for the game-tying run.

"The pitch was right down the middle, a little outside and high, and I just crushed it," Simes explained. "I missed first base, but I went back. It felt awesome. It's surreal. I wanted to win so badly. We're a better team this year. We have better players, we're better hitters. I just knew we could win, and we did it."

The outcome of the game may have ironically turned on a trick play that the Wachusett infield executed to perfection.

Lanpher faked a pick-off attempt on a Methuen runner at second base in which Hannah White and second baseman Ally Peto deked the runner thinking that an errant toss went to centerfield, but there was no throw at all. A rundown ensued, and a tag made to end the inning. A seismic shift in momentum was palpable as the team headed into the late stages of the game, with this being a well-needed spark.

"We've been working on this for two weeks, and we rolled it out at UMass (the state semifinal), where it almost worked," said Coach Lanpher. "We tweaked it a little bit and sold it a little better this time and we got someone to bite, so it was good."

"We were down, but we had that trick play which really worked, and the motivation turned toward us," added Simes. "We really knew what we had to do, and we got it done."

The Mountaineers would put this one away for keeps and a State Championship along with it in the bottom of the eighth frame with the teams locked at one apiece. Sophomore shortstop White led off and belted a Methuen offering into the gap in right-centerfield. White fired through the bases and landed safe and secure on third base with a triple. Emily Todorov and Simes were walked in

succession to load the bases and set the stage for the walk-off. Senior third-baseman Erin Hancock notched the game-winner, knocking one up the middle to score White, and the celebration was on.

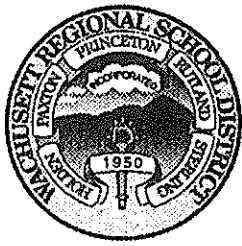
"Honestly, I just knew we had to get a run here," White explained. "I was calm, calmer than most of my previous at-bats. I just knew that I could do it. I couldn't tell if it was going to be extra bases when I hit it, but Coach kept running me on."

"Hannah's awesome," said Simes. "She's a great hitter, and we knew we could get that runner in with no outs in the bottom of the eighth. Erin did. She had an awesome hit. Erin's one of our best hitters and she did great in that spot. After three years, this feels so good."

"Defense was phenomenal. We talk about that all the time," said Coach Lanpher. "We have good pitching and good offense, and that's tough to beat. All my pitchers love pitching. If it's supposed to be an out, it's an out and that's for sure."

"I knew we were loaded. Anything short of this would have been disappointing," he said of this 2019 bunch. "Last year it was like, 'We want this,' and this year it was like, 'We need this'. They weren't taking no for an answer."

Members of the 2019 Wachusett Regional High Division 1 State championship softball team are seniors Emily Todorov, Madison Starkey, Erin Hancock, Courtney Lanpher, Reagan Lowe, Allison Peto, Katelyn Mallotte, Abbygail Simes; juniors Kayleigh Coffey, Kelsey Beaudry, Ashley Parechanian; sophomores Sarah Austin, Mia Cassella, Hannah White, Tory Pluze, Jordan Geloso; and freshmen Riley Quirk and Lily Johnson.



July 2, 2019

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

July 1, 2019

Mr. Jason Lanpher
213 East Princeton Road
Princeton, MA 01541

Dear Coach Lanpher and members of the Girls' Softball Team:

CONGRATULATIONS Girls' Softball Division 1 State Champions! What a season you have had, with the final victory against Methuen High School on June 22nd. On behalf of the District and the School Committee, please accept our heartfelt hardy congratulations for a job well done! A perfect season – very impressive. Your hard work, talent, knowledge of the game, team spirit, and grit have resulted in triumph and success. We are proud of you and you should all be very proud of yourselves.

I wish you all a relaxing and fun-filled summer, as you bask in your victory.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
William Beando, Principal, WRHS
Jennifer Lynch, Curriculum Specialist – Athletics

DM:rlp



For immediate release

Contact: Andrea Kisiel,
One8 Foundation | Mass STEM Hub
Phone: 857-202-6238
Email: akisiel@one8.org

110+ Middle school students showcase adaptive toys to Boston Children's Hospital doctors, designed for cerebral palsy patients

Boston Children's Hospital doctors and STEM professionals provide authentic feedback to students' applied learning projects

[Boston, MA, June 4, 2019] Congratulations to student teams from Morton Middle School (Fall River), Medway Middle School (Medway), Stoneham Central Middle School (Stoneham), and Community Day Charter Public School-Prospect (Lawrence) for winning awards for their adaptive toy designs presented at the second annual [Mass STEM Hub](#) Design Showcase. This showcase was held for [Project Lead The Way](#) middle school students by Mass STEM Hub, a program of the One8 Foundation, in partnership with Boston Children's Hospital at Merck Research Labs on June 4th, 2019.

110+ middle school students from 16 Massachusetts schools were selected to represent their schools to present adaptive toy prototypes to STEM professionals. In PLTW's middle school engineering Design & Modeling unit, students learn the engineering design process, critical measurement and mathematical modeling skills, computer-aided design skills, and about cerebral palsy. The culminating project challenges students to design, test, and fabricate an adaptive toy for a child with cerebral palsy.

The applied learning curriculum of PLTW covers critical STEM content and allows students to use what they have learned to solve real world problems. The One8 Foundation and the Baker-Polito administration are scaling PLTW in the Commonwealth. Today 35,000 students are engaged in PLTW classrooms across the state.

Governor Charlie Baker addressed students at the event, expressing the importance of applying what is taught in the classroom to solve real-world problems for the greater good. He also activated a round of applause in gratitude for the hard work of dedicated teachers.

"Introducing more students to the possibilities STEM offers is critical to the future of the Commonwealth, and ensuring all students have opportunities to study STEM is a priority for our administration," said **Governor Charlie Baker**. "We want to congratulate all of students from across Massachusetts that participated in the Mass STEM Hub Design Showcase and we applaud Project Lead The Way and the One8 Foundation for all of the work they are doing to prepare students for future success."

To connect their classwork to problems solved in the real world, students received expert, authentic feedback from industry experts, from organizations including Boston Children's Hospital's Cerebral Palsy & Spasticity Center, Merck Labs, Microsoft, Smith & Nephew, and National Grid.

"The student projects at the Mass Stem Hub Design Showcase continue to amaze all the physicians and allied health professionals who represent the cerebral palsy clinic. It is great to see the students' projects - a summary of a lot of collaboration and problem solving with the ultimate goal to improve the quality of life of children with disability," noted **Dr. Benjamin Shore, Co-Director of the Cerebral Palsy and Spasticity Center at Boston Children's Hospital**. "The various designs and innovative strategies created by the teams of students demonstrates an understanding of physical disability well beyond their years. As a member of Boston Children's Hospital and representative of the Cerebral Palsy Clinic, we are proud to host and sponsor this very important educational event."

In attendance was Rachel Caligui, who has been a patient of Boston Children's Hospital since she was diagnosed with cerebral

palsy at the age of two- and has seen amazing progress as a patient of Dr. Benjamin Shore. Rachel is graduating from high school and starting college in the fall.

"I am so glad I get to see all of the projects that the kids have made, and hopefully they can help other kids in the future," said Rachel Caliguru. "I saw one [toy] which is awesome for fine motor control. I saw a big board game [that] helps with gross motor control. I would have played with all of them!"

After viewing student work, judges scored projects to determine award winners. Sandra Fenwick, Boston Children's Hospital CEO, presented awards to winning student teams.

The Showcase Winner Award was presented to a group from Morton Middle School in Fall River for their project titled "Speed Roller," designed to provide children with spastic diplegia a fun way to practice walking. Judges chose this team for displaying the highest overall mastery of the engineering design process and conveying a deep understanding of the therapeutic needs of children with cerebral palsy.

A team from Community Day Charter – Prospect in Lawrence won the Excellence in Presentation Award for their clear, concise presentation of their toy design, a bear-shaped activity block to help with fine motor skills.

Members of the Cerebral Palsy and Spasticity Center at Boston Children's Hospital chose students from Medway Middle School as the winner of the Practitioners' Pick Award – an award for the project that showed the most promise of real-world application. This group of students created a multi-functional fidget cube to assist with cognitive and physical therapy.

Lastly, students from Stoneham Central Middle School won the Engineers' Choice award. This team presented a toy called "The Scramble Box," which the engineers in attendance recognized as the most technically strong prototype.

"I'm excited for the students. This is a great opportunity – something that I never experienced when I was younger," noted Joseph Michael, Project Lead The Way teacher at Kuss Middle School in Fall River. "It's great that Project Lead The Way is allowing the connection between community and industry to public education."

Mass STEM Hub partnered with Boston Children's Hospital to create this opportunity for students to showcase their projects to industry professionals.

"In today's rapidly changing world, students need to learn to be adaptive, critical thinkers ready to solve complex problems and clearly communicate solutions," commented Katherine Skrivan, Director of Mass STEM Hub. "We are thrilled to provide the opportunity for students to showcase their hard work and receive formative feedback from Boston Children's Hospital experts."

National Grid and GE Foundation are founding event sponsors of Mass STEM Hub.

PARTICIPATING SCHOOLS:

Collins Middle School, Salem	Lafayette School, Everett
Community Day Charter – Gateway, Lawrence	Leicester Middle School, Leicester
Community Day Charter – Prospect, Lawrence	Medway Middle School, Medway
Community Day Charter – Webster, Lawrence	Morton Middle School, Fall River
Granite Valley Middle School, Monson	Randolph Community Middle School, Randolph
KIPP Academy, Boston	Sandwich STEM Academy, Sandwich
KIPP Academy, Lynn	Stoneham Central Middle School, Stoneham
Kuss Middle School, Fall River	Thomas Prince, Princeton

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Mass STEM Hub is a program of the One8 Foundation and its mission is to provide schools with access to and support for the next level of STEM education that engages students and prepares them to succeed in a rapidly changing, high tech world. Mass STEM Hub has helped scale Project Lead The Way's K-12 curriculum in engineering, computer science and biomedical science to over 35,000 students in Massachusetts, enabling students to learn how to take theory to practice with real world problem solving.

###

If you would like more information about this topic, please email akisiel@one8.org



Rebecca Petersen <rebecca_petersen@wrsd.net>

Fwd: Thomas Prince students participate in Mass STEM Hub Design Showcase

1 message

Darryll McCall <darryll_mccall@wrsd.net>

Thu, Jun 6, 2019 at 2:05 PM

To: Rebecca Petersen <rebecca_petersen@wrsd.net>

----- Forwarded message -----

From: **Katherine Skrivan** <kskrivan@mass-stemhub.org>

Date: Thu, Jun 6, 2019 at 1:53 PM

Subject: Thomas Prince students participate in Mass STEM Hub Design Showcase

To: Tammy_Boyle@wrsd.net <Tammy_Boyle@wrsd.net>, darryll_mccall@wrsd.net <darryll_mccall@wrsd.net>

Tammy and Darryll,

Tuesday students from Thomas Prince participated in Mass STEM Hub's second annual Design Showcase for Project Lead The Way students in partnership with Boston Children's Hospital at Merck Research Labs in Boston!

These students were chosen to represent their schools based on their hard work and achievements in their PTW Design and Modeling unit, in which they learned the engineering design process, critical measurement and mathematical modeling skills, computer-aided design skills, and about cerebral palsy. The culminating project challenged students to design, test, and fabricate an adaptive toy for a child with cerebral palsy.

At the showcase, students presented their prototypes to industry professionals, including experts from the Cerebral Palsy & Spasticity Center at Boston Children's Hospital! **Governor Charlie Baker and Boston Children's Hospital CEO Sandra Fenwick attended the event** and engaged with students – a testament to the importance of the applied learning STEM work of these students.

In total, over 110 students from 16 schools across Massachusetts participated. We are following-up with a preview of **photos** from the event as well as the attached **press release** so you can get the word out about your students' achievements. More photos will be shared in this folder soon! Please feel free to share with your network, local media outlets (select contact information attached), and Chamber of Commerce to help us spread the word of your students' achievements.

Thank you for your support of Project Lead The Way. Feel free to reach out with any questions!

Sincerely,

Katherine

Katherine Skrivan

MASS STEM HUB

857-202-6228

www.mass-stemhub.org | [Twitter](#) | [Facebook](#) | [Instagram](#)

--

Darryll McCall, Ed.D.

Superintendent

Wachusett Regional School District

1745 Main St.

Jefferson, MA 01522

508-829-1670

darryll_mccall@wrsd.net

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

Sent electronically and via USPS

June 17, 2019

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

Dear Rianna:

Welcome back to the Wachusett Regional School District Committee. We look forward to your valuable participation and input again this year as you serve your second term as a Student Representative.

A general statement defining the function and responsibilities of the School Committee is included with this letter. Also, you will find enclosed a statement of guidelines for the student representatives. The next meeting of the School Committee will be Tuesday, July 9th. As you are aware, meetings are held in the Media Center at the Wachusett Regional High School, beginning at 7:00 PM. A copy of the schedule of School Committee meetings for this year is enclosed.

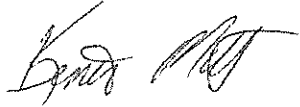
Throughout the year, the agenda and the Superintendent's Report (materials and information that may be discussed at the School Committee meetings) will be emailed to you at least 48 hours before the scheduled meetings of the School Committee. Of particular importance to students will be the proposed policies on education and student services. Your input during deliberation of these policies would be helpful to the School Committee. Since policies require two readings before they are approved, you will have time to take the information back to the Student Council or other committees for further reaction and input.

The agenda for the meetings is standard. You will find a place on the agenda for the Student Representatives, scheduled fairly early in the proceedings! Here you are welcome to give information concerning any suggestions or problems from the student body or Student Council that you would like to call to the School Committee's attention. Be sure, however, that the situations you are addressing fall within the jurisdiction of the School Committee as defined in the statement included in this mailing. The Student

Representative report may be brief (most committee reports are brief) and your concerns may not be answered immediately; they will, however, be addressed at the proper time, and may be referred to a subcommittee for study.

On behalf of the School Committee, let me express my appreciation for your interest in, and willingness to serve on, the Wachusett District's governing body. We look forward to a successful and constructive year.

Sincerely yours,

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

Kenneth Mills, Chair
Wachusett Regional School District Committee

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

Enclosures

KM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Kenneth Mills, Chair

1745 Main Street

Jefferson, MA 01522

Sent electronically and via USPS

June 17, 2019

Ms. Leah Michalowski
28 Pinecroft Avenue
Holden, MA 01520

Dear Leah:

Welcome to the Wachusett Regional School District Committee. We look forward to your valuable participation and input this year as you serve as a Student Representative.

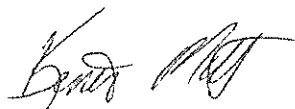
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Throughout the year, the agenda and the Superintendent's Report (materials and information that may be discussed at the School Committee meetings) will be emailed to you at least 48 hours before the scheduled meetings of the School Committee. Of particular importance to students will be the proposed policies on education and student services. Your input during deliberation of these policies would be helpful to the School Committee. Since policies require two readings before they are approved, you will have time to take the information back to the Student Council or other committees for further reaction and input.

The agenda for the meetings is standard. You will find a place on the agenda for the Student Representatives, scheduled fairly early in the proceedings! Here you are welcome to give information concerning any suggestions or problems from the student body or Student Council that you would like to call to the School Committee's attention. Be sure, however, that the situations you are addressing fall within the jurisdiction of the School Committee as defined in the statement included in this mailing. The Student Representative report may be brief (most committee reports are brief) and your concerns may not be answered immediately; they will, however, be addressed at the proper time, and may be referred to a subcommittee for study.

On behalf of the School Committee, let me express my appreciation for your interest in, and willingness to serve on, the Wachusett District's governing body. We look forward to a successful and constructive year.

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
William Beando, Principal, WRHS
Victoria DeSimone, Assistant Principal, WRHS

Enclosures

KM:rlp

GUIDELINES FOR STUDENT REPRESENTATIVE TO THE WACHUSETT REGIONAL SCHOOL COMMITTEE

August 2013

A Student Representative shall serve on the Wachusett District School Committee according to the provisions of the Massachusetts General Laws (Chapter 71.38M).

The Student Representative shall be a full-time student at the Wachusett Regional High School during his/her term of service and shall be a resident of one of the five towns in the District.

The following guidelines shall apply to the functioning of the Student Representative on the Wachusett District School Committee:

- He/she shall serve “ex officio” with full participation in School Committee deliberations but shall abstain from all voting.
- He/she shall give input on matters before the Committee that affect the student experience in the District, whether academic or extracurricular. Input shall be given during Committee deliberations prior to the taking of any official vote.
- He/she shall bring forward pertinent matters of concern from the student body or its committees. These matters should be those over which the Wachusett District School Committee has some jurisdiction or can provide direction to the Administration.
- He/she may provide a report for the Wachusett District School Committee at its regular meeting, sharing student concerns at that time and giving brief announcements regarding student accomplishments at the Wachusett Regional High School. A place on the meeting agenda will be reserved routinely for this report.
- Prior to the meeting of the Wachusett District School Committee, he/she shall receive a copy of the agenda and all attachments (confidential material excluded) at his/her place of residence or by email.
- He/she shall not be present during executive sessions of the Wachusett District School Committee.
- He/she shall not be appointed to any standing subcommittees of the Wachusett Regional School District Committee, but participation in discussions is encouraged.
- He/she shall serve for a term of one year but may be re-elected or re-appointed for an additional term or terms.

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)



WACHUSETT REGIONAL SCHOOL DISTRICT

Attachment 10

School Calendar

2019-2020

July 2, 2019

DRAFT AMENDMENT 6/5/2019

DRAFT

DRAFT

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

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

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

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

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

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

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

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

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

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

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

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

First and Last Days of School

First Day of School	Aug 27
*First Day of Kindergarten	Aug 28
*Last Day of Kindergarten (Full Day) (pending snow days)	June 8
Half-Day 180th Day of School-Grades 1-12	June 11
Half-Day 185th Day of School-Grades 1-12	June 18

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

Holidays & Vacations

Labor Day	Sep 2
Columbus Day	Oct 14
Veterans' Day	Nov 11
Thanksgiving Recess	Nov 27-29
Winter Recess	Dec 23-Jan 1
Martin Luther King, Jr. Day	Jan 20
February Recess	Feb 17-21
April Recess	Apr 20-24
Memorial Day	May 25

Teacher Training

Staff Orientation	Aug 26
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Staff Development Days

Full Day	Nov 8
Full Day	May 11
Half-Day	Sep 26
Half-Day	Oct 24
Half-Day	Jan 30
Half-Day	Mar 12
Half-Day	May 22
Half-Day	Last day of school

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

Approved by WRSDC 2/11/2019

Approved as amended by WRSDC

Wachusett Regional School District
Administrator of Special Education
Employment Contract

This Agreement is made effective as of July 1, 2019 by and between the Superintendent of Schools on behalf of the **WACHUSETT REGIONAL SCHOOL DISTRICT** hereinafter referred to as the "District" and **Christine J. Smith** hereinafter referred to as the "Administrator of Special Education." In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1) EMPLOYMENT: The District hereby employs Christine J. Smith as Administrator of Special Education and the Administrator hereby accepts employment pursuant to the following terms and conditions:

2) TERM: Subject to the provisions of Massachusetts General Laws Chapter 71, Section 42, this Agreement shall last for three years from July 1, 2019 to June 30, 2022. Notwithstanding anything contained to the contrary herein, the District may terminate this Agreement for any reason or no reason, with or without cause, by providing written notice one year prior to its intent to so terminate the Agreement. Provisions in this clause shall not limit the Superintendent's right to terminate as specified in *Article 11: Termination*.

3) COMPENSATION: The Administrator shall be paid an annual salary of \$136,000. during this contract. Each year during which this contract is in effect the Superintendent and the Administrator shall meet at least thirty (30) days prior to July 1 for purposes of reviewing the Administrator's salary for the following year. Subsequent increases in salary shall be granted, upon achievement of performance goals and an evaluation which the Superintendent, in his sole discretion, deems to be satisfactory.

4) DUTIES: The Administrator shall faithfully and effectively perform the duties contained in the job description of Administrator of Special Education. The Administrator recognizes that her responsibilities and conduct are not determined by prescribed hours and conditions and will perform the directed and implied duties of the position as determined by the Superintendent and will expend the time and effort necessary to effectively achieve the goals and purposes of the Wachusett Regional School District.

5) GOALS AND OBJECTIVES: Following the execution of this Agreement, the Superintendent and the Administrator shall meet to establish goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and be among the criteria by which the Administrator is evaluated as hereafter provided.

6) EVALUATION: The Superintendent shall evaluate the performance of the Administrator at least once a year during the term of this Agreement.

7) PROFESSIONAL ACTIVITIES: The Administrator may, subject to the Superintendent's approval, accept speaking, writing, lecturing, or other engagements of a professional nature including taking of courses, provided they do not distract or derogate

Wachusett Regional School District
Administrator of Special Education
Employment Contract

from the duties of the Administrator.

8) REIMBURSEMENT FOR EXPENSES: The District shall reimburse the Administrator for all authorized expenses reasonably incurred in the performance of duties under this contract. Such expenses shall include, but not be limited to, costs of ground transportation and authorized expenses relative to attendance at appropriate local, state, and national meetings or conferences or attendance at courses, seminars or other activities approved by the Superintendent. The District shall reimburse the Administrator for all approved travel on behalf of the District for which she uses her personal vehicle at a rate established by the School Committee.

9) FRINGE BENEFITS:

a) Health, Life, and Retirement: The Administrator shall be entitled to all health, life, and retirement benefits provided Wachusett Administrators.

b) Sick Leave: The Administrator shall be entitled to sick leave in an amount equal to fifteen (15) days per year. Sick leave may accumulate up to 180 days. The Superintendent has the right in his discretion to grant additional sick leave in the event of a major or catastrophic illness or disability. Within a month after her return from an absence, the Superintendent may request the Administrator to verify by a doctor's certificate the listing of an absence as a charge against sick leave. The cost of such certificate is to be paid by the District.

c) Personal Leave: The Administrator shall be entitled to three (3) days of personal leave in each contract year. Such leave shall not be cumulative.

d) Annual Vacation: The Administrator shall receive twenty (20) working days as annual vacation prorated and scheduled with prior approval of the Superintendent, exclusive of legal holidays to be credited as of July 1 annually. Such leave shall not be cumulative.

e) Bereavement Leave: The Administrator shall be entitled to five (5) bereavement days in each instance of the death of member of her immediate family

10) STATE RETIREMENT SYSTEM: The Administrator shall be a member of the Massachusetts Teachers' Retirement System.

11) TERMINATION: The Administrator shall fulfill all aspects of this contract, and the Superintendent reserves the right to suspend or discharge the Administrator for good cause, which is defined as any ground which is put forward by the District in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to the District's task of building up and maintaining an efficient school system.

Wachusett Regional School District
Administrator of Special Education
Employment Contract

12) NOTICE OF TERMINATION: In the event the Administrator desires to terminate this contract before the term of service has expired, she may do so by giving at least sixty (60) days written notice of her intention to the Superintendent.

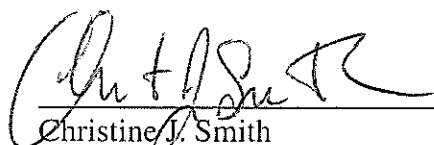
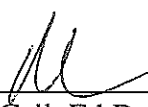
If termination occurs prior to June 30th, the vacation award will be prorated for that year, based upon the proportion of time actually worked by the Administrator. If any excess vacation days have already been used, the Administrator will compensate the District for them.

13) PERIODIC EXAMINATION: The District reserves the right to require the Administrator of Student Services to have an independent medical examination.

14) ENTIRE AGREEMENT: This contract embodies the whole agreement between the District and the Administrator and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein.

15) INVALIDITY: If any paragraph or part of this contract shall be held invalid by a court of competent jurisdiction, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

In witness whereof the parties have hereunto signed and sealed this agreement and a duplicate thereof this 19th day of June, 2019, to be effective on July 1, 2019.

 _____ Christine J. Smith Administrator of Special Education	6/19/2019 _____ Date	 _____ Darryll McCall, Ed.D. Superintendent of Schools Wachusett Regional School District	6/19/19 _____ Date
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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

NEASC FIVE-YEAR PROGRESS REPORT
WACHUSETT REGIONAL HIGH SCHOOL
3/1/2019

Section I: Highlighted Recommendations:

- 1. Describe how the work developing curriculum, assessments, and accountability for the school's expectations for student learning will continue with the elimination of the requirement for schools to use DDMs.**

Classification: Completed

We made a somewhat smooth transition from DDM's to the development of Power Standards, and learning objectives and goals in all curriculum areas. Our plan is to develop formative assessment to serve as benchmarks (similar to the DDM's) and ultimately use this data for improvement in the areas of teaching and learning.

We have a three year plan in place of which we are in year two to get this curriculum work accomplished throughout the school. Many departments are seeing the value and are very much ahead of schedule.

Currently staff time is afforded via six student early release days as well as two full release days. At the high school this time with the addition of whatever Faculty Meetings can be shared, staff are working in PLC's on revising curriculum with a focus on Power Standards, learning goals and objectives, formative assessments, etc.

- 2. Describe the plan to develop and implement cross-disciplinary learning opportunities for students.**

Classification: Completed

As we move forward in our PLC's to address the curriculum changes with the focus mentioned above (Power Standards, etc) we will be looking for opportunities to develop cross curricular opportunities. This has become most apparent with the change in the social studies curriculum and our ability to have social studies content be better incorporated with ELA. Reality is that as we accomplish the curriculum tasks in our three year plan, we will use the information learned and noted while going through this process to further develop these cross curricula opportunities.

It is worth mentioning that we do currently have cross curricular opportunities involving our "Makerspace classes, Art, Partnership, Phys Ed, Health, Social Studies, and ELA.

3. Describe the time available for professional collaboration and how that time is allocated.

Classification: Completed

Wachusett Regional High School has made great strides in carving out a significant amount of time for professional collaboration amongst faculty, staff, and administrators. In alignment with the 2016-2021 Wachusett Regional School District Five-Year Strategic Plan, the Administrative Team at Wachusett Regional High School has diligently worked to align with each domain especially in the area entitled 'Professional Development and Structures for Collaboration'. With Professional Development time designed to "enhance their content knowledge and their pedagogy is enriched through collaboration with staff...educators will be able to implement effective educational practices that will improve the learning and growth of all students". In order to meet these needs each department is required to develop and submit a Professional Development Plan at the start of each year that properly aligns with the District and School-wide Strategic Plan. In order to support departments the administrative team has provided each department with a significant amount of professional development time that includes monthly department meetings, six half and two full professional development days, and surrendered two faculty meetings for departments to work collaboratively to complete their professional goals.

4. Describe how the homeroom/activity period supports each student in achieving the school's 21st century learning expectations.

Classification: Completed

The homeroom/activity period meets regularly on Tuesdays throughout the school year. Students are assigned to a homeroom at the start of freshmen year, the goal being to provide students a "home base," a small setting within the school in which students meet and spend time with the same teacher, same students throughout their 4 years at WRHS. It is during this time that we work as a school to build supportive relationships, based on collaboration, respect, and responsibility.

All freshman homerooms are provided with a core group of 2-3 Senior Mentors. Mentors meet with their freshmen group during orientation in August and regularly during the 25 min activity periods. The mentors plan activities to help open lines of communication for any questions or concerns the freshmen may have. Lesson topics include basic

orientation to high school life -- the rotating schedule, lunch waves, accessing guidance and school health offices, introduction to clubs, sports tryouts, and social activities such as spirit week and school dances. In addition, seniors will provide insight on studying for midterm exams, seeking extra help from teachers, and future scheduling questions. Finally, these seniors provide insight into other areas -- balancing school with other commitments, applying for part-time jobs, getting a driver's license, and how to deal with the peer pressure, teen relationships, and daily stresses.

The guidance department plans and regularly presents to small groups of students during the activity periods. Topics are dependent on class year and deal primarily with the college planning and the application process and scheduling future courses. In addition, guidance staff will "drop-in" to different homerooms each month, to check-in with students to see what needs they may have.

All students have an opportunity during the activity period to meet with other teachers for extra help, seek support from guidance or administrators, or remain in homeroom with their peers. We do offer one 40-minute club activity period at the end of each month during which students and teachers have an opportunity to participate in club activities of their interest such as Intramurals, Classic Cars, Mountaineer Volunteers, Agriculture, Anime, and Civics. In addition, staff can work with administration to present speakers and workshops for our students during this time. For example, we regularly present to sophomores on opioid addiction (Chris Herron presentation), to Juniors on safe driving (Sara Panzau Evans), and ROTC introduction. We have had staff bring presenters for the Criminal Justice Classes, and have regular opportunities for the Mountaineer Peers to connect with their Life Skill buddies. Finally, during the months of November and December, many homerooms do take on a community service project, working together to provide for the community through various ways -- book drives, support of the local food pantries and animal shelters, and collecting school supplies for children in need.

Two-Year Progress Report UPDATE

- 1. Ensure that all students have sufficient opportunities to practice and demonstrate proficiency on each of the school-wide 21st century learning expectations.**

Classification: Complete

On a regular basis department members meet in their designated PLC's to work on a host of curriculum work. Over the years, this curriculum work has had a variety of focus, including, DDM's, common assessment, core values, and following our NEASC visit five years ago we began the implementation of learning expectations and further embedding them into our curriculum.

As a result of each content area in the school adopting 21st Century Learning Expectations into the curriculum, and the fact that we subscribe to common assessments in our courses, we are confident that a student demonstrating proficiency within a course here at Wachusett is also demonstrating proficiency on each of the school-wide 21st century learning expectations.

- 2. Cite a few examples to demonstrate ways in which the core values, beliefs about learning, and 21st century learning expectations are used to guide decision-making processes.**

Classification: Complete

Wachusett Regional High School has effectively developed and integrated a School Improvement Plan that aligns not only with the District Strategic Plan, but also with the schools' Mission Statement, Core Values, and 21st Learning Expectations. In an effort to produce responsible citizens who can communicate effectively, think critically, creatively, and collaboratively administrators, faculty, parents, and students all played a role in developing this School-wide Plan. With multiple stakeholders involved in developing this plan Wachusett Regional High School is now able to use this document as a foundation for decisions regarding, curriculum, instruction, assessments, and professional development opportunities. Each department was tasked with creating their own Professional Development plan that aligns with the School Improvement Plan as a means of meeting goals and expectations of the 21st Century Learning Standards. This has triggered a review of the curriculum and a look at implementing Power Standards amongst each department as well as data analysis for improving assessments. As a result this plan is the foundation for school-wide decisions.

- 3. Use assessment results/data collected on student achievement from the school-wide rubrics to inform changes in curriculum, instruction, and assessment.**

Classification: Complete

This response begins with the understanding that the way in which student's mostly interact with our school wide rubrics here at WRHS is via the curriculum that is delivered in their classes. As explained in this 5 Year Report and in prior reports, the mechanism we feel is best for interacting with school wide rubrics for our school community is via the curriculum in our courses. We, faculty and admin, of WRHS firmly believe that having our core values and learning expectations embedded into our curriculum ensures that all students are not only constantly interacting with our core values but their understanding and demonstration is being measured as well.

Departments members have spent a significant amount of professional development time working on the creation and implementation of common assessments, including, but not limited to midterm and final exams. Teachers have worked collaboratively to develop a variety of common assessment and spent time during department meetings analyzing this data to make changes to instruction and the curriculum. Teachers are also expected to present data to their evaluators during their end of the year evaluation meeting to explain what data was collected and how it changed or impacted their instructional practices.

Faculty believes the gathering of data for instructional purposes is something that will need constant tweaking and should consistently remain as part of their professional duties. One of the biggest impacts this recommendation has accomplished is providing an opening to introduce many faculty members to the positive impact data can have on their professional practices as well as the variety of technology available to help them sort through the data. In fact, a few faculty members presented how they gather, sort, and use data to drive instruction.

In addition, during the 2015-16 school year and continuing on, WRHS Administration, has formulated a Data team which is comprised of high school staff and central office staff. The ultimate goal of this team is to decide upon areas of concentration and then research data, and develop a plan for improvement. Our immediate focus has been on MCAS scores as well as male student success as compared to female student success in classes here at the high school. As time allows we will be tackling deeper inspection of the DDM (benchmark assessments) and their impact, which is further inspection of data that departments are already taking on.

- 4. Create and implement a common curriculum template that includes instructional and and assessment practices that require routine usage of school-wide rubrics by all teachers.**

Classification: Complete

A common curriculum template currently exists at Wachusett Regional High School that includes learning objectives, instructional strategies, resources, and assessments for teachers to access through a shared Google drive.

Departments are currently identifying Power Standards and have successfully linked their curriculum, including instructional and assessment practices to school-wide rubrics. Each department has chosen a minimum of two school-wide rubrics to reflect on how their curriculum connects to the core values of and 21st Century Learning Standards at Wachusett Regional High School. As a result each student graduating from Wachusett will be exposed to all of the core values measured by school wide rubrics to ensure that well-rounded citizens will be properly prepared to enter the workforce, military, or post-secondary education.

- 5. Provide professional development opportunities related to the use of formative assessment for teachers and school leadership.**

Classification: In-Progress

Response: The professional development plan provides teachers with structured time to collaborate and reflect on their teaching responsibilities. In addition to an hour each month of collaborative department time, teachers will access six half-days of professional development. The district has committed two full days and five half-days for professional development. All departments are in the process of identifying the Power Standards for their curriculum and rewriting the curriculum for each course to ensure all students have a chance to demonstrate mastery of the Power Standards. As part of this work each course will be developing common formative assessments as a means to gauge student progress. Professional resources and time are made available to each department to facilitate this work

- 6. Develop and implement a clear formal process for the use of school-wide rubrics to assess school-wide and individual school progress in achieving the school's 21st century learning expectations.**

Classification: Complete

Response: The school-wide rubrics are built into the curriculum for each course at Wachusett. Each department assesses student growth on a minimum of two school-wide rubrics, with students assessing annually on their progress towards achieving mastery. The school-wide rubrics are tied to the departments summative assessments with the student's grade a reflection of their growth on the achieving mastery of the school's 21st century learning expectations. The school formally reports out student progress on the 21st century learning expectations four times a year with the finalizing of term grades. Additionally students and parents receive daily updates on student performance through the use of the PowerSchool app.

- 7. Create opportunities for faculty members to explicitly discuss and implement 21st century learning expectations in a collaborative, reflective, and constructive way.**

Classification: Complete

Response: Each school year school administration, diligently works to provide faculty members with a variety of ways to discuss, collaborate, reflect and implement 21st century learning expectations. In the past three years the school has changed the location and format of the faculty meetings. We have previously implemented developed an EduCamp style faculty meeting which would allow staff autonomy and more of an opportunity to work in areas that they are most interested in discussing and researching. Each faculty member must complete a goal which is aligned to the District's strategic plan regarding instruction and curriculum. This goal is directly connected to the department's curriculum work around the 21st century learning expectations. In addition

to an hour each month of collaborative department time, teachers will access six half-days of professional development as members of a PLC within their departments. It is during this PLC time that department members interact with and discuss curriculum and the components within the curriculum such as 21st century learning expectations. Faculty are provided with informal opportunities to voice their opinions as well as collaborate and reflect on 21st century learning expectation through a monthly Faculty Council meeting as well as weekly Collegial Conversations with the principal and assistant principals.

8. Develop formal structures to increase the level of engagement of teachers, parents, and students in the decision-making process.

Classification: Complete

Response: Wachusett Regional High School has worked to increase the level of engagement of teachers, parents, and students in the decision-making process through multiple avenues. Administrators, Faculty, and Staff have been provided with multiple opportunities, both formally and informally, to express their ideas and concerns while engaging in the decision making process through faculty meetings, department meetings, faculty council meetings, and weekly Collegial Conversations with administrators.

School administrators also believe it is important for parents and students to be given the opportunity to become part of the decision making process. As a result administrators continue to keep an open door policy to meet with parents and students who wish to voice any concerns or opinions to be taken into consideration when making a decision that will impact the school culture, climate, and/or policy. In addition the SIMCO (School Improvement Committee) meets monthly and is comprised of administration, faculty, parents, and students who work in a collaborative fashion as part of the decision making process, mainly the School Improvement plan and a variety of surveys for parents, students, and staff.

Finally, administrators have worked to increase communication with the public through the development of a Wachusett High School FaceBook page, a new high school website, and with each of the administrators having access to Twitter.

9. Implement a plan to ensure the effective delivery of the guidance curriculum and related services.

Classification: Complete

Response: WRHS's School Counseling Department has continued to bolster its curriculum and delivery methods, as well as added additional staffing to carry out its mission. In an effort to reach students more in varied ways, the department adopted the use of Google Classrooms to supplement the counseling curriculum in the 2017-2018 school year. Those Google Classrooms have enabled counselors to reach students differently and more effectively to ensure all students are able to access the counseling curriculum. Counselors work together to create grade-level appropriate curriculum, which is delivered through existing classes: freshmen are reached through freshman seminar classes; sophomores are reached through health/wellness classes; juniors are reached through U.S. History classes; seniors are reached in large group settings and individual counseling sessions throughout the year. Additionally, the counseling department has extended its offerings to reach parents around the college application process, career readiness, and social emotional health. In the 2018-2019 school year, there were 9 evening presentations scheduled for parents of students in all high school grade levels in these topic areas.

10. Provide a consistent and adequate level of funding to maintain and upgrade technology to meet student learning needs.

Classification: Complete

Response: The funding to maintain and upgrade technology to meet student learning needs may always be a struggle in the Wachusett School District. However, thanks in part to our last NEASC visit, our district has adopted a five year technology plan and as such, the School Committee, Superintendent, and school administrators have recently set aside the financial resources necessary to provide students with a proper 21st century education. Over the summer of 2016 \$120,000 was spent on technology upgrades at the high school including the purchase of 150 Chromebooks, 110 desktop computers to be spread amongst student technology labs, and a Wi-fi network that will allow teachers and students to travel throughout the building without having to connect to different airports, thus creating a more reliable and consistent network.

Over the past two years we have issued incoming freshmen with with Chromebooks as part of our 1 to 1 initiative and are planning to issue chromebooks not only to next year's incoming freshmen but also next year's seniors as well which will mean that ll kids will have their own device at the start of the 2019-2020 school year.

As stated above we have benefitted from generous support toward technology upgrades at the high school and find ourselves in a much better place.

Section II- Evaluation Report Recommendations

STANDARD FOR ACCREDITATION: Core Values, Beliefs, and Learning Expectations

- 1. Develop and implement practice by which the school's new core values and beliefs about teaching and learning as well as the 21st century learning expectations are regularly reviewed and revised by all stakeholders including students.**

Classification: In Progress

Response: The entire Wachusett Regional School District is currently in the process of designing a five-year curriculum review cycle aimed at reviewing and revising the 21st century learning expectations to ensure a clear correlation to the core values of Wachusett Regional High School. We have also developed a "Restructuring Committee" that meets regularly to discuss current and future plans for our school. Yearly items for this committee, which is comprised of the Principal and staff, is to discuss our core values, learning expectations, and their relevance. This conversation is then brought to the administration and staff as needed.

- 2. Develop and implement a plan to ensure that the core values, beliefs about learning, and 21st century learning expectations drive curriculum, instruction, and assessment in every classroom.**

Classification: Completed

Response: All departments are continually working to further enhance curriculum for a variety of reasons. One of the reasons that curriculum is constantly being monitored, adjusted, etc is for the incorporation of 21st century learning expectations. In essence, these learning expectations are not only embedded in our maps but also what drives our curriculum. Our department leaders spend most of their (6) half days set aside for professional development to work in PLC's in order to address evaluate and address any curriculum needs. It is important to note that department leaders must submit their plans for these half days at the start of the school year for approval by the Principal.

- 3. Utilize data collected on student achievement from the school-wide rubrics to inform curriculum, instruction, and assessment.**

Classification: In Progress

Response: The work to adjust and embed our values, etc has been completed within all departments. As a continuation of that the district has instructed us to work on the development of Power Standards and learning Objectives in all

courses. This work is further allowing us to develop formative assessments in all content areas which will ultimately be the best tool to use for looking at data as way to inform our development. This process is ongoing.

STANDARD FOR ACCREDITATION: Curriculum (AD)

1. **Provide structured time to allow for collaboration and reflection regarding the responsibilities for teaching the school's 21st century learning expectations.**

Classification: Complete

Response: Every school year school administration, diligently works to provide faculty members with a variety of ways to discuss, collaborate, reflect and implement 21st century learning expectations. In the past three years the school has changed the location and format of the faculty meetings. We have previously implemented developed an EduCamp style faculty meeting which would allow staff autonomy and more of an opportunity to work in areas that they are most interested in discussing and researching. Each faculty member must complete a goal which is aligned to the District's strategic plan regarding instruction and curriculum. This goal is directly connected to the department's curriculum work around the 21st century learning expectations. In addition to an hour each month of collaborative department time, teachers will access six half-days of professional development in an areas of their choosing. Faculty are provided with informal opportunities to voice their opinions as well as collaborate and reflect on 21st century learning expectation through a monthly Faculty Council meeting as well as weekly Collegial Conversations with the principal and assistant principals.

2. **Develop and implement a process for effectively using the school-wide rubrics within and across the existing content curriculum.**

Classification: Complete

Response: The school-wide rubrics are built into each course at Wachusett. Each department assess student growth on a minimum of two school-wide rubrics, with students assessing annually on their progress towards achieving mastery. The school-wide rubrics are tied to the departments summative assessments with the student's grade a reflection of their growth on the achieving mastery of the school's 21st century learning expectations. Each department is currently evaluating the curriculum of every course and developing Power Standards for each course at the high school. As the curriculum is aligned to the Power Standards the common summative assessments are being revised to ensure alignment with both the Power Standards and the school-wide rubrics. In addition to the common summative assessments common formative

assessments, which are aligned to the school-wide rubrics and power standards are currently in development by each department.

3. **Develop and implement a written curriculum review process to revise all curriculum documents using the new common curriculum template and include guides for each unit.**

Classification: Complete

Response: Departments annually review which curriculum to review in a given year. This plan is submitted for approval to the Principal at the beginning of each year. All updated curriculum is written using the common curriculum template. Each department is currently evaluating the curriculum of every course and developing Power Standards for each course at the high school. As the curriculum is aligned to the Power Standards the common summative assessments are being revised to ensure alignment with both the Power Standards and the school-wide rubrics. Every year after the initial completion of our common curriculum departments have taken on the task of looking at it, discussing it, and making changes as necessary on a consistent basis.

4. **Provide the resources needed to fully implement the curriculum.**

Classification: Complete

Response: The current academic year began with a complete budget that included materials for teacher resources and professional development. All ninth and tenth grade students have a chromebook to access the curriculum digitally. There are five additional Chromebook carts available for teacher's to use for instructional purposes, ensuring that each student can access the curriculum. As a result of a newly developed district textbook plan, that is heavy with high school needs at the beginning of the plan, departments have created a list of textbooks and resources that are in need of renewal while several departments have already ordered and received new texts. Each year courses are selected for resource updating based upon the needs of the school. Teachers have the opportunity to access professional development money to attend training in their area of expertise to better implement the curriculum.

5. **Provide dedicated time for staff to align current curriculum to the adopted template and to complete the process for courses that currently have no formal curriculum.**

Classification: Complete

Response: The Wachusett Regional School District has provided six half days and two full days of professional development to complete curriculum work. This is in addition to the monthly meeting time that each department is allocated to work on curriculum. During much of these meeting times, department members are broken down into PLC's by courses taught with the focus being on curriculum

work. The district has also provided departments access to stipend money and pdp's to be used exclusively for the purpose of aligning the curriculum to the common template. Departments have dedicated department meeting time to the tasks of reviewing and updating curriculum, teachers of single classes have been given opportunities to develop their curriculum maps.

- 6. Implement a process to provide opportunities for cross-curricular planning and learning.**

Classification: Complete

Response: Wachusett Regional School District has provided both professional development options as well as time for teachers to work on cross-curricular planning and learning. There has been dedicated professional development in the style of EdCamps to allow for interdisciplinary planning. We have experienced some growth with cross-curricular opportunities in various areas of the school including many of our partnership classes, health classes, phys ed classes, art, and math. In addition there are a number of co-taught courses in the school with teachers given planning time to work with their partners in the co-taught classes.

- 7. Provide adequate time and resources for curriculum coordination and vertical articulation between and among all academic areas within the school and district's sending school.**

Classification: Complete

Response: The Wachusett Regional School District is implementing a strategic plan which allows for greater vertical articulation both within the school and with the district's feeder schools. There are currently district professional development planning meetings in which each school is represented and has input into the vertical articulation of the curriculum and teacher training to assist with the alignment. The District's strategic plan explicitly outlines a strategy to align the curriculum across the district. This work has begun at the high school with the creation of our departmental PLC's which has allowed for a greater focus on curriculum especially with the identification of Power Standards and the development of common formative and summative assessments. This necessitates a focus on alignment as well.

The high school department heads (math, foreign language, social studies, music, art, phys ed) have all spent significant time the past two years working with teachers from our feeder schools. This is done through collaborative professional development time as well as having many of the middle school teachers visit our classes as able.

STANDARD FOR ACCREDITATION:Instruction

- 1. Establish and implement a formal process that supports all teachers to consistently examine the alignment of instruction with the school's core values, beliefs, and 21st century learning expectations.**

Classification: In Progress

Response: A common curriculum template currently exists at Wachusett Regional High School that includes learning objectives, instructional strategies, resources, and assessments for teachers to access through a shared Google drive.

In addition, departments have spent a significant amount of time reviewing their curriculum, and aligning instructional and assessment practices to school-wide rubrics and the domains of the School Improvement Plan and District Strategic Plan. . Each department has chosen a minimum of two school-wide rubrics to reflect on how their curriculum connects to the core values of 21st Century Learning Standards at Wachusett Regional High School. As a result each student graduating from Wachusett is exposed to all of the core values measured by school wide rubrics to ensure that well-rounded citizens will be properly prepared to enter the workforce, military, or post-secondary education.

- 2. Provide structured time for collaborative reflection on instructional practice both within and among departments within the school day.**

Classification: Complete

Response:Wachusett Regional High School has made great strides in carving out a significant amount of time for professional collaboration amongst faculty, staff, and administrators. In alignment with the 2016-2021 Wachusett Regional School District Five-Year Strategic Plan, the Administrative Team at Wachusett Regional High School has diligently worked to align with each domain especially in the area entitled 'Professional Development and Structures for Collaboration'. With Professional Development time designed to "enhance their content knowledge and their pedagogy is enriched through collaboration with staff...educators will be able to implement effective educational practices that will improve the learning and growth of all students". In order to meet these needs each department was required to develop and submit a Professional Development Plan at the start of the year that properly aligns with the District and School-wide Strategic Plan. In order to support departments the administrative team has provided each department with a significant amount of professional development time that includes monthly department meetings, 6 ½ and 2 full professional development days, and surrendered 2 faculty meeting times for departments to work collaboratively to complete their professional goals. Although this is always going to be an ongoing item as true collaboration never

ends, Wachusett Regional High School is proud to report that the structures and plans are in place to call this complete.

3. **Increase opportunities for students to self-assess, including the use of school-wide rubrics, and reflect continuously throughout the school day.**

Classification: In Progress

Opportunities for self assessment with regard to school wide rubrics can be found within individual classrooms and courses here at Wachusett. For example:

When writing formal lab reports in Science, students use both a vertically aligned lab report format and grading rubric which is based on the school wide rubrics.

Teachers in English adapt the school-wide writing rubric (attached) as a basis in creating their own assignment rubrics. The second (Analysis) rubric is adapted for the literary analysis essays required in English 9 and English 10 and all literature English electives.

Special Education: implemented google forms at the beginning of the school year as a way to assess our students' technology aptitudes. Once the 1:1 Chromebook initiative took place the survey did not glean much new information. Students now use technology on a regular basis throughout the day. This is proof that gains in the appropriate use of technology have been made. Additionally, the Special Education Department developed a form to use with students as the students reflected on their quarterly progress. The information was used in conjunction with IEP objectives on student progress reports. In our academic support classes, ASR, there is an opportunity for students to reflect weekly and quarterly. Also, students in grades 11 and 12 reflect on their transition readiness.

4. **Budget for, provide, and implement in-house professional development to enhance all areas of instruction.**

Classification: Complete

Response: The Wachusett Regional School District has successfully developed and implemented a Five-Year District Strategic Plan that specifically addresses the area of Professional Development. This strategic plan provides teachers with six half days and two full days for professional development along with allocating \$400 to each teacher for the purpose of attending professional development workshops. The second full day of professional development which takes place in May uses a menu format where district staff get a pamphlet of approximately one hundred options to choose from on how to spend their day. Most of the offerings are in two hour increments and the staff can submit proposals to offer as well as make requests for the types of offerings. This is all done at no cost for the individual teacher, etc.

5. Expand technology infrastructure to enable more consistent technology-based instruction.

Classification: Complete

Response: Wachusett Regional High School has received significant technology infrastructure upgrades since our visit five years ago. Three years ago, the school was wired so that there is wireless access throughout the building. Again, last summer the number of access points was doubled to further enhance our coverage and we are now at a point where this is not an issue. As a result of our expanded usage the district has further invested in the amount of bandwidth that the high school has access to and that as well has proven to be sufficient. Additionally, the district has hired a districtwide network manager to support our technology needs along with we as a school been given a position and have hired a technology integration specialist just for the high school. This investment culminates with us rolling out a 1 to 1 Chromebook program for the "17-18" school year. Currently all freshmen and sophomores have Chromebooks and next year all four grades will have them. Additionally, new Chromebook carts have been purchased and are currently being to be used in classrooms while two computer labs have been upgraded.

6. Develop formal cross-disciplinary collaboration opportunities by implementing common planning time and inter disciplinary courses.

Classification: Reject

Response: The size and diversity of the school severely limits the opportunities for the creation of common planning time. Additionally, such time is not provided for in the current teacher contract and does not appear that it will be for some time to come. Additionally, based upon overwhelming data from teachers, professional development time is being dedicated to a combination of content specific professional development and data teams examining school-wide concerns.

7. Develop and implement a process with a recognized protocol and designated time to regularly examine student work utilizing formative assessment data to inform instructional practice.

Classification: Complete

Response: Departments at Wachusett Regional High School routinely examine student common assessments, involving the extrapolation of data and analysis for strengths and weaknesses. This data is then used to drive assessment changes and curriculum revision. This occurs during department meetings and professional development days. Additionally, a main focus of our curriculum

PLC's this year is to move to power standards while also embedding formative assessments into all of our curriculum maps. This is the second year of a three year process.

8. Provide professional development opportunities relating to use of formative assessment for teachers and school leadership.

Classification: In-Progress

Response: Departments at Wachusett Regional High School routinely examine student common assessments, involving the extrapolation of data and analysis for strengths and weaknesses. This data is then used to drive assessment changes and curriculum revision. This occurs during department meetings and professional development days. However, many of our common assessments at this time are summative. At this time, (as mentioned above), we are in the middle of a three year curriculum review where one of the components to be added are common formative assessments. We will increase our professional development offerings regarding formative assessments during the 2019-2020 school year in order to reflect this need.

STANDARD FOR ACCREDITATION: Assessment of and for Student Learning

1. **Use school-wide rubrics consistently throughout the school to formally assess student and school-wide progress towards mastering the WRHS 21st century learning expectations.**

Classification: Complete

Response: Each department has successfully developed and implemented common exams which incorporate the use of school-wide rubrics to measure student progress. These exams are reviewed annually, calibrated, and updated to ensure that the exams are administered and graded consistently. Upon examining data as a result of these common assessments teachers will often need to reteach a topic or in the case of final exams where reteaching is not an option, adjustments will be made to how and what topics will be taught moving forward.

2. **Ensure that all students have sufficient opportunities to practice and demonstrate proficiency on each of the school-wide expectations.**

Classification: Complete

Response: As mentioned throughout this document, we have chosen to incorporate our school wide rubrics into our course curriculum and as a result, every opportunity students have to practice and demonstrate proficiency with content they are doing so with regard to our school wide expectations as well.

3. **Develop and implement a process to communicate individual student progress and the whole school's progress in achieving the 21st century learning expectations to students, to their families, and to the community.**

Classification: Complete

Response: As mentioned in recommendation # 1 above Wachusett Regional High School continually assess individual and school-wide progress on the 21st century learning expectations through the use of embedded common assessments in all each of the classes. Students and their families have immediate access to their grades and common assessment results through Powerschool, the district's grading platform. Families routinely sign up for automated text messages from powerschool to be immediately informed of grade updates and grade changes.

4. **Develop and implement a formal process for all teachers to receive results of incoming and current students standardized testing.**

Classification: In Progress

Response: Department heads have access to all standardized test scores for incoming students. Departments that receive this data (math, science, ELA for MCAS) use department meeting time in order to discuss, breakdown, and share results. It is expected that this information is used to influence how and what we are teaching for these incoming students. This also includes localized assessments given at the middle-school level which help to determine placement for incoming students as well as MCAS results.. Department heads share test results with individual teachers as appropriate. In addition, all standardized test scores are input into our electronic grading tool, PowerSchool, which gives staff viewing access to these results.

5. **Analyze student performance data for the purpose of adjusting curriculum and instruction and for identifying students who need additional support.**

Classification: Complete

Response: Wachusett Regional High School in conjunction with the district office, has developed a data team to examine student performance data. In addition to recommending curriculum and instructional changes the data team has spawned the creation of specific teams to address weaknesses found in the data. These teams include, a team to address weakness found in the MCAS data and a team to address the learning differences between males and females. All of this has been done in alignment with the District Strategic Plan and the School Improvement Plan. The members of the Data team which include district

personnel, Principal, appropriate department heads then use data to share with appropriate staff along with expectations of use.

6. **Fully integrate the 21st century expectations into common course assessments.**

Classification: Complete

Response: Each department and course has taken responsibility for teaching and assessing the school's 21st century learning expectations. The common course assessments contain a range of question types that are representative of different levels of Bloom's taxonomy. Formative and informative assessments are directly linked to the common assessments with each assessment containing different elements of the 21st century expectations.

7. **Align course-specific rubrics prior to instruction to increase student understanding of course and unit expectations.**

Classification: Complete

Response: Departments routinely meet to examine curriculum and common assessments to determine validity and reliability. Individual teachers collaborate on course specific assessments and rubrics to ensure that the assessments measure the unit expectations. Teachers have been given professional development time to choose the most appropriate topic that will best allow them to improve their instruction and align their rubrics, assessments, and instructions.

8. **Provide students with analytical rubrics prior to instruction to increase student understanding of course and unit expectations.**

Classification: Complete

Response: Many teachers provide students with rubrics as part of the directions for the assessments. The English and Social Studies teachers provide comprehensive analytical rubrics prior to all major writing assignments. In addition most teachers have websites or other forms communication in which they post assignments and rubrics for students and their families to access.

9. **Provide time for formal teacher collaboration, both within and among departments, on assessments and assessment practices.**

Classification: Complete

Response: See highlighted Five-Year Progress Report recommendation #3

10. **Examine data collected from common formative assessments and student work to guide collaborative curriculum decisions in a purposeful and deliberate manner.**

Classification: In Progress

Response: As mentioned above-See highlighted Five-Year Progress Report recommendation #3, we are in the middle of a three year curriculum review cycle where we are implementing Power Standards and learning goals into our curriculum maps. In addition to this work we have begun and will continue throughout next year to develop common formative assessments as well. As noted, this curriculum work is (mostly) achieved via half days where staff meet in curriculum centered PLC's.

STANDARD FOR ACCREDITATION: School Culture and Leadership

- 1. Increase inter-departmental professional development.**

Classification: In-Progress

Response: Wachusett Regional High School has been working on School-Wide professional development as opposed to specific inter-departmental professional development. With initiatives such as the implementation of Learning Expectations, Power Standards, and ALICE Safety Training there has been a movement to work within departments, but on school-wide initiatives.

- 2. Create opportunities at WRHS for faculty members to explicitly discuss and implement 21st century learning expectations in a collaborative, reflective, and constructive way.**

Classification: Complete

Response: See highlighted Five-Year Progress Report recommendation #3

- 3. Evaluate current master schedule to more adequately meet the 21st century learning expectations.**

Classification: Complete

Response: The master schedule has been evaluated to offer students a variety of courses to meet the 21st century learning expectations. The administrative team and department heads have worked collaboratively in an effort to create balance in department course offerings while being mindful of the needs of all students at Wachusett Regional High School

- 4. Ensure that the class size of courses classes are equitable.**

Classification: Complete

Response: The master schedule has been built by a team of WRHS staff to

balance class sizes to the best of our ability amongst our staff. Specific courses limit the number of students to enroll in a particular course while other courses serve up to 30 students. In addition we have been able to add more staff to keep numbers reasonable. Central office and school committee members have recently made class size a priority. This year we have provided data on where numbers are higher than optimal and what type of staffing it will take to accomplish the goal of lower class size. In order to accomplish this it will take a reprioritizing of resources or an addition to our district budget. This is not something that will be immediately accomplished.

5. **Develop a formal role description for the principal as instructional leader, which clearly articulates the responsibilities as they pertain to upholding the core values and learning expectations.**

Classification: Complete

Response: The creation of a districtwide Five Year Strategic Plan has been a great resource and addition to assisting in the role of Principal of Wachusett Regional High School. This document better defines goals of the district which in then turn are used to develop School Improvement goals as well as the principal's individual goals. Much of the goals at all levels have a focus on being an instructional leader. In this capacity, the principal he sets the goals for each school year and works with various stakeholders to develop a three year school improvement plan and a one year action plan. The goals and objectives of these plans filter down to departments and faculty who use this information to develop goals, thus driving 21st century instructional practices. In addition the principal is heavily involved in ensuring that the core values and learning expectations are part of these plans and consistently delivers this message to faculty.

6. **Develop formal structures to engage parents, students, and especially support staff in the decision-making process.**

Classification: Complete

Response: Wachusett Regional High School has worked to increase the level of engagement of teachers, parents, and students in the decision-making process through multiple avenues. Administrators, faculty, and staff have been provided with multiple opportunities, both formally and informally, to express their ideas and concerns while engaging in the decision making process through faculty meetings, department meetings, faculty council meetings, and weekly Collegial Conversations with administrators.

School administrators also believe it is important for parents and students to be given the opportunity to become part of the decision making process. As a result administrators continue to keep an open door policy to meet with parents and students who wish to voice any concerns or opinions to be taken into consideration when making a decision that will impact the school culture, climate, and/or policy. In addition the SIMCO (School Improvement Committee) meets

monthly and is comprised of administration, faculty, parents, and students who work in a collaborative fashion as part of the decision making process. In addition multiple surveys have been sent out over the past two years regarding various topics including, but not limited to Parent-Teacher Conferences and a review of the school mascot.

New this year, the principal has developed a Student Leadership Committee where he meets with class officers from each grade including student council in order to discuss a variety of issues. Both the principal and students work in conjunction to develop the agenda for these meetings.

Finally, administrators have worked to increase communication with the public through the development of a Wachusett High School FaceBook page, a new high school website, and with each of the administrators having access to Twitter.

STANDARD FOR ACCREDITATION: School Resources for Learning

- 1. Increase communication among students, families, and guidance regarding the college planning process.**

Classification: Complete

Response: WRHS's School Counseling Department has continued to bolster its curriculum and delivery methods, as well as added additional staffing to carry out its mission. In an effort to reach students more in varied ways, the department adopted the use of Google Classrooms to supplement the counseling curriculum in the 2017-2018 school year. Those Google Classrooms have enabled counselors to reach students differently to ensure all students are able to access the counseling curriculum. In the 2018-2019 school year, there were 9 evening presentations scheduled for parents of students in all high school grade levels in these topic areas.

- 2. Develop and implement a data collection plan that all school personnel can access to better meet the needs of all students, including those at risk.**

Classification: Complete

Response: As a result of the NEASC recommendation as well as in alignment with the District Five-Year Strategic Plan and the School Improvement Plan departments have made a concerted effort to review data as a means of driving instructional practices. In addition a secondary level Data Team which meets bi-weekly that is composed of teachers, department heads, administrators, and central office personnel, work collaboratively to identify areas of weakness that need improvement. Typically, students discussed in these meetings and further supported throughout have been identified as high needs students according to EWIS and local indicators.

Additionally, we are in the second year of the District's adoption of the software platform "Panorama". Panorama is used to check on two areas of a student's well being at school, social emotional and how "comfortable" or caring the school environment is. A yearly survey is given to get feedback from students and then resulting data is shared with the school. Data has been discussed with members of the administrative team and then will be rolled out to staff as necessary. The goal being to make necessary adjustments so that WRHS is providing the optimal climate for our students.

3. **Provide and implement professional development time dedicated to reviewing research-based interventions and interpreting data.**

Classification: Complete

Response:

Wachusett Regional High School has made great strides in carving out a significant amount of time for professional collaboration amongst faculty, staff, and administrators. In alignment with the 2016-2021 Wachusett Regional School District Five-Year Strategic Plan, the Administrative Team at Wachusett Regional High School has diligently worked to align with each domain especially in the area entitled 'Professional Development and Structures for Collaboration'. With Professional Development time designed to "enhance their content knowledge and their pedagogy is enriched through collaboration with staff...educators will be able to implement effective educational practices that will improve the learning and growth of all students". In order to meet these needs each department is required to develop and submit a Professional Development Plan at the start of each year that properly aligns with the District and School-wide Strategic Plan. In order to support departments the administrative team has provided each department with a significant amount of professional development time that includes monthly department meetings, 6 ½ and 2 full professional development days, and surrendered 2 faculty meeting times for departments to work collaboratively to complete their professional goals. Although this is always going to be an ongoing item as true collaboration never ends, Wachusett Regional High School is proud to report that the structures and plans are in place to call this complete.

Departments at Wachusett Regional High School routinely examine student common assessments, involving the extrapolation of data and analysis for strengths and weaknesses. This data is then used to drive assessment changes and curriculum revision. This occurs during department meetings and professional development days.

It is important to note that the ideas for professional development are derived from our District Wide Strategic Plan, School Improvement Plan, of which resources, support, and direction, are provided by the district curriculum staff.

4. **Implement a plan to ensure effective delivery of the guidance curriculum and related services.**

Classification: Complete

Response: WRHS's School Counseling Department has continued to bolster its curriculum and delivery methods, as well as added additional staffing to carry out its mission. In an effort to reach students more in varied ways, the department adopted the use of Google Classrooms to supplement the counseling curriculum in the 2017-2018 school year. Those Google Classrooms have enabled counselors to reach students differently to ensure all students are able to access the counseling curriculum. In the 2017-2018 school year, a full-time adjustment counselor position was added as a Tier 2 and Tier 3 support for students with social emotional needs. The adjustment counselor collaborates closely with the school counselors, runs student groups, and meets with students individually. Additionally, in the 2018-2019 school year the school also created a new bridge program, housed under the auspices of the school counseling department, to support students with a high number of absences or students who have been hospitalized. The bridge program is known in the school as the BRYT Program and was formed in collaboration with the BRYT Program of Massachusetts. It utilizes evidence based best practices to help students transition back fully to WRHS after extended absences. WRHS's BRYT Program includes two full-time staff members: a teacher and a clinician. Additionally, the counseling department has extended its offerings to reach parents around the college application process, career readiness, and social emotional health. In the 2018-2019 school year, there were 9 evening presentations scheduled for parents of students in all high school grade levels in these topic areas.

5. **Design and implement a plan for which special education and regular education have adequate time for collaboration to determine appropriate student support services and to formulate specific guidelines for co-taught classes.**

Classification: Complete

Recently the district has sponsored professional development for co-teaching teams onsite and offsite. of our co-taught teaching teams have a common prep period. We have also done training in our Department on PD Days on Co-Teaching. In addition most of the co-taught teaching teams share a common prep period where they can lesson plan and collaborate in instructional practices.

STANDARD FOR ACCREDITATION:Community Resources for Learning

1. **Provide sufficient funding to support technology, equipment , replacement of textbooks, instructional materials and supplies.**

Classification:Complete

Response: Two years ago the district developed new technology and textbook plans, which have greatly and directly benefited the high school. To date, the high school has received approximately \$200,000 in textbook support addressing some of the needs on our recently developed textbook needs chart, while we will receive more as the plan continues to roll out. Also, as written throughout this document, staff can access up to \$100,000 (as a group) yearly for professional development, we have become a wireless school, and have received 30 laptops for staff, 5 chromebook carts, new positions such as a network administrator at the district level and a technology specialist at the high school have also been added.

2. **Develop and implement a plan to increase funding, time, and resources for professional development.**

Classification: Complete

As the District-wide Strategic Plan was adopted in the beginning of September 2017, we now have a document to use to base all of our decisions on. As a result of this document and the ensuing School Improvement Plans, it is the intention of central administration to take this document and our needs to the towns to show what funding is needed to support the Strategic Plan that the communities had a role in creating. In addition Principals are asked to create a yearly facility needs list that the central office manages. Upon the creation of the list, the district determines what they can afford to fix and what items are needed to be brought to the towns in order to have the citizens vote to consider supporting. This process has removed the element of surprise as there is a long term list and people can see what is coming next. Also, it allows citizens to see a direct link to what they are approving for money and where it is going. Develop and implement a long-term maintenance plan for equipment, grounds, and supplies.

Last year, our district budget was approved on time and at the requested level. This has allowed us to follow through on the implementation of things such as a technology plan, textbook plan, as well on bringing on additional staffing within our guidance department.

3. **Provide a consistent and adequate level of funding to maintain and upgrade technology to meet student and staffing needs.**

Classification: In Progress

Response: Budgets always seem to be tight in our district but the plan is with the adoption of a Districtwide Technology Plan, we now have a map of how things will be added and how money will be spent. Prior years practice had technology as an afterthought and if money could be taken from another area then it would be spent on technology. This new plan will make technology a predetermined and budgeted line item in our district's budget. We have illustrated the benefits of this

plan in previous items but worth mentioning again are; creation of a trustworthy wireless network, increased bandwidth, 1:1 Chromebook program, addition of technology staff, and upgrades of labs, etc.

4. **Establish a formal process for teachers and staff to be part of the budget development and implementation.**

Classification:In Progress

Response: Currently, the high school is given a budget that is broken down in many areas. Within these areas are allotments for departments for textbooks and discretionary supplies. Department heads work with members of their departments on allocating the monies they have as a department. Teachers play an active role in the process especially with regard to textbooks. In departments with a larger discretionary allotment, like Art or science, teachers submit a requested list of supplies to the department head that the department head then attempts to manage their budget accordingly.

5. **Ensure that the security system meets the safety needs of the school and its community.**

Classification:In Progress

Response:Currently we have the ability to secure all doors in the school so they cannot be pulled open as in years past. We have the ability to lock down seven doorways that effectively minimize movement about the school during non school hours. We have "re keyed" all exterior doors so only current staff have access and we have updated our camera system so that we have coverage throughout the building along with some of the parking areas, as well as shared access by the local police department as needed. Our alarm system does not properly work at this time.

6. **Provide more opportunities for parent forums in the evening.**

Classification:In Progress

Response: In addition to our usual parent evenings for meetings with teachers and the various guidance nights we have agreed to at least two events in the evenings for our parents. In mid October we have the District Attorney coming to present on the Opioid Crisis and later in the spring we have Chris Herren coming to present on the dangers of alcohol and drug usage. We look forward to adding more things for parents as time and opportunities arise. The guidance department has developed 9 evening sessions for things such as the College Process as well as how to assist current students while they are in high school.

Section III - Core Values

Wachusett Regional High School

Mission Statement and Core Values

Principal William P. Beando. 508-829-6771 ext. 1635

"Wachusett Regional High School is committed to an educational process that fosters independence and responsibility in our students. By offering diverse, challenging, academic programs and rich co-curricular activities, WRHS strives to provide students with the skills and knowledge to achieve their potential as lifelong learners."

We work toward achieving this mission by promoting our core values of

- Citizenship and Responsibility
- Collaboration
- Communication
- Critical Thinking and Problem Solving
- Creativity and Innovation

WRHS 21st-Century Learning Expectations

While mastering individual course content, it is expected WRHS students will

- exercise responsible citizenship
- communicate effectively in written forms
- communicate effectively in spoken forms
- think critically and solve problems
- think creatively
- collaborate and learn actively
- use technology effectively

Section IV. Substantive Change

- No substantive changes have occurred since the decennial visit.

Section V. List of User Fees

- \$250 per athlete; \$390 family maximum

Section VI. Strengths/Achievements

Section VII. Restructuring or other Reform Initiatives.

At this time there are no restructuring no reform initiatives taking place at Wachusett Regional High School

Section VIII. Follow-Up Program

Our follow-up program involved including faculty and administrators forming a committee as a means of addressing the recommendations made during the decennial visit. These faculty members acted as liaisons to the various departments throughout the building providing feedback and suggestions when appropriate. In the end the opinions, ideas, and helped to formulate the Two-Year Report



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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.

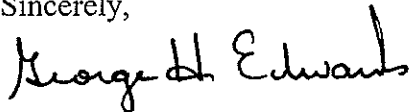
The school's next Accreditation cycle will begin in the fall of 2022 (three years prior to the decennial visit). The school will be using the new CPS 2020 Vision for Learning Standards for Accreditation and Accreditation process. Information about the new Standards for Accreditation and Accreditation 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,



George H. Edwards

GHE/mms

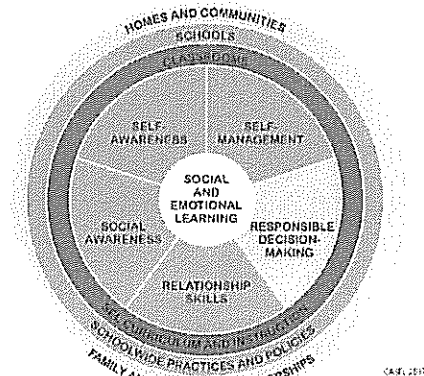
cc: Darryll A. McCall, Superintendent, Wachusett Regional School District #11
Kenneth Mills, Chair, Wachusett Regional School District
Gregory B. Myers, Chair, Committee on Public Secondary Schools

Social Emotional Learning (SEL)

- CASEL (Collaborative for Academic, Social, and Emotional Learning)—10 components to the framework
- Why should you invest in social emotional learning?
 - positive impact 11 to 1 return on investment
 - Link to impact of SEL from CASEL

Discussion about some efforts and challenges in promoting SEL in districts.

- support staff needed
- competition among students (online grades—does that contribute to anxiety?)
- Ashland—they've instituted “family weekends”—no assignments, activities, games, etc., 4 times a year. Family Reconnect weekends
- bus times—starting school later...would this help? Ashland changed their start time this year.
- complicated issue
- Chelmsford—recognition for showing SEL skills (Lions/paws)
- Mindful Mondays
- Brag board for teachers and students to celebrate one another
- Start small...



SEL should not be an “add-on”—it should be part of the way you educate children.

Report from CASEL on SEL (The Missing Piece)

NEASC: 2020 Design for Improvement

As a result of the New England listening tour, NEASC, revised their standards to reflect member concerns. There are new standards for accreditation that take effect for visits that will take place in 2020 and after.

Some of the changes to NEASC 2020:

- less time
- alignment with school/district goals/initiatives
- personalize the process
- less cost
- quicker turnaround time for reports
- fewer recommendations

5 Standards for Accreditation (all focused on student learning)

1. Learning Culture—“promotes shared values and responsibility for achieving the school’s vision”
2. Student Learning—“practices maximize the impact of learning for each student”—what are students doing?
3. Professional Practices—“practices and structures are in place to support and improve student learning”—what are educators doing?
4. Learning Support—“school has appropriate systems that support student learning and well-being
5. Learning Resources—“ensures that the school has the resources necessary to meet the learning needs of all students”

Standards 1, 2, and 3—get to the core of student learning in schools.

Standards are organized by **principles of effective practice**. The standards then have **descriptors** of effective practice, but they are not prescriptive. New standards have 32 principles versus the old standards which had 52 indicators (principles have replaced indicators).

There are also **foundational elements** for each principle. Schools have to have the foundational elements. There are 6 foundational elements (2 for Learning Culture).

FROM NEASC 2020 Standards

1. Learning Culture— (1) school is safe; (2) school has core values/beliefs about learning
2. Student Learning—written curriculum in a consistent format
3. Professional Practices—school has a current improvement/growth plan
4. Learning Supports—school has intervention strategies to support learners
5. Learning Resources—school site supports the delivery of curriculum, programs, and services.

The Foundational Elements Rubric is a check to see “meets” or “does not meet” with each element. If an element is missing, then the element will become part of the school improvement plan. [This is a link to the Foundational Elements Rubric.](#)

[This is a link to the rubrics for the Principles of Effective Practice Rubric.](#)

Process

Pre-self-study (old language)—new process – provides more opportunities to work with NEASC, uses existing artifacts rather than creating artifacts, like in the past, smaller visiting team=less cost, fewer recommendations.

Visiting teams are smaller, which means less costs to schools.

Schools will spend 2-6 months on Self-Reflection (in the past it was 1-2 year self-study)—this will become the growth plan, collaborative conference, implementation of the growth plan, and then the decennial visit.

2020 NEASC Opinion Survey—FREE!—can be repeated annually or any time the school wants to give it. Based on the 2020 surveys. The survey is still being vetted.

Hope—school would give survey at the beginning of the self-reflection and then give it again before the decennial visit. This would allow schools to see growth over time.

Elements of the self-reflection—

Part 1—Look back—key accomplishments

Part 2—Current conditions (reflection on standards)

Part 3—Capacity for Growth

Part 4—Goals and Vision

Part 5—Priority Areas for NEASC Growth Plan

Faculty will review and approve part 2 of the self-reflection. Every faculty member does NOT have to be assigned to a committee (this is different). They are obviously part of the process and implementation, but schools can determine how to allocate staff.

Online portal ---instead of a blank word document for the report—schools have text boxes to fill in with prompts and a place to attach evidence to the various sections. Instead of having the evidence bins, now there is an online place to upload evidence and hyperlink to other sources (website, curriculum docs, etc.)

Collaborative Conference Visit—gather info. about the school and focus on foundational elements. The self-reflection will begin 2-3 years before the visit. 2-6 months for the rating on the foundational elements, then a collaborative conference will take place with NEASC before moving forward. 2-4 people will come out for the Collaborative Conference for 1-2 days. During this time the visitors go on tours, meetings with stakeholders, classroom visits, meeting with self-reflection tour. The collaborative conference team will provide feedback.

School receives the Collaborative Conference feedback before the team leaves the school. Then the school can work on the **school growth plan**. The school growth plan can be similar to or integrated into existing plans—for MA schools—this can be the school improvement plan with an additional piece showing alignment to the NEASC 2020 standards.

Decennial visit—about ½ the size of a current team—probably 6-8 people. Goal—assess the progress on growth plan. The school will have had about 18 months of implementation of the growth plan and the decennial visit provides feedback. The visit will be 3-4 days. It may be reduced to 3 days by the time we are visited. *NO requirement for teacher interviews on a Sunday.* The visiting team will probably still visit on a Sunday, but the school will not have to provide programs on a Sunday (like they have had to in the past). Student shadowing will continue. Observations of teaching and learning will take place. Student work will be assessed.

Follow up reports will be given. It will be timelier. There will be three and six-year schedules for follow up (instead of 2 and 5).

[Link to PDF of the new 2020 NEASC Standards](#)

Meeting to Elect Municipal Representative for Negotiations
Monday, June 10, 2019
6:00 PM
Media Center
Wachusett Regional High School

			Please sign in:
Town of Holden	Geraldine Herlihy	Selectboard	√
Town of Paxton	Peter Bogren	Selectboard Chair	√
Town of Princeton			
Town of Rutland	Wayne Walker	Selectboard	√
Town of Sterling	Ross Perry	Town Administrator	√
Darryll McCall		Superintendent	√

Nomination of Ross Perry, Sterling Town Administrator.

Nomination made by: Geraldine Herlihy, Holden Selectboard member.

Vote:

In favor: Peter Bogren
Geraldine Herlihy
Wayne Walker

Abstained: Ross Perry

Ross Perry was elected to serve as Municipal Representative for Negotiations.

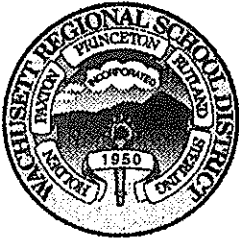
Meeting adjourned at 6:10 PM.

Respectfully submitted,

Darryll McCall, Ed.D.

CONTACT INFORMATION FOR NEW MUNICIPAL REPRESENTATIVE:

Name: Ross Perry
Sterling Town Administrator
One Park Street
Sterling, MA 01564
rperry@sterling-ma.gov



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

June 11, 2019

Mr. Ross Perry
Sterling Town Administrator
One Park Street
Sterling, MA 01564

Dear Ross:

On behalf of the District and the School Committee, thank you very much for agreeing to serve as the Municipal Representative for Negotiations during FY20. As explained at our meeting on June 10th, during the coming year, contract negotiations with three of the District's bargaining units will take place. The School Committee is updated on contract negotiations during executive sessions, which are generally scheduled at the conclusion of a regular School Committee meeting. When an executive session is posted to provide negotiation updates, you will be notified of the executive session and asked to attend if you are able.

Your willingness to serve in this capacity is appreciated.

Sincerely,

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

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Kenneth Mills, Chair, Wachusett Regional School District Committee
Scott Brown, Chair, Legal Affairs Subcommittee
Member Town Administrators
Member Town Selectboards

DM:rlp

July 2, 2019

**Wachusett Regional School District
and
Town of Paxton**

Maintenance Agreement

Agreement made this 3rd day of June 2019, between the **Town of Paxton**, a municipal corporation with a usual place of business at One Park Street, Paxton, Massachusetts, hereinafter referred to as "Paxton" and the **Wachusett Regional School District**, a regional school district organized according to law with a usual place of business at 1745 Main Street, Jefferson, Massachusetts, hereinafter referred to as "Wachusett";

Whereas the parties entered into a School Lease Agreement dated July 1, 201⁶~~9~~, wherein Paxton was the Lessor and Wachusett was the Lessee regarding certain premises known as Paxton Center School located at 19 West Street in Paxton, Massachusetts; and

Whereas said Lease Agreement provided that the Lessor was to provide certain services to the Lessee (Paragraph 5.1, Municipal Services) and further provided that the Lessee was to pay Lessor an annual maintenance charge (Paragraph 5.3);

Now therefore, for good and valuable consideration the receipt of which is acknowledged, the parties hereby agree as follows:

- 1.) Paxton will provide municipal services including maintenance of athletic fields and parking lot maintenance, including plowing, sanding and sweeping, for the term of this Agreement.
- 2.) Wachusett will pay Paxton, in two equal payments, to be billed by Paxton in November and May the following sum for said services included in paragraph 1:

FY 2020	\$24,372.90
FY 2021	\$24,860.36
FY 2022	\$25,357.57

- a. Said amount is based on the Paxton Center School.
- b. In addition Wachusett will pay an amount in November to be held in a stabilization fund by Paxton as a reserve toward the replacement cost of the septic system at the school:

FY 2020	\$2,195
FY 2021	\$2,195
FY 2022	\$2,195

- 3.) The term of the new Maintenance Agreement shall be for three (3) years commencing July 1, 2019 and terminating June 30, 2022.
- 4.) Lessee and Lessor will agree to have at least one (1) shared inspection of the facilities per year for the purpose of assessment and identification of needed repairs and improvements.

**Wachusett Regional School District
and
Town of Paxton**

Maintenance Agreement

- 5.) Lessee agrees that Lessor has the right to have conditional use of the facilities for the purposes of establishing a town emergency shelter whenever deemed necessary by Lessor.
- 6.) A successor agreement to this Maintenance Agreement shall be negotiated consistent with Paragraph 5.3 of the Lease Agreement.

Agreed this 29 day of June 2019.

Wachusett Regional School District

Town of Paxton

M
Superintendent of Schools

5/23/19
Date

R. Basci
Chair, Paxton Selectboard

6/3/19
Date

Julia D'Amico
Member, Paxton Selectboard

6/3/19
Date

Member, Paxton Selectboard

Date

**Wachusett Regional School District
and
Town of Princeton**

Maintenance Agreement

Agreement made this ____ day of _____ 2019, between the **Town of Princeton**, a municipal corporation with a usual place of business at 6 Town Hall Drive, Princeton, Massachusetts, hereinafter referred to as "Princeton" and the **Wachusett Regional School District**, a regional school district organized according to law with a usual place of business at 1745 Main Street, Jefferson, Massachusetts, hereinafter referred to as "Wachusett";

Whereas the parties entered into a School Lease Agreement dated July 1, 2019, wherein Princeton was the Lessor and Wachusett was the Lessee regarding certain premises known as Thomas Prince School located at 170 Sterling Road in Princeton, Massachusetts; and

Whereas said Lease Agreement provided that the Lessor was to provide certain services to the Lessee (Paragraph 5.1, Municipal Services) and further provided that the Lessee was to pay Lessor an annual maintenance charge (Paragraph 5.3);

Now therefore, for good and valuable consideration the receipt of which is acknowledged, the parties hereby agree as follows:

- 1.) Princeton will provide municipal services including maintenance of athletic fields and parking lot maintenance, including plowing, sanding and sweeping, for the term of this Agreement.
- 2.) Wachusett will pay Princeton, in two equal payments, to be billed by Princeton in November and May the following sum for said services included in paragraph 1:

FY 2020	\$24,372.90
FY 2021	\$24,860.36
FY 2022	\$25,357.57

- a. Said amount is based on the Thomas Prince School.
- b. In addition Wachusett will pay an amount in November to be held in a stabilization fund by Princeton as a reserve toward the replacement cost of the septic system at the school:

FY 2020	\$2,047
FY 2021	\$2,047
FY 2022	\$2,047

- 3.) The term of the new Maintenance Agreement shall be for three (3) years commencing July 1, 2019 and terminating June 30, 2022.
- 4.) Lessee and Lessor will agree to have at least one (1) shared inspection of the facilities per year for the purpose of assessment and identification of needed repairs and improvements.

**Wachusett Regional School District
and
Town of Princeton**


Maintenance Agreement

- 5.) Lessee agrees that Lessor has the right to have conditional use of the facilities for the purposes of establishing a town emergency shelter whenever deemed necessary by Lessor.
- 6.) A successor agreement to this Maintenance Agreement shall be negotiated consistent with Paragraph 5.3 of the Lease Agreement.

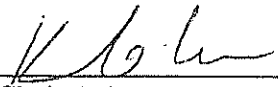
Agreed this June day of 29 2019.

Wachusett Regional School District

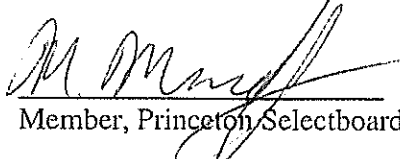
Town of Princeton


Superintendent of Schools

5/29/19
Date


Chair, Princeton Selectboard

6/11/19
Date


Member, Princeton Selectboard

6/11/19
Date

Member, Princeton Selectboard

Date

**Wachusett Regional School District
and
Town of Rutland**

Maintenance Agreement

Agreement made this 17 day of June 2019, between the **Town of Rutland** (“**Rutland**”), a municipal corporation with a usual place of business at 250 Main Street, Rutland, Massachusetts hereinafter referred to as “**Rutland**” and the **Wachusett Regional School District**, a regional school district organized according to law with a usual place of business at 1745 Main Street, Jefferson, Massachusetts, hereinafter referred to as “**Wachusett**”;

Whereas the parties entered into a School Lease Agreement dated July 1, 201~~9~~⁶, wherein Rutland was the Lessor and Wachusett was the Lessee regarding certain premises known as Naquag Elementary School, Glenwood Elementary School, and Central Tree Middle School each located in Rutland, Massachusetts; and

Whereas said Lease Agreement provided that the Lessor was to provide certain services to the Lessee (Paragraph 5.1, Municipal Services) and further provided that the Lessee was to pay Lessor an annual maintenance charge (Paragraph 5.3);

Now therefore, for good and valuable consideration the receipt of which is acknowledged, the parties hereby agree as follows:

- 1.) Rutland will provide municipal services including maintenance of athletic fields and parking lot maintenance, including plowing, sanding and sweeping, for the term of this Agreement.
- 2.) Wachusett will pay Rutland, in two equal payments, to be billed by Rutland in November and May the following annual sum for said services included in paragraph 1:

FY 2020	\$24,372.90	per school
FY 2021	\$24,860.36	per school
FY 2022	\$25,357.57	per school

- a) Said amount is based on the three (3) sites of Naquag Elementary School, Glenwood Elementary School, and Central Tree Middle School.
- 3.) The term of the new Maintenance Agreement shall be for three (3) years commencing July 1, 2019 and terminating June 30, 2022.
- 4.) Lessee and Lessor will agree to have at least one (1) shared inspection of the facilities per year for the purpose of assessment and identification of needed repairs and improvements.
- 5.) Lessee agrees that Lessor has the right to have conditional use of the facilities for the purposes of establishing a town emergency shelter whenever deemed necessary by Lessor.
- 6.) A successor agreement to this Maintenance Agreement shall be negotiated consistent with Paragraph 5.3 of the Lease Agreement and all approved amendments.

**Wachusett Regional School District
and
Town of Rutland**

Maintenance Agreement

Agreed this June day of 29 2019.

Wachusett Regional School District

Town of Rutland

M
Superintendent of Schools

5/29/19
Date

Chair, Rutland Selectboard

Date

[Signature]
Member, Rutland Selectboard

6/17/19
Date

Member, Rutland Selectboard

Date

[Signature]
Member, Rutland Selectboard

6-17-19
Date

[Signature]
Member, Rutland Selectboard

6/17/2019
Date

**Wachusett Regional School District
and
Town of Sterling**

Maintenance Agreement

Agreement made this 12th day of June 2019, between the Town of Sterling, a municipal corporation with a usual place of business at One Park Street, Sterling, Massachusetts, hereinafter referred to as "Sterling" and the **Wachusett Regional School District**, a regional school district organized according to law with a usual place of business at 1745 Main Street, Jefferson, Massachusetts, hereinafter referred to as "Wachusett";

Whereas the parties entered into a School Lease Agreement dated July 1, 2019, wherein Sterling was the Lessor and Wachusett was the Lessee regarding certain premises known as Houghton/Chocksett School, which encompasses two buildings, the Houghton Elementary School and the Chocksett Middle School, located on Boutelle Road in Sterling, Massachusetts; and

Whereas said Lease Agreement provided that the Lessor was to provide certain services to the Lessee (Paragraph 5.1, Municipal Services) and further provided that the Lessee was to pay Lessor an annual maintenance charge (Paragraph 5.3);

Now therefore, for good and valuable consideration the receipt of which is acknowledged, the parties hereby agree as follows:

- 1.) Sterling will provide municipal services including maintenance of athletic fields and parking lot maintenance, including plowing, sanding and sweeping, for the term of this Agreement.
 - a. Wachusett will provide mowing of grass areas adjacent to the Houghton/Chocksett buildings and snow removal/sanding and sweeping of sidewalks immediately adjacent to the Houghton/Chocksett buildings.
 - b. Sterling is responsible for the sidewalks to and along Boutelle Road
- 2.) Wachusett will pay Sterling, in two equal payments, to be billed by Sterling in November and May the following sum for said services included in paragraph 1:

FY 2020	\$24,372.90	per school
FY 2021	\$24,860.36	per school
FY 2022	\$25,357.57	per school

- a. Said amount is based on the Houghton and Chocksett School complex.
- b. In addition, Wachusett will pay an amount in November to be held in a stabilization fund by Sterling as a reserve toward the replacement cost of the septic system at the school:

FY 2020	\$4,389	per school
FY 2021	\$4,389	per school
FY 2022	\$4,389	per school

- 3.) The term of the new Maintenance Agreement shall be for three (3) years commencing July 1, 2019 and terminating June 30, 2022.
- 4.) Lessee and Lessor will agree to have at least one (1) shared inspection of the facilities per year for

**Wachusett Regional School District
and
Town of Sterling**

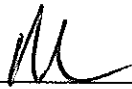
Maintenance Agreement

the purpose of assessment and identification of needed repairs and improvements.

- 5.) Lessee agrees that Lessor has the right to have conditional use of the facilities for the purposes of establishing a town emergency shelter whenever deemed necessary by Lessor.
- 6.) A Successor agreement to this Maintenance Agreement shall be negotiated consistent with Paragraph 5.3 of the Lease Agreement.

Agreed this 12th day of June 2019.

Wachusett Regional School District



Superintendent of Schools

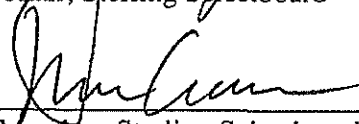
6/17/19
Date

Town of Sterling



Chair, Sterling Selectboard

6/12/19
Date



Member, Sterling Selectboard

6/12/19
Date



Member, Sterling Selectboard

6/12/19
Date

**TOWN OF RUTLAND
NOTICE OF PUBLIC HEARING**

Notice is hereby given in accordance with the provisions of M.G.L., Chapter 140 §58 & 59, that the Board of Selectmen will hold a public hearing on Monday, June 17, 2019, at 6:00 p.m. in the Rutland Public Library, 280 Main Street on the application of Ralph Caloiaro of 97 Glenwood Road requesting a Class III License to buy second-hand cars for the purpose of remodeling, taking apart or rebuilding the same, or the buying or selling of parts of second-hand motor vehicles or tires, or the assembling of motor vehicle parts on the premises located at 166 Maple Avenue, Rutland, MA.

All interested persons should attend the hearing.

**Sheila Dibb, Chairman
Board of Selectmen**

**TOWN OF HOLDEN
ZONING BOARD OF APPEALS
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Zoning Board of Appeals will conduct a public hearing on June 20, 2019 at 7:10 p.m. at the Holden Senior Center, 1130 Main St. on the Petition of Jeffrey and Angela Anderson for a VARIANCE for relief from front yard setback requirements for an addition for property located at 69 Forest Drive.

Plans are available for review at the Department of Planning & Development and the Town Clerk's Office, both located at 1196 Main Street, Holden. All interested persons should attend the hearing.

Ronald E. Spakauskas, Chairman
HOLDEN ZONING BOARD
OF APPEALS

**TOWN OF HOLDEN
ZONING BOARD OF APPEALS
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Zoning Board of Appeals will conduct a public hearing on June 20, 2019 at 7:00 p.m. at the Holden Senior Center, 1130 Main St. on the Petition of Anthony Wieslander for a VARIANCE for relief from side yard setback requirements for a shed for property located at 9 Pinecroft Avenue.

Plans are available for review at the Department of Planning & Development and the Town Clerk's Office, both located at 1196 Main Street, Holden. All interested persons should attend the hearing.

Ronald E. Spakauskas, Chairman
HOLDEN ZONING BOARD
OF APPEALS

NOTICE:

The Wachusett Regional School District will be replacing the turf athletic field at Wachusett Regional High School, with a scheduled start date of June 17, 2019. It is anticipated this project will take approximately six to seven weeks to complete. During this construction project, the tennis courts and the fields at the high school will not be available for use, and the area will be closed off and posted with no trespassing signs. The walking track will be open, but parking may be limited. Your understanding and patience is appreciated while this much-needed field replacement project is completed.

MEMORANDUM OF AGREEMENT

WHEREAS, the School Committee for the Wachusett Regional School District voted to accept M.G.L. c. 32B, §19 (Section 19) for the purposes of negotiating health insurance and other benefits.

WHEREAS, the Wachusett Regional School District (WRSD) and the duly-formed Public Employee Committee (PEC) have negotiated such benefits;

NOW, THEREFORE, the School Committee and the PEC agree as follows

Effective Date and Duration of Agreement

The Agreement shall take effect on the date the School Committee and the PEC execute the Agreement and shall remain in effect through June 30, 2021

Insurance Plans Offered

For Fiscal Years (FY) 2020 and 2021, July 1, 2019- June 30, 2020, the non-Medicare HMO health insurance offered pursuant to this agreement shall be the Blue New England Options Deductible Plan and the HMO Blue New England Enhanced Value Plan. The non-Medicare PPO shall be Blue Care Elect. In the successor year of this agreement, FY 2021, the District may, in addition to receiving rate quotes from Blue Cross Blue Shield, seek insurance quotes from other insurance carriers for coverage which mirrors, in all material aspects, these above referenced Blue Cross insurance plans. If a rate quote from one or more of the other carriers is lower than the Blue Cross quote for the above referenced plan to which it is being compared, the District and the PEC will together decide whether to switch carriers and offer that/those insurance carriers plans instead, provided said other plan or plans meet all of the material aspects and are the actuarial equivalent of the Blue Cross Plans referenced above.

For Fiscal Years (FY) 2020 and 2021, July 1, 2019- June 30, 2020, the Medicare offering is Managed Blue for Seniors with Blue Medicare Rx and Medicare HMO Blue (Advantage Plan) provided by Blue Cross and Blue Shield of Massachusetts. The Medicare indemnity plan is Medex 2 with Blue Medicare Rx provided by Blue Cross and Blue Shield of Massachusetts. In the successor year of this agreement,

FY 21, the District may, in addition to receiving rate quotes from Blue Cross Blue Shield, seek insurance quotes from other insurance carriers for coverage which mirrors, in all material aspects, these above referenced Blue Cross insurance plans. If a rate quote from one or more of the other carriers is lower than the Blue Cross quote for the above referenced plan to which it is being compared, the District and the PEC will together decide whether to switch carriers and offer that/those insurance carriers plans instead, provided said other plan or plans meet all of the material aspects and are the actuarial equivalent of the Blue Cross Plans referenced above.

Contribution Splits

Employees, Retirees, and their Dependents without Medicare

HMO Plan –78/22 split for 7/1/2019 through 6/30/2021. The HMO will be the Blue New England Options Deductible plan. For the life of the agreement, an Equal Dollar contribution of the above will be paid by the District toward the HMO Blue New England Enhanced Value Plan.

Employees, Retirees, and their Dependents without Medicare PPO Plan – – 50/50 Split

From July 1, 2019 through June 30, 2021, the WRSD will contribute fifty percent (50%) of the premium or cost for the preferred provider organization (PPO) and the subscriber shall contribute fifty percent (50%). For the purposes of this section, the PPO is Blue Care Elect PPO Deductible provided by Blue Cross and Blue Shield of Massachusetts.

Eligible Retirees and Their Survivors with Medicare HMO –78/22 Split for 7/1/2019 through 6/30/2021.

Subscribers who are eligible or who become eligible for Medicare shall transfer to Medicare coverage.

Effective July 1, 2019 through June 30, 2021, WRSD shall contribute seventy-eight percent (78%) and the subscriber shall contribute twenty-two percent (22%). For the purposes of this section, the HMO Medicare plan is Managed Blue for Seniors with Blue Medicare Rx and Medicare HMO Blue (Advantage Plan) provided by Blue Cross and Blue Shield of Massachusetts.

***Eligible Retirees and Their Survivors with Medicare
Indemnity Plans- 50/50 Split***

The Wachusett Regional School District will contribute fifty percent (50%) of the monthly cost of the Medicare Supplement enrollment of an indemnity plan for any subscriber enrolled in Medicare and the subscriber will contribute fifty percent (50%). For the purposes of this section, the indemnity plan is Medex 2 with Blue Medicare Rx provided by Blue Cross and Blue Shield of Massachusetts.

Deductibles/Co-payments

Unless otherwise provided for in this Agreement, health insurance plan design changes for Blue Cross and Blue Shield Options Deductible plan will be as follows:

Deductible \$500/\$1000; Inpatient Co-pays \$275/\$500/\$1500; Day Surgery Co-pay \$250; Imaging co-pay \$100; Rx co-pays \$10/\$30/\$65 Retail and \$25/\$75/\$165 Mail Order.

Except as referenced above, this agreement will maintain the standard plan designs that are incorporated into this agreement as "Appendix A: WRSD PEC Health Plan Details."

Health Reimbursement Account

In addition, the School District agrees to continue the Health Reimbursement Account (HRA) to go into effect on July 1, 2019. The District will reimburse the following amounts for those on the HMO Blue New England Options Deductible plan and the HMO Blue New England Enhanced Value Plan: \$250 for each outpatient surgical procedure co-pay; \$275 for each inpatient procedure co-pay; \$35 for each Urgent Care co-pay; and \$100 for each Imaging co-pay. The rules of the HRA are as follows:

1. The WRSD shall administer the HRA and reimburse members monthly.
2. Members must pay the required co-pays per the plan and will be reimbursed for the payments.
3. Members must present their paid receipt and explanation of benefits to the Director of Human Resources to verify payment.
4. Eligible co-pays will be reimbursed up to 90 days after the end of the plan year. The plan year ends each June 30th.

5. The Health Reimbursement Account will be capped at \$50,000 annually for each of the 2 contract years. Any excess money from one year will not be added to the following year's \$50,000 total. Payments will be made on a first come first serve basis and end once the HRA is exhausted.

Insurance Buyout

For any enrollee enrolled in the District's health insurance on June 30th of a particular plan year covered by this Agreement who opts to get his/her health insurance from another source for the following plan year, the District will pay an annual cash payout of \$2000 for a family plan and \$1000 for an individual plan for the year in which the enrollee has foregone receipt of the District's health insurance. Notwithstanding the preceding sentence, any enrollee who previously opted out of the District's insurance under the prior PEC Memorandum of Agreement (2017-2019) and who is still opting out of the insurance will for each of the two years of this Agreement will continue to receive the opt-out payment in accordance with the payout procedures enumerated in this Paragraph. The buy-out form must be returned to Human Resources by June 30th to be eligible for a payout and must be accompanied by proof of other insurance. The insurance buy-out payment referenced herein will be paid via equal pro rata payments on September 1 and February 1 of the applicable contract year. If the enrollee must reinstate health insurance during the waived year when he or she is receiving the buy-out payment, due to an emergency and/or a loss of health insurance from another source or any other reason, the enrollee must reimburse the District a pro rata portion of any amount already paid as part of the reimbursement within 30 days of the reinstatement of health insurance.

Dental / Life / Long/ Short-Term Disability and Vision Insurance

Wachusett Regional School District shall offer life, dental, long-term disability and vision insurance benefits to subscribers.

For the duration of this Agreement, the cost of dental insurance provided for eligible employees, retirees and their dependents shall be paid one-hundred percent (100%) by the employee or retiree. The dental insurance offered is Dental Blue Program 1 and Dental Blue Program 2 provided by Blue Cross and Blue Shield of Massachusetts.

The cost of *Basic \$10,000.00 Life and Accidental Death and Dismemberment Insurance* for eligible employees shall be paid fifty percent (50%) by the employee. If an employee should retire from the District, the employee may continue with the employee's life insurance policy as a retired employee of the District. The retired employee is

responsible for ninety-five percent (95%) of the cost. Employees may purchase a *Group Voluntary Life and Accidental Death and Dismemberment Insurance Plan* as long as they have enrolled in the *Basic \$10,000.00 Life Insurance Plan*. The cost of *Group Voluntary Life and Accidental Death and Dismemberment Insurance Plan* for eligible employees shall be paid one hundred percent (100%) by the employee.

The cost of long-term disability insurance provided for eligible employees shall be paid one-hundred percent (100%) by the employee and are paid on a post-tax basis. Employees of the District that participate in the long term disability insurance are entitled to a salary stipend equivalent to fifty percent (50%) of the member's yearly long term disability insurance premium.

The cost of short-term disability insurance provided for eligible employees shall be paid one-hundred percent (100%) by the employee and will be paid on a post tax basis.

An optional Blue 20/20 Vision Plan will be offered to Employees and non-Medicare retirees with subscribers paying one hundred percent (100 %) of the cost of that benefit plan.

The District will continue to offer a Flexible Spending Account option for Employees.

Future Meetings of the Wachusett Regional School District and PEC

The PEC shall be composed of a union representative from each collective bargaining unit which negotiates with the Wachusett Regional School District and a retiree representative designated by the Retired State, County and Municipal Employees Association. Each union representative and the retiree representative shall have the option of allowing one additional representative to attend meetings of the PEC and the Wachusett Regional School District Administrator or his designee. The retiree group shall have a ten percent (10%) vote. The remaining ninety (90%) percent vote shall be divided as follows: each collective bargaining unit represented on the PEC shall have a weighted vote equal to the proportion which the number of employees eligible for health insurance under this chapter employed in the bargaining unit he/she represents bears to the total number of employees eligible for health insurance in all bargaining units of the governmental unit. Any agreement with the public authority must be approved by fifty-one percent (51%) of the votes cast by the representatives on the public employee committee on a weighted basis.

The parties shall establish a regular schedule of meetings to discuss the implementation of this Agreement and any issues relating to the effectiveness and efficiency of health coverage for subscribers. Such meetings shall take place quarterly, unless agreed

otherwise. Meetings will be held at times and places which are mutually agreed upon by the Wachusett Regional School District and the PEC. In addition, either party may convene a meeting upon seven days' notice to the other party, unless there is an emergency that requires shorter notice. Meeting notices will be provided to the Wachusett Regional School District and to the PEC in writing. The Wachusett Regional School District may provide notice of a meeting or a series of meetings up to twelve months in advance of a meeting. Any employee who is a representative on the PEC shall receive time off to attend meetings of the Committee with the Wachusett Regional School District with full pay and benefits.

Correspondence and Information

The Wachusett Regional School District shall make available to the PEC copies of any correspondence between the Wachusett Regional School District and any provider of health care. The PEC shall be given reasonable access to all information necessary for the efficient and effective functioning of the PEC.

At the request of the PEC, the Wachusett Regional School District will present alternative plans which are at least the actuarial equivalent of those offered for the 2020/2021 plan year so that the parties may fully explore and negotiate health coverage to be provided to subscribers starting July 1, 2020. The parties agree to commence negotiations for a successor agreement on or before December 31, 2020.

Effect of Agreement

This Agreement shall be binding on all subscribers and shall supersede any conflicting provisions of any Wachusett Regional School District policies or any collective bargaining agreements between the Wachusett Regional School District and any unions representing Wachusett Regional School District employees.

Arbitration of Disputes

Either party may submit a dispute between the parties concerning the interpretation or *application of this Agreement to the American Arbitration Association for arbitration* under its Labor Arbitration Rules. A request for arbitration by the PEC must be approved by seventy (70%) of the weighted votes of the representatives on the PEC. Any arbitrator appointed in such process shall look to and be bound by external law.

Savings Clause

If any provision or portion of the Agreement is found to be unenforceable or

unlawful, the remaining provisions or portions shall remain binding.

Scope and Modification

This Agreement shall constitute the whole of the Agreement between the Wachusett Regional School District and the PEC. The Agreement may be modified only by a written document signed by the Wachusett Regional School District and the PEC.


Authorization to Sign Agreement

Each signatory to this Agreement is authorized to bind the entity he/she represents. The PEC represents that it has the authorization and approval of fifty-one (51%) of the weighted votes of the PEC and that this Agreement is binding on all subscribers and their representatives.


Signatories

The signatories are authorized to bind their principals.

For the Wachusett Regional School District:

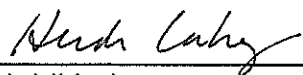
By: 
Darryll McCall, Ed.D
Superintendent of Schools

Date: 6/10/19

BY: 
Kenneth Mills, Chair
Wachusett Regional District School Committee

Date: 6/16/19

For the Public Employee Committee:

By: 
Heidi Lahey
Wachusett Regional Education Association, Inc.
525 Eligible Members (49.61%)

Date: 5/21/19

By: Patricia O'Donnell
Patricia O'Donnell
Wachusett Administrators Association
25 Eligible Members (2.35%)

Date: 5/21/19

By: Louisa Corrazihi
Louisa Corrazihi
Wachusett Regional Nurses Association
13 Eligible Members (1.22 %)

Date: 5/21/19

By: Matthew Sullivan
Matthew Sullivan
AFSCME, Council 93, Local 2885 – Custodial Employees
58 Eligible Members (5.46%)

Date: 5/21/19

By: Deborah Vaillant
Deborah Vaillant
AFSCME, Council 93, Local 2885 – Clerical Employees
32 Eligible Members (3.01%)

Date: 5/24/19

By: Jennifer Fiddler
Jennifer Fiddler
SEIU, Local 888 – ABA Program Assistants
54 Eligible Members (5.08%)

Date: 5/21/19

By: Carol A. Gemme
Carol Gemme
Wachusett Cafeteria Association
32 Eligible Members (3.01%)

Date: 5/24/19

By: Kenneth Bergen
Kenneth Bergen
Teamsters Local #170 – Aides
215 Eligible Members (20.24%)

Date: 5/21/19

By: Roy K. Baer
Roy Baer
Retirees
10%

Date: May 21, 2019

**Wachusett Regional School District
District Treasurer
Employment Contract**

This Agreement, as authorized at the Wachusett Regional School District Committee meeting on June 10, 2019, is made effective as of July 1, 2019 by and between the Chairperson of the Wachusett Regional School District Committee on behalf of the **WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE** hereinafter referred to as the “Committee” and **James J. Dunbar** hereinafter referred to as the “District Treasurer” or “Treasurer.” In consideration of the promises herein contained, the parties hereto mutually agree as follows:

- 1.) **ENGAGEMENT:** The Committee hereby engages James J. Dunbar as District Treasurer and the Treasurer hereby accepts said engagement on the following terms and conditions:
- 2.) **TERM:** Subject to the provisions of Massachusetts General Laws Chapter 71, Section 16A, the Treasurer shall be employed for a period of twelve months commencing as of July 1, 2019 and terminating June 30, 2020. This Contract may be renewed by mutual consent of the parties. If the Treasurer wishes to terminate this Contract during the term noted above, he must notify the Chairperson of the Committee thirty (30) days prior to the termination date. If the Committee wishes to terminate this Contract during the term noted above, the Chairperson will notify the Treasurer thirty (30) days prior to the termination date. If no notice is given or no successor Contract is executed prior to June 30, 2020, this Contract expires as of that date.
- 3.) **COMPENSATION:** The Treasurer shall be paid a monthly salary of \$1,301.18, effective July 1, 2019. The entire monthly salary shall be paid in the first regular payroll of each month.

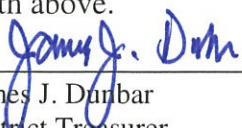
- 4.) DUTIES:** The Treasurer shall faithfully and effectively perform the duties contained in the job description of Treasurer. Said job description may be altered, at the discretion of the School Committee, to address the educational or operational needs of the Committee.

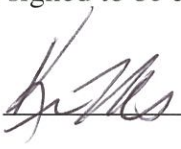
The Treasurer recognizes that his responsibilities and conduct are not determined by prescribed hours and conditions and will perform the directed and implied duties of his position as determined by the School Committee and will expend the time and effort necessary to effectively achieve the goals and purposes of the Wachusett Regional School District.

- 5.) ENTIRE AGREEMENT:** This contract embodies the whole agreement between the Committee and the District Treasurer and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein.

- 6.) INVALIDITY:** If any paragraph or part of this contract shall be held invalid by a court of competent jurisdiction, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

In witness whereof the parties have hereunto signed to be effective on the date set forth above.

 6/14/2019
James J. Dunbar, District Treasurer Date

 6/10/19
, Chair Date
Wachusett Regional School District
Committee

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

July 2, 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>	

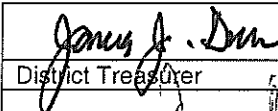
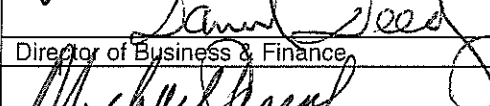
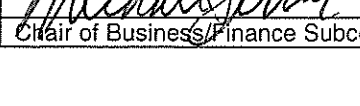
Review of Current Year:

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
<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.		
<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.		
<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.		Meets Expectations
<u>Description of Duties:</u> Mr. Dunbar will be accessible to Business Office staff either in person or via the phone and email.		
<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.		
<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.		
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:		

	6/10/2019
District Treasurer	Date 6/10/2019
	6/10/19
Director of Business & Finance	Date 6/10/2019
	6/10/2019
Chair of Business/Finance Subcommittee	Date 6/10/2019

July 2, 2019

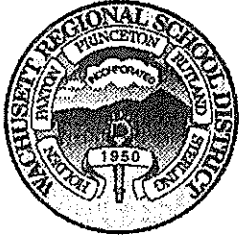
James Dunbar, District Treasurer
Wachusett Regional School District
GOALS 2019-2020

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:	

<i>Dan Deed</i>	<i>6/18/19</i>
District Treasurer	Date 6/10/2019
<i>James J. Don</i>	<i>6/10/2019</i>
Director of Business & Finance	Date 6/10/2019
<i>Michael Perry</i>	<i>6/10/2019</i>
Chair of Business/Finance Sub-committee	Date 6/10/2019



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

April 18, 2017

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

From: Kenneth Mills, Chair, Wachusett Regional School District Committee

RE: Superintendent's Evaluation Narrative

This memo serves to summarize the ratings and comments provided by 13 of the 22 members of the Wachusett Regional School District Committee for your 2017 End-of-Cycle Summative Evaluation Report. Please note that while this document summarizes the responses, it does not reflect every comment; all of these observations bring value and I strongly urge you to carefully read each individual evaluation, each of which is part of the public record.

Step 1 was for the Committee to assess your progress toward your goals. For professional practice goals, 3 noted *Some Progress*, 5 *Significant Progress*, 3 *Met*, and 1 *Exceeded*. For student learning goals, 3 noted *Some Progress*, 6 *Significant Progress*, 2 *Met*, and 1 *Exceeded*. For District improvement goals, 3 noted *Some Progress*, 7 *Significant Progress*, 1 *Met*, and 1 *Exceeded*. One member did not complete step 1.

Step 2 was to assess performance on each standard. Members ranked these indicators for each standard. Each member marked their rating on the cover page; many chose not to mark the indicator on the interior page, or marked a different rating, so for consistency and clarity I report the rankings on the cover page.

For **Standard 1: Instructional Leadership**, 4 marked *Needs Improvement*, 8 marked *Proficient*, and 1 marked *Exemplary*. For standard 1A, Curriculum, 4 marked *Needs Improvement* and 9 marked *Proficient*. For standard 1B, Instruction, 5 marked *Needs Improvement*, 5 marked *Proficient*, 2 marked *Exemplary*, and one made no rating. For standard 1C, Evaluation, 3 marked *Needs Improvement*, 7 marked *Proficient*, 1 marked *Exemplary*, and two made no rating, with concerns noted about a lack of evidence provided to make a rating.

Overall, members were mixed in their comments in this section. There was some praise for work to change the School Improvement Plans (SIPs), with a desire to judge the outcome of these plans next year once in practice. However, concern was raised that the SIPs were not accepted by vote of the School Committee and that there was not alignment of the SIPs with measurable student gains, including standardized test scores.

There was a recurring theme about wanting more alignment of curricular goals throughout the District and within schools, particularly with ELA. There was concern about the level of detail of

Jefferson School

1745 Main Street, Jefferson, MA 01522

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

www.wrsd.net

curricular plans at the middle and high school levels and for diverse learners, including special education and English Language Learners. Multiple members wanted more information on how principals and District administrators are given direction and evaluated, with a suggestion that stronger leadership and more direct evaluation from the Superintendent may be needed to ensure consistency of the student learning experience within and between buildings. Deputy Superintendent Berlo's contributions were noted in a very positive light.

A common thread in the comments for this standard was a need for establishing measurable outcomes, whether for curriculum, curricular alignment, or professional development, and in the next review cycle to report on these outcomes.

For **Standard 2: Management and Operations**, 2 marked *Needs Improvement*, 8 marked *Proficient*, and 3 marked *Exemplary*. For standard 2A, Environment, 2 marked *Needs Improvement*, 7 marked *Proficient*, and 4 marked *Exemplary*. For standard 2E, Fiscal Systems, 1 marked *Unsatisfactory*, 10 marked *Proficient*, and 2 marked *Exemplary*.

There was praise for the Superintendent's work on student social and emotional well-being and for work on the Bullying Prevention and Intervention Plan and integration of the SHINE initiative, and for inclusion of positions to address student social and emotional well-being in the budget process. Some members expressed continued concerns about the management of the special education program, including programs for students on the autism spectrum and for follow-through to ensure that staff members are meeting recommendations. As for standard 1, there was desire to have measurable outcomes for how well the District meets our students' social and emotional needs, and to receive a report on these outcomes.

Members expressed concern about the need for a consistent plan for investigation procedures of complaints against District personnel, with a desire for consistent follow-through.

There was recognition in the comments of the budgetary limitations faced by the District and praise for the Superintendent's work with local legislators. There also was concern about the frequency and method of mid-year budget transfers. One member noted that the mid-year correction required to cover special education expenses came at the cost of cuts to technology, textbooks, and maintenance spending, that the items in the budget approved by the School Committee were not purchased prior to the school year, and that there was a lack of transparency about fiscal year 2017 actuals in these categories in the fiscal year 2018 budget book.

One member praised your work in contract negotiations and in negotiations with the Public Employee Committee.

For **Standard 3: Family and Community Engagement**, 4 marked *Needs Improvement*, 8 marked *Proficient*, and 1 marked *Exemplary*. For standard 3C, Communication, 4 marked *Needs Improvement*, 7 marked *Proficient*, and 2 marked *Exemplary*.

There were mixed comments from the Committee for this standard. Some praised the Superintendent's communication with town officials and emergency personnel, his use of the *Wachusett Now* series, and his connection with the community while developing the strategic

plan, interacting with the *ad hoc* committee on the school calendar, and reaching out to community members on SIMCO's on the new school improvement plans.

However, some members wanted more specific and greater communication about student learning and performance, including, but not limited to, strategies to improve the accountability levels of District schools from level 2 to level 1. The need for two-way communication was noted, including an up-to-date website, a social media presence, and sharing between schools of how they have found success with parent outreach. A concern was noted that parent outreach to School Committee members and concerns expressed on social media reflect a lack of trust in communication directly with District administration.

For **Standard 4: Professional Culture**, 2 marked *Needs Improvement*, 10 marked *Proficient*, and 1 marked *Exemplary*. For standard 4A, Commitment to High Standards, 1 marked *Unsatisfactory*, 3 marked *Needs Improvement*, 7 marked *Proficient*, and 2 marked *Exemplary*. For standard 4C, Communication, 2 marked *Needs Improvement*, 7 marked *Proficient*, and 4 marked *Exemplary*. For standard 4D, Continuous Learning, 2 marked *Needs Improvement*, 10 marked *Proficient*, and 1 marked *Exemplary*.

Again, comments were a mixture of praise and actionable concern.

For communication, some members noted that the Superintendent had good interpersonal skills, is good with town officials, and communicates well with the School Committee. Other members noted transparency in the budget process, although a need for better year-round communication on budget and needs, not just during the budget season, was noted. It was noted that successes in the District, despite budget constraints, should be more widely celebrated. Finding a way to improve communication with families could be achieved with the aid of external professional development for the Superintendent.

For continuous learning and commitment to high standards, it was noted again that the School Improvement Plans were not accepted by the School Committee, and a desire was expressed that the SIPs be more closely aligned to District goals. Now that the Strategic Plan is in place, a need was noted to create rigorous professional learning goals with measurable outcomes. Again, the process by which principals are evaluated, both in a formative and summative manner, was a subject of concern, with one member noting a need for "difficult dialogues" with some principals and administrative staff to move actions, including computerized testing, into practice more quickly, with the Superintendent exercising more decision-making authority. There was a desire expressed to see more specificity in the District's professional development plan, again with measurable outcomes.

Step 3 was for the School Committee to rate your overall summative performance. Two members marked *Needs Improvement*, 10 marked *Proficient*, and 1 marked *Exemplary*, for an average of *Proficient*.

Step 4 was for the School Committee to rate your impact on student learning. Of the 11 members who completed this section, 1 marked *Low*, 6 marked *Moderate*, and 4 marked *High*.

Step 5 was for the School Committee to add comments. Many members repeated comments they made under individual standards. Overall, a take-home theme is the need for greater detail in curricular planning, professional development, and instructional/technology plans, in addition to a need for assessment-driven decision making, particularly for curricular alignment and measurable educational improvement. Concern about the District's perceived lack of common curricular goals and standards within grade levels and for different subgroups of learners should drive the development of goals for the 2017-2018 school year. One member suggested that the Superintendent rate himself according to the District goals and Performance Indicators. The Committee recognizes the District's budgetary constraints, and appreciates your advocacy for the budget and communication with town officials. The Committee sees a need for a long-range budget plan, and communication with School Committee and the community when priorities change. The Committee notes a good start to work on social and emotional health efforts for our students, but stresses the need to remain vigilant and create assessable outcomes. Management of Central Office administration, including special education and business and finance, as well as building-level administrators for curricular and policy consistency, is an area for increased leadership to achieve the goals of the Strategic Plan.

Kenneth Mills, Chair
Wachusett Regional School District Committee
on behalf of the Committee

cc: Wachusett Regional School District Committee

April 30, 2018

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

From: Kenneth Mills, Chair, Wachusett Regional School District Committee

RE: Superintendent's Evaluation Narrative

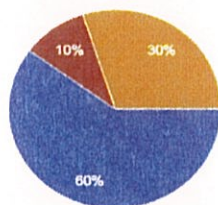
This memo serves to summarize the ratings and comments provided by 20 of the 21 members of the Wachusett Regional School District Committee for your 2018 End-of-Cycle Summative Evaluation Report. Please note that while this document summarizes the responses, it does not reflect every comment; all of these observations bring value and I strongly urge you to carefully read each individual evaluation. Rather than recite the statistics in this letter, we will include them in a graphical format.

Comments on Progress toward Goals and Impact on Student Learning:

(Code: Blue, Met; Red, Significant Progress; Orange, Some Progress; Green, Did Not Meet)

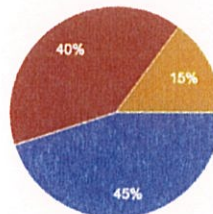
Student Learning Goal(s)

20 responses



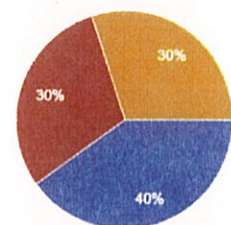
Professional Practice Goal(s)

20 responses



District Improvement Goal(s)

20 responses



<p>Student Learning Goal: <i>By April 2018, 80% of freshmen surveyed will have used their Chromebooks on a weekly basis to complete classwork and/or homework, conduct research, and collaborate with peers. Data will be aggregated to reflect the results of surveys conducted during the school year and baselines will be defined related to Chromebook usage.</i></p>	<p>Professional Practice Goal: <i>By April 2018, the superintendent will align administrator goal setting and evaluation procedures to both DESE and District standards.</i></p>	<p>District Goals: <i>The WRSD will conduct surveys of parents/guardians concerning communication. By April 2018, a final survey of parents/guardians will show at least 80% of parents/guardians who are surveyed will agree that the district is providing regular, two-way, culturally proficient communication.</i></p> <p><i>By April 2018, a comprehensive evaluation of Special Education Programs at WRHS will be conducted and an improvement plan will be created.</i></p>
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Members generally noted that Dr. McCall made significant progress meeting his goals, considering budget limitations.

For the student learning goal related to technology, members wished for more data and direct evidence of student learning and use of Chromebooks. They also would have liked to have seen examples of model class/programs. Some members felt the student learning goal was not sufficiently rigorous.

Members noted that the superintendent should have shared and discussed the special education evaluation with the school committee. Others noted that the work on the review is ongoing, and that setting goals and working toward them has moved the program in the right direction.

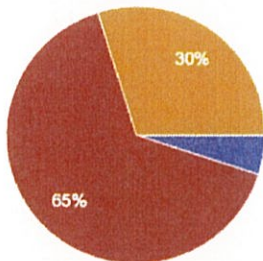
Many members praised Dr. McCall's progress toward implementing his professional practice goal of aligning the administrators' evaluation procedure. One noted his use of resources to work with professional learning teams, and another praised his progress but encouraged him to assess the usefulness for the administrative staff of the evaluation efforts.

Comments on Standard I: Instructional Leadership

(Code: Blue Exemplary, Red Proficient, Orange Needs Improvement, Green Unsatisfactory)

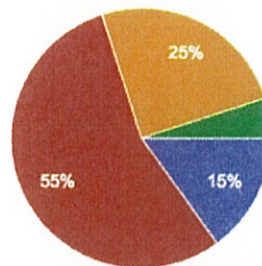
I-B Instruction

20 responses



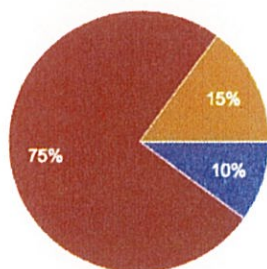
I-D Evaluation

20 responses



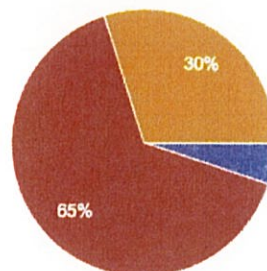
I-E Data-Informed Decision Making

20 responses



Overall Rating for Standard I

20 responses



Dr. McCall is leading his administrative staff toward improvements in data analysis and is focused on refining practice and ensuring consistent approaches to data analysis across the district. The school committee looks forward to seeing evidence that demonstrates the qualitative and quantitative impacts of these tools.

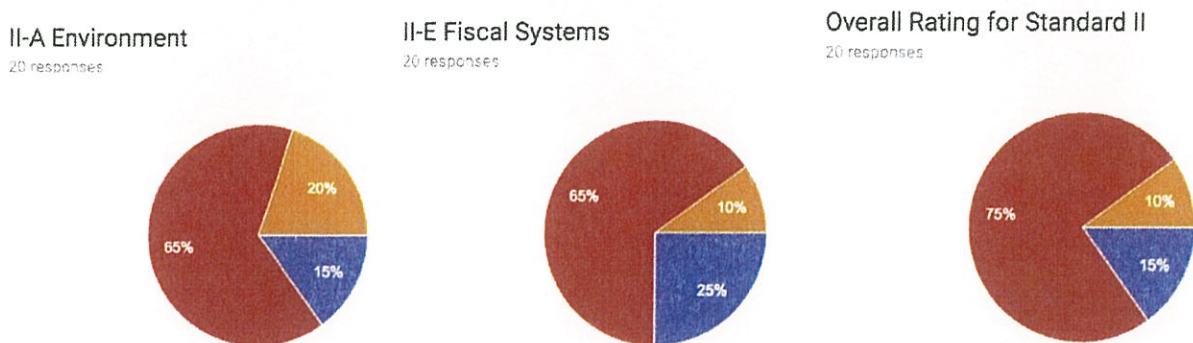
Some of the accomplishments that demonstrate Dr. McCall's instructional leadership include stewardship of a Professional Development Plan, obtaining a grant that allowed for necessary improvements in WiFi connectivity at the high school, the use of faculty/staff surveys, and the introduction of a technology integration specialist for the fiscal year 2019 budget. The newly instituted Principal Leadership Team will allow the district to move forward on stronger footing by calibrating the evaluation of staff. The district is developing tools and procedures that will empower leaders to institute professional learning communities in a strategic manner. Within Dr. McCall's reports some information is provided describing how the data are used to make informed decisions. Dr. McCall uses a diverse approach to instructional leadership within the district. He seeks out programs designed to augment student learning.

Although there has been progress on using data to inform decision making in the district, the data across district schools need to be baselined and measured against those baselines. Moving forward, Dr. McCall should help develop data tools and strategies for his leadership team to better pinpoint challenges and areas of concern and to develop mechanisms to mitigate areas of concern. For instance, the district still lacks consistency in curriculum across grade levels at the elementary and middle school levels. It also would be helpful to have presentations to the school committee on issues relating to curriculum.

For evidence of meeting this standard in the future, excerpts from principals' goals that show alignment to the district goals and strategic plan would be helpful, as would an explanation of how feedback is provided to principals. Dr. McCall states in his self-evaluation that those principals whose contracts are set to expire have been provided an evaluation; however, there has not been a report provided to school committee that summarizes the reviews.

Comments on Standard II: Management and Operations

(Code: Blue Exemplary, Red Proficient, Orange Needs Improvement, Green Unsatisfactory)



There were many areas of praise for the superintendent, including communication, transparency with decision making, the focus on social and emotional needs of district students, and the use of the district's strategic plan to guide decision making. The superintendent was commended for his work with the State Auditor's office, the Massachusetts Association of Regional Schools, the school committee, and state legislators to advocate for increases to regional transportation aid and other supports for Massachusetts regional school districts, including his work with the Quabbin Regional School District. Many members cited communication as one of Dr. McCall's strengths, including references to overall communication strategies, development of the district's budget book, clarity and transparency in the budget process, and efficient communication to the community about safety concerns and the presence of safety officials at the schools. Other positive comments included praise for the superintendent's use of the strategic plan, including his explanation of how budget expenses and requests relate to the plan, as well as his depth of knowledge of the district's financial and operational processes. Members also commented positively on his work to inform local town officials of the district's needs and to understand the fiscal limitations of the district communities.

Also noted as an area of strength was the superintendent's focus on social and emotional learning and the support for initiatives like Signs of Suicide (SOS) and Bridge Resistance Youth Treatment (BRYT). One evaluator referenced the superintendent's use of grant funding for the Panorama survey, noting that they appreciated his use of creative means to support these initiatives in our challenging budget climate.

Though there was praise for the superintendent's communication skills, there were opportunities for improvement noted in this area as well. Specifically, members noted that the superintendent did not review the district budget proposal with the school committee's Business and Finance subcommittee for feedback and debate prior to sharing with the entire school committee for discussion. Better planning and communication in future fiscal years can alleviate this concern.

Different members noted concerns about whether school procedures are consistent across the district and whether they are implemented in a consistent manner. Specifics included a concern about inconsistent homework policies and procedures that have been under discussion for almost two years, which could cause academic and social/emotional concerns for students, particularly as they move to the high school. Another member noted concern about inconsistent application of dress code policies.

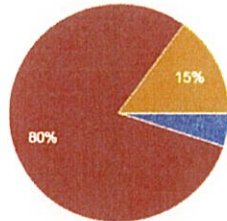
Members also noted concerns about budgetary planning and priorities, and a need to be more creative with "outside of the box" thinking on ways to avoid trimming budgets. Members were concerned that inadequate funding was allotted to increase technology resources and were concerned about technology resource equity among the district's schools. Concerns were raised about adequate funding for special education across all schools and about the increase in special education out-of-district spending. Members also suggested a need to evaluate programs in social/emotional learning with data to ensure that we have right-sized programs that serve students' needs.

Comments on Standard III: Family and Community Engagement

(Code: Blue Exemplary, Red Proficient, Orange Needs Improvement, Green Unsatisfactory)

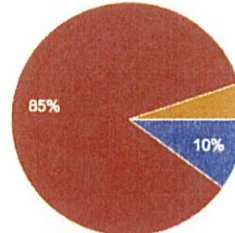
III-A Engagement

20 responses



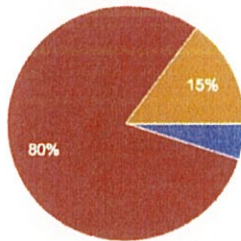
III-C Communication

20 responses



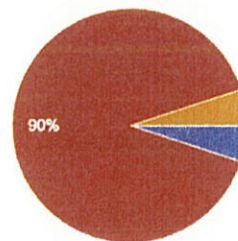
III-D Family Concerns

20 responses



Overall Rating for Standard III

20 responses



Many members praised Dr. McCall for his work on the budget book and the use of the strategic plan to guide the budget in an on-going effort to continue to move the district forward, including in the areas of technology and social/emotional needs of the students. The superintendent is encouraged to continue to link budgetary requests and designs to the current iteration of the strategic plan.

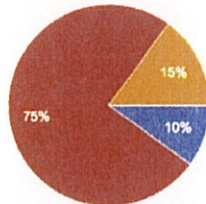
The superintendent utilizes multiple channels for communication, including the Smore newsletter, his blog, and emails. Although these methods provide one-way communication with families, the superintendent is encouraged to find ways to have ongoing two-way communication with more families in the district. Similarly, although there has been progress in addressing culturally-sensitive communication with families, Dr. McCall is encouraged to continue to seek methods for engaging all of the district's stakeholders.

Comments on Standard IV: Professional Culture

(Code: Blue Exemplary, Red Proficient, Orange Needs Improvement, Green Unsatisfactory)

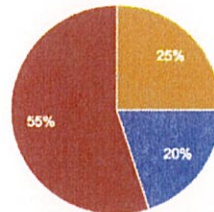
IV-A Commitment to High Standards

40 responses



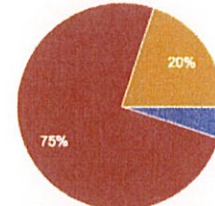
IV-C Communication

20 responses



Overall Rating for Standard IV

20 responses



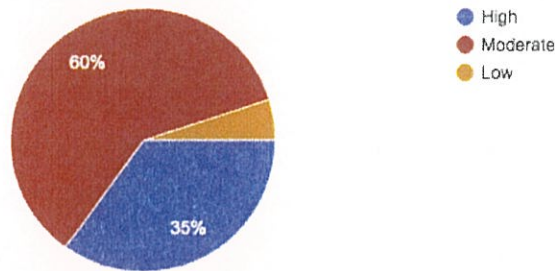
Some members of the committee found the evidence provided by the superintendent lacking with respect to his success in fostering a shared commitment to high standards of service, teaching, and learning. Although the rating is proficient, as the next cycle of evaluation begins the superintendent is encouraged to provide more direct evidence to support how he promotes high expectations for all and the culture of reflective practice and high expectations.

Many members of the committee applauded the superintendent's skills as a communicator, but others were concerned about his ability to communicate in circumstances that call for data-informed decision-making. In his efforts to embrace the ideas of others, it sometimes appears that he has difficulty making harder decisions that are necessary to move the district forward. Many committee members appreciated his recent addition of addressing the questions that have been asked at school committee meetings in his report, but this initially arose from frustration from the public and from school committee members that questions asked at meetings were going unanswered. To improve this new written question-and-answer practice, the superintendent might consider reporting out these answers to the public either orally or in a blog or web posting where this information would be stored and available. Although Dr. McCall appears to have an innate ability to be an excellent communicator and displays this in many venues, still 25% of the school committee rated him as needing improvement on the element of communication, citing getting data too close to a meeting date, not having enough information, or having information at inopportune times, including during the recent contract discussions. Continuing to hone his ability to communicate pertinent information not only to town officials, but also to the school committee, is an area for growth.

Overall Summary Comments

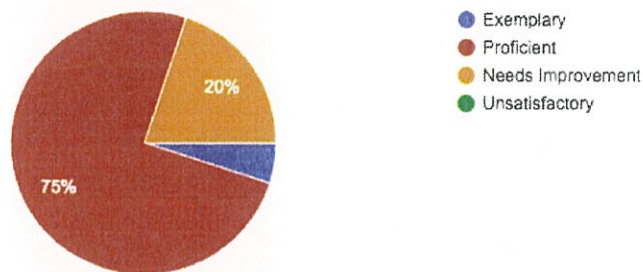
Impact on Student Learning

20 responses



Overall Summative Rating

20 responses



School committee members offered diverse comments in the overall rating. In general, responses were positive. Positive comments praised the acquisition of, and planning for, technology that improves student learning and his work with towns to support a robust school budget and building relationships with municipal representatives.

Multiple members requested data on student learning rather than a list of plans and processes. Some members praised his openness and responsiveness to feedback, as well his communications to the school committee and within the communities and his work with MARS to lobby the state legislature to fully fund regional school district transportation. Others wished for more communication on special requests for information, and another noted the need to train staff to provide data to inform policy decisions. In the goals section, a member expressed concern about principal turnover and wished for information from exit interviews that might indicate emerging or common themes.

One member noted that the district delivers a very good learning experience for a diverse range of students with a diverse set of needs, and another that it operates efficiently to meet the diverse needs of its students, faculty, and administrators. Another member praised the importance the district places on the social and emotional health of our students, while another expressed

concern about the ability of the Special Education Program to meet the varied needs of so many different students that require these services and the significant year-over-year increases in out-of-district special education tuition. Although members praised the superintendent for his progress this year in consistency in curriculum and technology, there was concern that continued progress is essential in these areas. A member called for additional training in diversity and for individualized learning for strong students.

The superintendent received mixed reviews about his handling of collective bargaining. One member noted the time he needed to spend on bargaining likely influenced his ability to focus on instructional leadership and developing leadership capacity in his team, and encouraged him to display the leadership required to engage faculty and staff in identifying focus areas that will have an impact on student learning experiences. Likewise, another member noted that the superintendent needs to show stronger leadership with the employees of the district. While acknowledging his hard work on bargaining, another member wished for clearer guidance on handling impasses and strategizing around lessons learned, and another noted that communication needed to be improved. Yet another commented that the collective bargaining negotiations seemed to suffer from a deficit of administrative leadership. In the goals section, members also commented on negotiations. One wished for a higher level of leadership and for him to be more vocal in discussions with the school committee, and another noted that the superintendent failed to serve his role as chief negotiator with regard to policy changes being negotiated in a collective bargaining agreement.

Overall, the superintendent has done a good job anchoring district decision making to the strategic plan, which was created with broad input from community stakeholders. It is clear that he relies on this document for planning, and the committee encourages him to continue to use the strategic plan and report on specifics of implementation and assessment.

Overall, the superintendent's rating for the year is **proficient**.

April 29, 2019

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

From: Kenneth Mills, Chair, Wachusett Regional School District Committee

RE: Superintendent's Evaluation Narrative

This memo serves to summarize the ratings and comments provided by 16 of the 19 members of the Wachusett Regional School District Committee (WRSDC) for your 2019 End-of-Cycle Summative Evaluation Report. Please note that while this document summarizes the responses, it does not reflect every comment; all of these observations bring value and I strongly urge you to carefully read each individual evaluation.

Standard I: Instructional Leadership. *The education leader promotes the learning and growth of all students and the success of all staff by cultivating a shared vision that makes powerful teaching and learning the central focus of schooling.*

Indicator I-A. Curriculum: Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.

Proficient 12; Needs Improvement 4

Indicator I-C. Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.

Proficient 13; Needs Improvement 3

Indicator I-E. Data-Informed Decision Making: Uses multiple sources of evidence related to student learning, including state, district, and school assessment results and growth data, to inform school and district goals and improve organizational performance, educator effectiveness, and student learning.

Proficient 14; Needs Improvement 2

Overall for Standard I

Proficient 13; Needs Improvement 3

Members note that the Superintendent has a focused strategic plan that empowers administrators to employ effective practices. This year he has incorporated training on assessment strategies - seeing effective strategies implemented consistently District-wide is an expectation for progress towards the strategic plan. Most essential to the success in this area has been the Superintendent's

utilization of Professional Learning Communities (PLCs) throughout the District. By empowering his Administrative staff through the use of the Principal Leadership Team (PLT) format, he will be able to effectively distribute leadership District wide. Moreover, these practices will provide greater uniformity and opportunity for sharing of best practices in all District schools. Members praised his use of videos for training evaluators and the accompanying rubric. According to the Superintendent's narrative, there is progress in the District to calibrate teacher evaluation and to come up with common language about what good teaching is. The work with data as it applies to student learning is commendable, as it does not focus solely on MCAS data.

Members also noted the continued roll-out of the early literacy program and new initiatives in Social and Emotional Learning (SEL), including the S3 program and a \$100,000 grant from the Department of Elementary and Secondary Education (DESE) for improving student access to behavioral and mental health services. The District also has instituted additional steps to address students' mental health needs, such as the Bridge Program and other mechanisms for improving the ease of referral to mental health counseling and support.

Although members noted many improvements that have been made with the textbook plan, roll out of new technology, and continued implementation of the early literacy program using Fountas and Pinnell, there still seems to be inconsistent curriculum and inequities among the schools across the District.

Standard II: Management and Operations. *Promotes the learning and growth of all students and the success of all staff by ensuring a safe, efficient, and effective learning environment, using resources to implement appropriate curriculum, staffing, and scheduling.*

Indicator II-A. Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, and emotional and social needs.

Proficient: 9; Needs Improvement: 6; Unsatisfactory: 1

Indicator II-B. Human Resources Management and Development: Implements a cohesive approach to recruitment, hiring, induction, development, and career growth that promotes high-quality and effective practice.

Proficient: 10; Needs Improvement 5; Unsatisfactory 1

Indicator II-E. Fiscal Systems: Develops a budget that supports the district's vision, mission, and goals; allocates and manages expenditures consistent with district- and school-level goals and available resources.

Exemplary 3; Proficient 9; Needs Improvement 4

Overall for Standard II

Proficient 10; Needs Improvement 5; Unsatisfactory 1

Members commended the Superintendent for his time-consuming efforts to train new Central Office staff and create a formal induction program as well as PLTs and PLCs. However, members also want the Superintendent to gather feedback how administrators feel they are supported and the effectiveness of his mentorship, and want information from exit interviews about why members of the administration choose to leave the District.

Members praised the Superintendent for his leadership in the development of a line-item budget and for his work on developing improved relationships with town officials. At the same time, some members wanted more two-way discussion about budgetary priorities and a 3-year comparison in future budgets, and expressed concern about the process for obtaining funding for the turf field, with multiple members encouraging forward thinking about capital expenditures and the development and funding of a Capital Stabilization Fund. Members also expressed significant concerns about oversight of the Excess and Deficiency certification process and the issue with the regional transportation funding calculation, with a desire for the Superintendent to take more ownership for this error. Concern was expressed about the decision to spread the penalty for this transportation error into future years, and the transparency of the communication to the committee about this issue. Members wished for more clarity on how chargebacks influence budget planning. Members were pleased that tuition-free full-day kindergarten is on the way to implementation.

Although the Superintendent's efforts to implement District-wide policies such as an accommodation plan and homework policies were noted by some members, others expressed significant concern about the consistency of District-wide policies and procedures and their implementation, including recess and home assignments. In particular, many members shared serious concerns about the bullying policy, the execution of procedures related to the policy, the consistency of its implementation, and communication with parents and the community.

Members were positive about the increased emphasis on social and emotional learning and encourage assessment of the effectiveness of the myriad of new programs and systems recently implemented, including SOS and Panorama. Members would like more frequent updates on special education programs and initiatives, and want attention to adequate staffing to support students in sub-separate classrooms and inclusive settings. There is also a wish for more communication about requests for information from the committee and reporting on key metrics of District performance. Members expressed concern about the ongoing process for hiring the Administrator of Special Education.

Standard III: Family and Community Engagement. *Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the school and district.*

Indicator III-B. Sharing Responsibility: Continuously collaborates with families and community stakeholders to support student learning and development at home, school, and in the community.

Proficient 13; Needs Improvement 2; Unsatisfactory 1

Indicator III-D. Family Concerns: Addresses family and community concerns in an equitable, effective, and efficient manner.

Proficient 9; Needs Improvement 7

Overall for Standard III

Proficient 12; Needs Improvement 3; Unsatisfactory 1

There were two main themes of praise for the Superintendent's performance in this standard: the addition of the new director of SEL and Guidance and the focus on the Bridge for Resilient Youth in Transition (BRYT) program and other programs designed to identify and support students who are struggling. Several committee members commented on the impact this position will have and look forward to hearing more about the effectiveness of these programs in future committee meetings.

The Superintendent was praised for improvements made to the District website, as members recognized the hard work that went into these upgrades and applauded the District for ensuring the website is clearly organized, functional, and secure. Some members also noted that the Superintendent attempts to create positive relationships with families and community members. Members noted opportunities for improvement next year with the SMORE newsletters and additional outreach via phone, email, and in-person at school or community events.

Members had concerns with the evidence provided to meet this standard. At least nine of the 16 members noted concerns related to communication or collaboration. The most common concern outlined in narrative feedback was related to the lack of evidence of the Superintendent's engagement with community. Several members applauded the Superintendent's willingness to speak to parents and many praised his abilities to interact with politicians and town administrators, but expressed concern at the lack of evidence of his leadership and involvement in mentoring building-level administrators to successfully resolve issues. Individuals expressed concern about communication with families who might not call the office, about more one-way than two-way communication, and about inconsistent expectations and follow through across the District regarding homework, information sharing, and school culture around behavioral expectations.

In addition to general concerns raised about the Superintendent's level of engagement with the community, a number of members raised concerns about how issues are handled and communicated to committee members. Quite a few committee members noted that there are increased reports of bullying and that it seems parents are reaching out to committee members directly when there are concerns about how situations are being handled. Members were not satisfied with the level of information to ensure that they know that situations are being resolved effectively and that parents' concerns have been heard or addressed, and that narrative and graphic formats for the end-to-end process have not been established.

There were concerns raised about the lack of meaningful updates and communication about the current status and future plans of the special education program as well as communication issues with the SEPAC related to participation in the search for a new Administrator of Special Education. There was also a concern raised about reports that staff and administration were not collaborating fully in special education cases with families to connect what happens at home to services in-school.

Some members made specific suggestions related to future performance in this standard, including attention to the bullying policy/task force to ensure responsiveness through protocols and procedures; increased District social media presence including a common calendar to promote and coordinate events and possible streaming of meetings; and increased presence of the Superintendent in buildings and at community events.

Standard IV: Professional Culture. *Promotes success for all students by nurturing and sustaining a school culture of reflective practice, high expectations, and continuous learning for staff.*

Indicator IV-D. Continuous Learning: Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices and theory to continuously adapt practice and achieve improved results. Models these behaviors in the administrator's own practice.

Exemplary 1; Proficient 14; Needs Improvement 1

Indicator IV-F. Managing Conflict: Employs strategies for responding to disagreement and dissent, constructively resolving conflict and building consensus throughout a district or school community.

Proficient 13; Needs Improvement 3

Overall for Standard IV

Proficient 14; Needs Improvement 2

The responses from members reflected those of standards above. While members praised the Superintendent for open communication with stakeholders, there was concern about parents feeling the need to reach out to school committee for issues that should have been handled at the administrative level, and a feeling that there is a need to improve the consistency of procedures and practices from classroom to classroom, school to school, and across the District, making sure that a positive culture permeates the District. Multiple members expressed the concern that the Superintendent did not provide sufficient evidence to support his performance to facilitate continuous learning for staff, as well as evidence of his own self-reflection, goal setting, and consensus building and how he models this for staff.

Overall

Student Learning Goals

Met 7; Significant Progress 5; Some Progress 4

Professional Practice Goals

Met 7; Significant Progress 5; Some Progress 4

District Improvement Goals

Met 3; Significant Progress 8; Some Progress 5

Many member comments about progress toward goals reflect those noted above in the indicators, including praise for the development of a line-item budget that conforms to the strategic plan (but a wish for more committee involvement with priority-setting) and praise for progress on social emotional learning (but with concern about consistency of policies and procedures). Members also expressed concerns about bullying under this section, with special attention to bullying on social media mentioned. Members encourage continued and accelerated implementation of ALICE training and work with towns to facilitate school safety improvements in the buildings.

Members emphasized the need to continue the textbook and technology plans and create a staffing plan that leads to a long-term strategy to address class size. Members recognized the Superintendent's new training for administrators, but want feedback from administrators and evaluation of the quality of this effort.

Praise was given for the implementation of a plan for tuition-free full-day kindergarten and for development of PLTs. Members wanted more evidence of educational leadership and consistency in implementing policies and providing feedback to requests for information from committee members and the community.

Impact on Student Learning

High 5; Moderate 9; Low 1 (One member did not score)

It was noted by the evaluation subcommittee that last year's overall ratings included 1 *exemplary*, 15 *proficient*, and 4 *needs improvement*. Overall, for this year, the committee rates the Superintendent as **proficient**, based on 11 ratings of *proficient* and 5 of *needs improvement*.

Overall Summary

Proficient 11; Needs Improvement 5

It was noted by the Superintendent Goals and Evaluation Subcommittee that last year's overall ratings included 1 *exemplary*, 15 *proficient*, and 4 *needs improvement*. Overall, for this year, the Committee rates the Superintendent as **proficient**, based on 11 ratings of *proficient* and 5 of *needs improvement*.

Appendix: Graphical Representation of Response Data

Standard I: Instructional Leadership

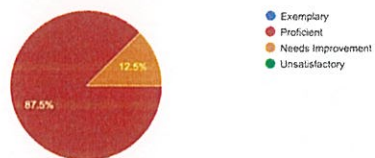
I-A Curriculum
16 responses



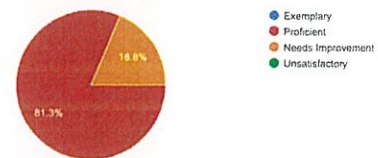
I-C Assessment
16 responses



I-E Data-Informed Decision Making
16 responses

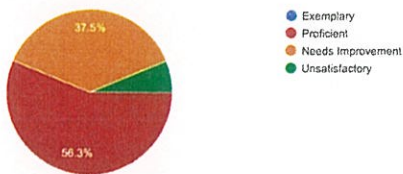


Overall Rating for Standard I
16 responses

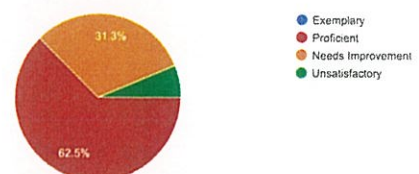


Standard II: Management and Operations

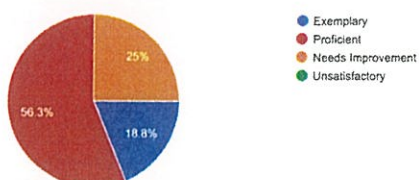
II-A Environment
16 responses



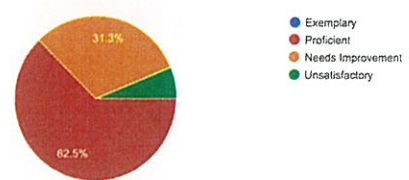
II-B Human Resources Management and Development
16 responses



II-E Fiscal Systems
16 responses



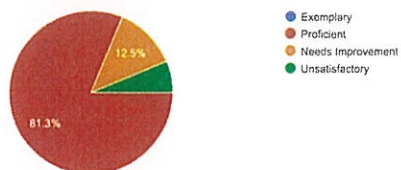
Overall Rating for Standard II
16 responses



Standard III: Family and Community Engagement

III-B Sharing Responsibility

16 responses



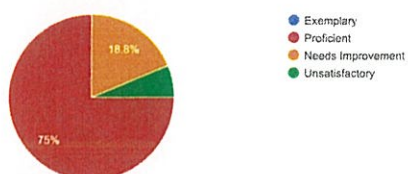
III-D Family Concerns

16 responses



Overall Rating for Standard III

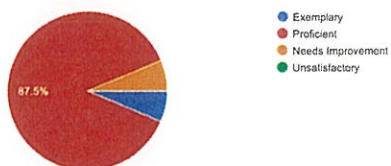
16 responses



Standard IV: Professional Culture

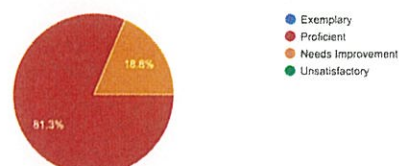
IV-D Continuous Learning

16 responses



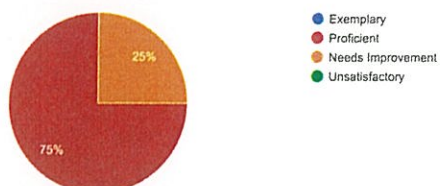
IV-F Managing Conflict

16 responses



Overall Rating for Standard IV

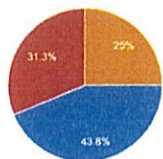
16 responses



Progress Toward Goals

Student Learning Goal(s)

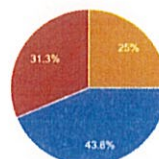
16 responses



- Met
- Significant Progress
- Some Progress
- Did Not Meet

Professional Practice Goal(s)

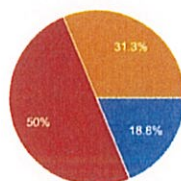
16 responses



- Met
- Significant Progress
- Some Progress
- Did Not Meet

District Improvement Goal(s)

16 responses

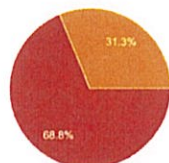


- Met
- Significant Progress
- Some Progress
- Did Not Meet

Overall Rating

Overall Summative Rating

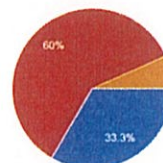
16 responses



- Exemplary
- Proficient
- Needs Improvement
- Unsatisfactory

Impact on Student Learning

15 responses



- High
- Moderate
- Low

PERSONAL AND CONFIDENTIAL
EMPLOYMENT AGREEMENT
BETWEEN THE
WACHUSETT REGIONAL SCHOOL DISTRICT
AND
DR. DARRYLL MCCALL
SUPERINTENDENT of SCHOOLS

This Agreement is made by and between the Wachusett Regional School Committee, hereinafter referred to as the "Committee" and Dr. Darryll McCall, hereinafter referred to as the "Superintendent."

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

ARTICLE ONE - EMPLOYMENT

1-1. Term

The Committee hereby employs Dr. Darryll McCall as Superintendent of Schools of the Wachusett Regional School District for the period commencing July 1, 2017 through June 30, 2020. Unless the School Committee provides notice of intent to the Superintendent of its intention not to renew his Agreement by November 1, 2019 by certified mail, return receipt requested, this Agreement will automatically renew for one single, one-year term covering the period from July 1, 2020 through June 30, 2021.

1-2. Rules, Regulations and Policies

The Superintendent agrees to all of the rules, regulations and policies as determined by the Committee, as well as to all of the provisions of the General Laws of Massachusetts relating to education, the schools and legal functions and responsibilities of school superintendents. In the event that the Committee adopts a rule, regulation or policy which is in conflict with any portion of this Agreement, then this Agreement shall prevail.

1-3. Certification / License

The Superintendent represents and warrants that he holds a valid certificate/license from the Commonwealth of Massachusetts for the position of superintendent of schools and that he must maintain said certificate or license during the entire term of this Agreement. In the event that Superintendent loses or has his certificate or license

the Agreement on/or before June 30th he will receive a pro rata share of his vacation based upon the actual months worked.

2.2.2. The School Committee may discharge the Superintendent during the term of this Agreement for good cause. "Good cause" shall mean any ground that is put forth by the School Committee in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to the task of building up and maintaining an efficient school system. Where good cause exists, by a majority vote, the School Committee may discharge the Superintendent, and thereby terminate this Agreement, provided that the School Committee shall (a) inform the Superintendent of the reason(s) for the proposed discharge; and (b) upon written request from the Superintendent within ten (10) calendar days following notice of the proposed discharge, hold a hearing, at which time the Superintendent shall have the opportunity to answer the charges against him. The hearing, which shall be public or private at the option of the School Committee, shall be held within thirty (30) calendar days following receipt of the Superintendent's timely request. The Superintendent shall be entitled to be represented by counsel at the hearing.

The Superintendent may appeal his dismissal for good cause by filing a petition with the American Arbitration Association within thirty calendar days of the School Committee's vote to dismiss the Superintendent. The arbitration will be conducted under the Rules of the American Arbitration Association. In a challenge to a discharge of the Superintendent, the authority of the arbitrator shall be limited to an award for back pay damages for the balance of the Agreement term after the discharge and shall not include the authority to reinstate the Superintendent to any position.

2-3. Professional Liability

The Superintendent shall be indemnified and held harmless by the Committee to the extent permitted by Massachusetts General Laws, Chapter 258 for any and all demands, claims, suits, actions and legal proceedings brought against the Superintendent arising out of the course of employment as Superintendent.

2-4 Periodic Examination

2-4.1 The District may require an annual physical examination once each year during the life of the Agreement. The District will bear any costs not borne by health insurance and a written report of such examination will be provided to the School Committee.

not have the right to redeem any accrued sick leave upon his resignation, retirement or termination of the Agreement.

The School Committee has the right in its discretion to grant additional sick leave in the event of a catastrophic illness or disability incurred by the Superintendent.

4-2.2. The Superintendent shall be entitled to five (5) days of personal leave in each Agreement year (July 1 to June 30). Such leave shall not be cumulative.

4-2.3. In the event of death in his immediate family, the Superintendent shall be entitled to five (5) bereavement days in each instance.

4-3. Holidays

The Superintendent shall be entitled to the following paid holidays:

New Year's Day	Martin Luther King Day
President's Day	Patriots' Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veterans' Day	Thanksgiving Thursday
Thanksgiving Friday	Christmas Eve Day
Christmas Day	

ARTICLE FIVE - EXPENSE ALLOWANCES

5-1. Reimbursement for Expenses

The District shall reimburse the Superintendent for all authorized expenses reasonably incurred in the performance of duties under this Agreement. Such expenses shall include but not be limited to costs of transportation and expenses relative to the attendance at appropriate local, state and national meetings or conferences or attendance at courses, seminars or other activities approved by the Committee. To be eligible for reimbursement all such activities must be approved in advance by the School Committee. The District shall reimburse the Superintendent for all approved travel on behalf of the District for which he uses his personal vehicle at a rate established by the School Committee. In addition, the Committee will annually pay dues for a national association and state affiliate association appropriate the Superintendent's area of responsibility.

IN WITNESS THEREOF, the parties have hereunto signed and sealed this Agreement in triplicate.

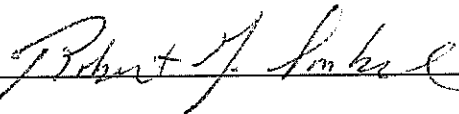
WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE



Kenneth Mills, Chair

12-7-16

Date



Robert Imber, Vice Chair

12-7-16

Date

Assented to:

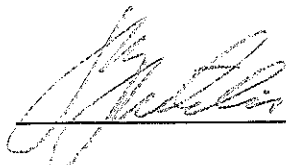


Dr. Darryll McCall

12/6/16

Date

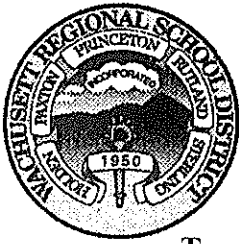
Approved as to form:



Joseph Bartulis, Esq.
School Committee Counsel

Dec. 6, 2016

Date



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

To: District Administrators

From: Darryll McCall *DM*
Superintendent of Schools

Date: July 2, 2019

Subject: Annual Administrative Retreat

I hope that the end of the school year was uneventful and you are looking forward to enjoying some well-deserved down time. Although I do not want to cut short your summer break, I do want to provide you with the dates of the annual Administrative Retreat. This year District administrators will gather together on **Wednesday and Thursday, August 14 & 15**. These meetings will be held in the Media Center at Wachusett Regional High School.

On day one (Wednesday, August 14th), we are planning for the **Principals and Executive Staff** to meet for the day (8:30 AM – 3:30 PM). We will use this time to review the goals of the District and our individual professional goals, to discuss and plan how our goals will drive development/updating of School Improvement Plans and address the District's Strategic Plan, and to plan for the opening of schools and the coming school year.

On day two (Thursday, August 15th), the **expanded administrative team** (all who are receiving this invitation) will meet for the entire day (8:30 AM – 3:30 PM). The day will begin with a detailed and informative presentation by District Counsel Matt MacAvoy, who will address the group to speak about bullying, bullying intervention and prevention, discipline to address incidents of bullying, etc. We are planning for the better part of the morning session to focus on this important topic, providing professional development and instruction to ensure all schools in the District follow protocols and requirements associated with allegations of bullying and bullying behaviors. After lunch, to be provided, the **expanded administrative team** will reconvene and the afternoon's session will focus on implementation of ALICE, District-wide, moving forward and how the roll-out of year 2 will occur.

Please mark your calendars for this Retreat. I am looking forward to organizing and facilitating this Retreat and as details are finalized, I will keep you updated. The agendas for the days will be shared with you at the beginning of August.

If you have any questions or concerns, please feel free to contact me. I look forward to seeing you in August. Enjoy the summer!

DM/rjp



Massachusetts Association of School Committees
Massachusetts Association of School Superintendents



TO: Massachusetts School Committee Members and Superintendents

FROM: Glenn Koocher, Executive Director, MA Association of School Committees
Tom Scott, Executive Director, MA Association of School Superintendents

RE: Special "Early Bird" Conference Savings

Along with our Boards of Directors, we that hope that many of you will be able to join us at the 2019 MASC/MASS Joint Conference in Hyannis (November 6-9, 2019). We know that the end of the school year can present an opportunity to register early and at less cost.

We are, once again, offering you an opportunity to register for the Joint Conference on/before July 15, 2019, at a very special "End-of-Year Reduced Rate" of \$395.00 per registration. **This is the same rate as last year, and all meal prices remain the same as well.** (Standard registration rate is \$495.00).

You can register easily—online (www.masc.org), or by fax (617-742-4125) or US Mail.

We have planned a great program that includes sessions to help you do your work more effectively, address equity issues, expand the diversity of your faculty, promote skill building, and learn about what may lie ahead economically and politically. Our web sites will provide regular updates on programming and speakers.

Information about registering for hotels is included. These registrations are made directly with the host hotel.

This early bird registration rate is NONREFUNDABLE, but we will allow you to transfer the registration should you or your colleagues not be able to attend.

So sign up now to take advantage of this special end-of-year opportunity. We plan more than 60 workshops and sessions and an expanded Saturday program all included.

REGISTER BEFORE July 15 at www.masc.org or complete the registration forms and fax them to us at 617-742-4125.

WHO WANTS Special "End of the Year" Conference Savings?



SAVE NOW BEFORE JULY 15

MASC/MASS JOINT CONFERENCE 2019

NOVEMBER 6-9

Resort & Conference Center, Hyannis

REGISTER BEFORE JULY 15: \$395.00 ☒ Full conference: Wednesday-Saturday (after July 15: \$495.00)

ACCOMMODATIONS: Must be made with the hotel; see separate form enclosed.

MEALS: Must be purchased through MASC. (Deadline for meal purchase: October 18, 2019)

<input type="checkbox"/> Keynote Dinner	Wednesday, November 6	7:00pm	# of tickets ____ @ \$65/each
<input type="checkbox"/> Network/Buffer Lunch	Thursday, November 7	12:15pm	# of tickets ____ @ \$35/each
<input type="checkbox"/> Presidents' Reception Dinner	Thursday, November 7	6:30pm	# of tickets ____ @ \$60/each
<input type="checkbox"/> Leadership Lunch	Friday, November 8	12:00pm	# of tickets ____ @ \$45/each
<input type="checkbox"/> Awards/Life Member Banquet	Friday, November 8	7:00pm	# of tickets ____ @ \$60/each
<input type="checkbox"/> Student Voices Lunch	Saturday November 9	Noon	# of tickets ____ @ \$25/each

PAYMENT METHOD:

☐ Payment enclosed ☐ Bill school district ☐ Purchase order # _____

(make check payable to MASC) **Please note that a \$15.00 charge may be assessed for excessive changes.**

Name: _____ Nickname for badge: _____

School district/company: _____ Email: _____

Billing address: _____

Special accommodation needs: _____

☐ school committee member ☐ superintendent ☐ other _____ (please specify)

SAVE TIME - REGISTER ONLINE AT: masc.org/2019conference

This special rate is nonrefundable but we will allow you to substitute one of your colleagues on the registration should you be unable to attend. To take advantage of this special low rate, you must register before July 15, 2019.

HOTEL REGISTRATION FORM
MASC/MASS JOINT CONFERENCE November 6-9, 2019

**This year to Reserve your Guest Room - ALL Attendees may EITHER:
EMAIL or FAX this Reservation form OR Reserve your guest room ONLINE.**

Email THE FORM to: stay@capecodresortandconference.com
Fax THE FORM to the Hotel Reservations Department at **508-778-6039**

This form must be received prior to October 6, 2019. (Any changes to your reservation must be made by submitting a revised form. Please note change and mark form as "REVISED" to avoid duplicate reservations.)

_____ \$111.00 Per room, PER NIGHT, Single/Double Occupancy - plus **14.45%** Tax
_____ \$131.00 Triple Occ. – plus tax _____ \$151.00 Per room Quad Occ. – plus tax
Based on availability, the group rate is available 3 days pre and 3 days post conference.

NAME(S) _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____ COUNTRY: _____

DAY TELEPHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS (REQUIRED): _____ FAX: _____

CREDIT CARD: _____ CREDIT CARD NUMBER: _____

EXP DATE: _____ SIGNATURE: _____

A **one night's deposit** is required to reserve your guest room. Credit cards will be charged a one night room and tax when the form is received in our office. The block of guest rooms and special group rate is being held until **October 6, 2019**. The hotel will sell out and rooms are on a first come, first serve basis. We encourage you to make your reservations early. Once the hotel is sold out, we can recommend an overflow hotel. A Confirmation will be emailed back to you once the reservation and deposit has been completed.

RESERVATION POLICIES If an individual reservation is cancelled 14 days or more prior to arrival, the deposit will be refunded less a \$15 service charge. If an individual reservation is cancelled within 13 days or less prior to arrival, or you do not arrive on the specified arrival date, the reservations is cancelled for ALL nights and the deposit is forfeited. If you do not show up for your reservations, your reservations drops out of the system, and is not automatically reinstated. A 24 hour notice is required for early departures, otherwise, a full one nights room and tax will be charged. All rooms are NON-Smoking. **CHECK-IN TIME AFTER 3:00 PM -- CHECK-OUT TIME BY 11:00 AM**
Please make checks payable to the **Resort and Conference Center at Hyannis** or include the credit card information when filling out this form.

TO RESERVE YOUR ROOM ONLINE: <http://www.capecodresortandconference.com>

In order to ensure the group rate, please follow the steps below:

1. [Check Availability/Book Online](#)
2. [Click](#) on "Number of Adults"
3. [Click](#) on "Add Code"
4. [Click](#) on "Discount Code"
5. [Click](#) on "Group Attendee"
6. In Blank Box put the MASC/MASS Group code: **MASC19**
7. "Add" and "Update Guests & Rooms" (Continue through process.)

MASC/MASS 2019 JOINT CONFERENCE PROGRAM AND PANEL SESSIONS

GUEST SPEAKERS

Jeffrey Riley, Commissioner, Department of Elementary and Secondary Education

Norman Ornstein, Political scientist/resident scholar, American Enterprise Institute

Maura Healey, MA Attorney General (invited)

Others to be announced

PROGRAM AND PANEL SESSIONS

- Personalized Learning & Autism
- Computer Science Immersion
- Keeping our Schools Safe: Safety Assessments
- Public Speaking
- Using Data for Student Achievement
- Basics of Policy
- Project-Based Learning
- Financial Challenges for Regional Schools
- Flexible Learning Environments
- Preparing School Committees for Changing Times
- Risk Management
- Public Speaking: Better Communications to Enhance Support for Schools
- IBB & Bargaining
- Special Education: Update on New Initiatives
- School Transportation: Balancing Needs and Budgets
- Regional Schools: E&D Accounts and Budgeting
- Partnering to Reduce Sped Costs
- Organizing Resources for Maximum Impact on Achievement
- Student Health & Wellness: Combatting E-Cigarettes and Vaping
- Branding your District and your Goals
- Contracting with your Superintendent
- Working with your Collaborative to Increase District Capacity
- New Resources for Effective Superintendent Evaluation
- Identifying Achievement and Opportunity Gaps: New Superintendents Entry Process
- Bringing Consistency and Coherence to School District Improvement
- Does your District have a Gender Achievement Gap?
- School Law 101
- Building Community Partnerships and Strengthening Policy to Support Student
- Wellness and Improve Educational Outcomes
- Career and Technical Roundtables
- Parliamentary Procedure: Ensuring Effective and Timely Meetings
- School Committee Self-Evaluation
- Recruiting a Diversified Educator Workforce in MA



**SPECIAL ENHANCED
SATURDAY PROGRAM**



**FRIDAY-SATURDAY NEW
MEMBER ORIENTATION**

(over)

- Family Institute for Student Success: Engaging Families as Partners
- Promoting Adaptability and Resilience in our Students
- Legislative Update
- Parent and Community Engagement
- 70 (minutes) on (Chapter) 70
- Growing and Retaining Leadership in your District
- Organizing District Resources to Ensure Equity and Access for All
- Financial Summit: What's Next in Education Funding
- School Law 201
- Ensuring Equity in Global Education
- Becoming More Engaged & Inclusive Educators: Pathways for Supporting Our LGBTQ Students
- Bridging Over to Right Opportunities: High Quality 18-22 Transition Programming
- Social Media: the Do's and Don'ts
- Superintendent Evaluation
- Personalized Learning: Different Content; Different Pace
- Building a Road Map for AI, "Deep" Learning and Big Data
- Promoting Equity through a District-Wide Strategy
- Bilingual Education: New Strategies for Student Success
- SEL and the Arts
- New Member Orientation: Part I
- Looking for a Leader
- Project Here: Culturally Responsive Substance Use Prevention Resources
- Student Transportation: Challenges and Opportunities
- Student Activity/Revolving Funds: Do You Know Where the Money is?
- Pet Therapy in a Stressed-out World
- Welcoming Diversity
- New Member Orientation: Part 2
- Addressing Equity, SEL, and Growth through an Out-of-School Time Model
- Leveraging Technology for Effective Meetings
- Multi-Cultural Communications
- The Role and Responsibilities of the Chair
- Transparency & Trust: Communicating your District Budget



OTHER EVENTS OF NOTE

• COSCAP Friday Program • MASC Delegate Assembly: **THIS YEAR ON FRIDAY** • Keynote Dinner • Exhibit Hall and Reception with Exhibitors • Sponsor-Partner Showcase • MASS Business Meeting • MASC Division Meetings • Awards/Life Member Banquet

Check the website
(www.masc.org)
for additional information

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

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

MINUTES

Management Subcommittee

Monday, February 4, 2019
6:00 PM

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

In Attendance: Kenneth Mills, Chair, Christina Smith, Vice-chair, Thomas Curran,
Michael Dennis, Susan Hitchcock, Robert Imber, Matthew Lavoie

Administration: Darryll McCall, Superintendent of Schools
Dan Deedy, Director of Business and Finance

Others: Heidi Lahey, WREA

I. Call to Order

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

II. Public Hearing

No members of the public wished to address the subcommittee.

III. Approval of Minutes

Motion: To approve the minutes of the January 14, 2019 meeting.

(T. Curran)

(S. Hitchcock)

The minutes were approved by consensus, with Member Imber abstaining

IV. Subcommittee Reports

Management Subcommittee Chair Mills shared feedback he received from Glenn Koocher, MASC Executive Director, about the handling of complaints by the Superintendent and how this action may be incorporated into his evaluation. There was also feedback from Mr. Koocher that bullying statistics/metrics related to the investigations of bullying be reported on. There was general discussion about how complaints are made to administration at the Central Office and how these complaints are handled. Member Hitchcock made a suggestion to send the WRSDC anti-bullying

policy to Attorney Stonberg for review and ask her how other School Committees are kept informed about investigations. Question was asked how WRSDC should be informed about the status of investigations about complaints.

Two areas that need to be explored are (1) communication with School committee about complaints; (b) bullying and reporting out.

Superintendent Goals and Evaluation Subcommittee Chair Lavoie reported that at the February 11, 2019 School Committee meeting Superintendent McCall will provide an update on his 2018-2019 goals and this subcommittee plans to continue to develop an online template for this year's evaluation when the subcommittee meets next on March 4, 2019.

Education Subcommittee Chair Imber reported the two policies (Amended Policy 3450 *Instructional Materials Non-discrimination of Educational Materials* and Draft Policy 3341 *Curriculum Adoption*), first readings of which were deferred at the January 22, 2019 full School Committee meeting, will again be brought before the full School Committee, pending confirmation of review by Legal Counsel. This subcommittee will meet at 6:00 PM on Monday, February 11, 2019.

Legal Affairs Subcommittee Chair Hitchcock reported this subcommittee has not met since the last Management Subcommittee meeting. She further reported negotiations with three bargaining units (clerical, custodian, food service) are continuing.

Business/Finance Subcommittee Chair Dennis reported this subcommittee will be meeting at 7:00 PM this date. He also reported this subcommittee may recommend two items for full School Committee action at the February 11, 2019 meeting: FY19 budget transfers and funding for turf field replacement at WRHS.

Facilities and Security Subcommittee Chair Curran reported this subcommittee will meet this week, on February 5, 2019. Tuition-free, full-day kindergarten and turf field replacement are, among other items, on the agenda for the February 5th meeting.

- V. Discussion of types of reports, including Special Education, pertaining to District operations and services that should be brought to the School Committee for review and discussion

Discussion ensued, with it being agreed that administration should stay ahead of information and should share what is going on in the schools, in District programs, etc.

- VI. Posting of Subcommittee Minutes

Deferred

VII. Search Process – Administrator of Special Education – status report

Superintendent McCall shared the composition of the Search Committee and initial interviews will be commencing in the near future.

VIII. Tuition-free, Full-day Kindergarten Proposal – status report

This topic to continue to be on the agenda for upcoming Management Subcommittee meetings.

IX. Resolution requesting the state use “new state revenue” for additional funding of education

Deferred

X. Policy 4713.1 *Audit Advisory Board*

Deferred

XI. Old Business

- Draft Policy 5263.2 *Policy Relating to Personnel Management Stipend Positions*

Deferred

- WRHS Mascot

Deferred

- Resolution on School Safety/Guns in Schools

Deferred

- Orientation to the School Committee

Deferred

- Amended Policy 3510 *Policy Relating to Education Class Size*

Deferred

- Amended Policy 1410 *Policy Relating to School Committee Operation New Member Orientation*

Deferred

- District Indicators

Member Dennis asked the status of this topic, which will continue to be on the agenda for upcoming Management Subcommittee meetings.

XII. New Business

Communication with the School Committee.

XIII. Adjournment

Motion: To adjourn.

(R. Imber)
(T. Curran)

Vote:

In favor:

Kenneth Mills
Christina Smith
Thomas Curran
Michael Dennis
Susan Hitchcock
Robert Imber
Matthew Lavoie

Opposed:

None

The motion passed unanimously.

The subcommittee adjourned at 7:02 PM.

Respectfully submitted,

Christina Smith, Vice-chair
Management Subcommittee

CS:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

MINUTES

Business/Finance Subcommittee

Monday, April 1, 2019
7:00 PM

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

In Attendance: Michael Dennis, Chair, Linda Long-Bellil, Maleah Gustafson, Benjamin Mitchel,
Adam Young

Absent: Matthew Lavoie

Administration: Daniel Deedy, Director of Business and Finance

I. Call to Order

Subcommittee Chair Dennis called the meeting to order at 7:05 PM. He welcomed Member Young to the subcommittee, and announced Matthew Lavoie will also be new to the subcommittee.

II. Election of Vice-chair

Motion: To nominate Benjamin Mitchel to serve as Vice-chair of the Business/Finance Subcommittee.

(L. Long-Bellil)
(A. Young)

Motion: To close nominations

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

The motion passed unanimously.

Michael Dennis – Benjamin Mitchel
Matthew Lavoie - absent
Linda Long-Bellil – Benjamin Mitchel
Maleah Gustafson – Benjamin Mitchel
Benjamin Mitchel – Benjamin Mitchel
Adam Young – Benjamin Mitchel

By ballot vote, Benjamin Mitchel was elected Vice-chair of the Business/Finance Subcommittee (attachment 1).

III. Approval of Minutes

Motion: To approved the minutes of the March 4, 2019 Business/Finance Subcommittee meeting.

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

The minutes were approved by consensus, with Member Young abstaining.

IV. Update on FY18 E&D Certification

Director Deedy reported on and gave an overview of the E&D certification process.

V. FY19 Budget

- FY19 Budget Transfer

There was significant discussion on reporting methods of expected End-of-Year revenue and expenditures.

Motion: To recommend to the full School Committee a budget transfer of \$20,000 from the Salaries and Stipends Appropriation to the Special Ed Tuitions Appropriation

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

Vote:

In favor:

Michael Dennis
Benjamin Mitchel
Linda Long Bellil-
Maleah Gustafson
Adam Young

Opposed:

None

The motion passed unanimously.

- Request for Omnibus Approval by the Director of Business and Finance for Budget Transfers

This idea was discussed, following which members requested Director Deedy obtain a legal opinion about this proposal from District Counsel. Discussion and consideration of this topic will be on the agenda for a future meeting of this subcommittee.

VI. FY20 Budget

Director Deedy reported on the March 27, 2019 meeting District administration had with the Holden Finance Committee, further reporting Holden Finance Committee voted to support the District's FY20 budget proposal and assessment.

VII. FY19 Grant and Revolving Fund Update

Materials Director Deedy provided were reviewed and discussed. It was recommended that Director Deedy develop consistent procedures across all schools for Student Activity accounts and Gifts & Grants accounts.

VIII. District Treasurer – Annual Evaluation and Contract Renewal

District Treasurer Jim Dunbar's current contract will expire June 30, 2019. District Treasurer Dunbar's annual evaluation and contract renewal will be discussed at the next meeting of this subcommittee.

IX. 2019-2020 School Use Fees – Discussion/Status of Changes to Facilities Usage Rates effective July 1, 2019, for action at a later meeting

Before moving forward with increasing school use fees, Director Deedy will reach out to stakeholders and principals for input.

X. Procurement Updates

Director Deedy reported the District continues to review and evaluate the proposals for turf field replacement, with the expectation a contract will be awarded in mid to late May.

XI. Additional Member on Audit Advisory Board, representing the School Committee

Representatives from the towns of Paxton, Princeton, and Rutland are needed to serve on the Audit Advisory Board, as well as an additional member of the School Committee to serve with AAB Chair Mitchel. There was discussion about scheduling a meeting of the Audit Advisory Board sometime the week of April 15th.

XII. Policy Review

- Policy 4323.2 *Policy Relating to Business/Finance Bidding Requirements*

Following discussion, it was agreed Director Deedy would address amending Policy 4323.2 and would bring it to the subcommittee for review and input.

XIII. Next Meeting

Monday, April 22, 2019, 7:00 PM –Meeting this date is under review.

XIV. Old Business

Members Gustafson and Long-Bellil have been in touch with Tracey Novick of Massachusetts Association of School Committee about her making a presentation on school finance for members of the School Committee.

XV. New Business

There was no new business brought before the School Committee.

XVI. Adjournment

Motion: To adjourn.

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

Vote:

In favor:

Michael Dennis
Benjamin Mitchel
Linda Long-Bellil
Maleah Gustafson
Adam Young

Opposed:

None

The motion passed unanimously.

The meeting adjourned at 8:54 PM.

Respectfully submitted,
Adam Young, Member
Business/Finance Subcommittee
AY/rlp



Superintendent's Correspondence
Attachment I
July 2, 2019

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

June 11, 2019

Ms. Emily Toning
64 Crestview Drive
Holden, MA 01520

Dear Emily:

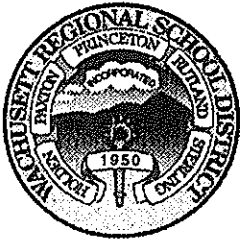
Please accept my thanks on behalf of the School Committee and the Wachusett District for your attendance at last evening's meeting, addressing the Committee to share your positive experiences with a member of the WRHS teaching staff. Your appreciation and gratitude for the high school's music department, and for one teacher in particular, were heard.

I wish you continued success as you pursue your love of music, and I wish you a restful and relaxing summer vacation.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

June 11, 2019

Ms. Adelaide Mangum
10 Arline Drive
Rutland, MA 01543

Dear Adelaide:

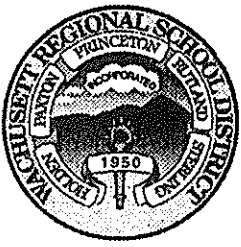
Please accept my thanks on behalf of the School Committee and the Wachusett District for your attendance at last evening's meeting, addressing the Committee to share your positive experiences with a member of the WRHS teaching staff. Your appreciation and gratitude for the high school's music department, and for one teacher in particular, were heard.

I wish you continued success as you pursue your love of music, and I wish you a restful and relaxing summer vacation.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee



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

June 11, 2019

Ms. Raiza Jaillet
60 Valley Road
Barre, MA 01005

Dear Raiza:

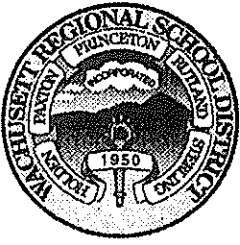
Please accept my thanks on behalf of the School Committee and the Wachusett District for your attendance at last evening's meeting, addressing the Committee to share your positive experiences with a member of the WRHS teaching staff. Your appreciation and gratitude for the high school's music department, and for one teacher in particular, were heard.

I wish you continued success as you pursue your love of music, and I wish you a restful and relaxing summer vacation.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

June 11, 2019

Ms. Paikea Houston
321 Highland Street
Holden, MA 01520

Dear Paikea:

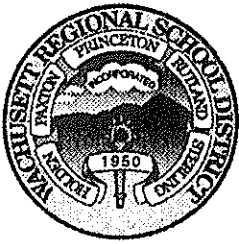
Please accept my thanks on behalf of the School Committee and the Wachusett District for your attendance at last evening's meeting, addressing the Committee to share your positive experiences with a member of the WRHS teaching staff. Your appreciation and gratitude for the high school's music department, and for one teacher in particular, were heard.

I wish you continued success as you pursue your love of music, and I wish you a restful and relaxing summer vacation.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

June 11, 2019

Mr. Joshua Pratt
29 Winthrop Lane
Holden, MA 01520

Dear Josh:

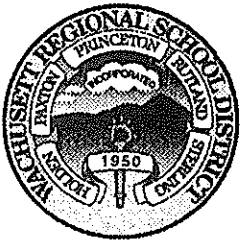
Please accept my thanks on behalf of the School Committee and the Wachusett District for your attendance at last evening's meeting, addressing the Committee to share your positive experiences with a member of the WRHS teaching staff. Your appreciation and gratitude for the high school's music department, and for one teacher in particular, were heard.

I wish you continued success as you pursue your love of music, and I wish you a restful and relaxing summer vacation.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee



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

June 11, 2019

Mr. Andrew Doe
62 Central Tree Road
Rutland, MA 01543

Dear Andrew:

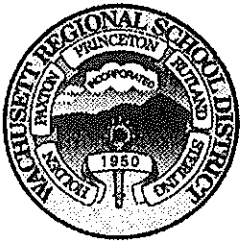
Please accept my thanks on behalf of the School Committee and the Wachusett District for your attendance at last evening's meeting, addressing the Committee to share your positive experiences with a member of the WRHS teaching staff. Your appreciation and gratitude for the high school's music department, and for one teacher in particular, were heard.

I wish you continued success as you pursue your love of music, and I wish you a restful and relaxing summer vacation.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

June 11, 2019

Mr. Ethan Butler
60 Cardinal Road
Worcester, MA 01602

Dear Ethan:

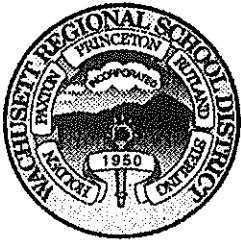
Please accept my thanks on behalf of the School Committee and the Wachusett District for your attendance at last evening's meeting, addressing the Committee to share your positive experiences with a member of the WRHS teaching staff. Your appreciation and gratitude for the high school's music department, and for one teacher in particular, were heard.

I wish you continued success as you pursue your love of music, and I wish you a restful and relaxing summer vacation.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

June 11, 2019

Ms. Phyllis Jaillet
60 Valley Road
Barre, MA 01005

Dear Phyllis:

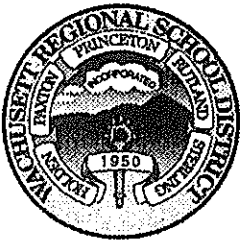
Please accept my thanks on behalf of the School Committee and the Wachusett District for your attendance at last evening's meeting, addressing the Committee to share your daughter's positive experiences with a member of the WRHS teaching staff. Your appreciation and gratitude for the high school's music department, and for one teacher in particular, were heard.

I hope you are thoroughly enjoying retirement, and I wish you a restful and relaxing summer vacation.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee



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

June 11, 2019

Mr. Benjamin Godbout
56 Bean Road
Sterling, MA 01564

Dear Ben:

Please accept my thanks on behalf of the School Committee and the Wachusett District for your attendance at last evening's meeting, addressing the Committee to share your positive experiences with a member of the WRHS teaching staff. Your appreciation and gratitude for the high school's music department, and for one teacher in particular, were heard.

I wish you continued success as you pursue your love of music, and I wish you a restful and relaxing summer vacation.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee

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

June 11, 2019

Mr. Sean Kelleher
8 Jackson Avenue
Rutland, MA 01543

Dear Sean:

Thank you for attending last evening's School Committee meeting and for sharing with the Committee your views about the colors of WRHS graduation robes. Input from the public and from students is valued, and your statement to the Committee was heard.

Sincerely yours,

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

Kenneth Mills, Chair
Wachusett Regional School District Committee

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

KM:rlp



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

TO: Business/Finance Subcommittee
THROUGH: Darryll McCall, Superintendent of Schools
FROM: Daniel Deedy, Director of Business and Finance
RE: Material for July 2, 2019 Meeting
DATE: June 28, 2019

A handwritten signature in blue ink, enclosed in a blue circle. The signature appears to be "DD" or similar initials.

Attached are materials for Tuesday's Business/Finance Subcommittee Meeting. As noted in my Executive Summary, I will bring to the meeting a written plan that addresses the District's FY20 revenue shortfall.

I will see you Tuesday evening @ 7:00 pm in the Superintendent's Conference Room.

Attachments

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

Business/Finance Subcommittee

Tuesday, July 2, 2019
7:00 PM

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

Agenda

- I. Call to Order
- II. Election of Vice-chair
- III. Approval of Minutes of May 21, 2019 and June 10, 2019 Meetings
- IV. Medicaid Reimbursement Update
- V. FY19 Actual to Budget
- VI. FY19 Closeout Activities and Transfers
- VII. FY20 Budget
- VIII. FY20 Plan to Address Revenue Shortfall
- IX. Next Meeting
- X. Adjournment

Business/Finance Subcommittee

Tuesday, July 2, 2019

7:00 PM

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

Executive Summary

- I. Call to Order
- II. Election of Vice-chair: The Committee will vote a Vice-Chair this evening.
- III. Approval of Minutes of May 21, 2019 and June 10, 2019 Meetings: Minutes from both the May 21, 2019 and June 10, 2019 meetings will be reviewed.
- IV. Medicaid Reimbursement Update: Administration met with representatives of the School Based Medicaid Program based out of UMASS Medical School in Worcester. District representatives included Superintendent McCall, Director Deedy, Director Waterhouse, Mrs. Carol Hume and Mrs. Christine Smith, newly appointed Special Education Director and two (2) representatives from UMASS. The group discussed the issues with the current reporting and the necessary steps relative to training staff to insure all aspects of reporting requirements are considered and implemented in the fall. The group also discussed the errors of FY18 and the impact on both the FY19 and FY20 budgets. As a result of this meeting, UMASS has been closely reviewing data submitted by the District, identifying issues (mostly relative to approving documentation) and correcting as we move forward. UMASS told the District it would not be until the fall of 2019 that they would have definitive numbers for the FY19 Cost Report. UMASS did advise the District though that revenues will be less than projected. How much less? That will be determined this fall. The next meeting is scheduled for July 24, 2019.
- V. FY19 Actual to Budget: Please see **Attachment A**, MUNIS Revenue report and **Attachment B**, MUNIS Revenue report converted to Excel. Adjustments have been made to reflect estimated revenues for FY19. As previously discussed, Medicaid receipts and Miscellaneous receipts will fall short of the benchmark. Medicaid will be short \$390,051 and Miscellaneous will be short \$184,761.

On the Expense side (see MUNIS reports, **Attachment C and Attachment D**), the District will be making a number of Journal Entries prior to July 15, 2019 between the General Fund, grants such as the 240 SPED grant and Revolving funds such as Athletic Revolving and Building Use. The end result leaves a positive balance (through June 27, 2019) of \$48,623.00.
- VI. FY19 Closeout Activities and Transfers: The District is in the process of finalizing all details of FY19 for the deadline of July 15, 2019. At that point, those FY19 obligations that remain outstanding will be rolled into the District's encumbered listing. These obligations will be paid as quickly as the invoices arrive.

FY19 Budget Transfers: Please see **Attachment E**, a budget report by Appropriation dated June 27, 2019. Mr. Deedy has prepared several budget transfers between Appropriations requesting support from the Business and Finance Subcommittee to be brought forward to the full School Committee on July 9, 2019. He is requesting the following transfers:

- \$20,000.00 from the Salary and Stipends Appropriation to the Benefits and Insurance Appropriation to cover the shortfall.
- \$67,093.92 from the Instructional Support Appropriation to the Benefits and Insurance Appropriation to cover the shortfall.
- \$30,811.91 from the Operations and Maintenance Appropriation to the Benefits and Insurance Appropriation to cover the shortfall.
- \$4,691.57 from the Pupil Services Appropriation to the Benefits and Insurance Appropriation to cover the shortfall.
- \$2,275.00 from the Debt Service Appropriation to the Benefits and Insurance Appropriation to cover the shortfall.
- \$50,000.00 from the Transportation Appropriation to the Benefits and Insurance Appropriation to cover the shortfall.

Motion: To recommend to the full School Committee a budget transfer of \$20,000 from the Salaries and Stipends Appropriation to the Benefits and Insurance Appropriation.

Motion: To recommend to the full School Committee a budget transfer of \$67,093.92 from the Instructional Support Appropriation to the Benefits and Insurance Appropriation.

Motion: To recommend to the full School Committee a budget transfer of \$30,811.91 from the Operations and Maintenance Appropriation to the Benefits and Insurance Appropriation.

Motion: To recommend to the full School Committee a budget transfer of \$4,691.57 from the Pupil Services Appropriation to the Benefits and Insurance Appropriation.

Motion: To recommend to the Full School Committee a budget transfer of \$2,275.00 from the Debt Service Appropriation to the Benefits and Insurance Appropriation.

Motion: To recommend to the Full School Committee a budget transfer of \$50,000.00 from the Transportation Appropriation to the Benefits and Insurance Appropriation.

- VII. FY20 Budget: Purchase orders are being entered by building staff, contracts for ongoing services are being renewed and hiring is ongoing. Mr. Deedy will speak to these activities Tuesday evening.

- VIII. FY20 Plan to Address Revenue Shortfall: The Administration is looking very closely at all positions which need to be backfilled given recent resignations, identifying savings where possible. Similarly, the Administration is looking to backfill retirements with staff paid at a rate less than the budgeted \$61,886.00. Finally, Administration is looking to project out costs for oil, natural gas and other expenses in the Operations and Maintenance Appropriation based upon FY19 activity. Administration has also spoken with AA Transportation regarding the new bus contract that began on July 1, 2019 about reducing buses, runs and/or pricing. Administration will present to the committee its plan on Tuesday evening.
- IX. Next Meeting
- X. Adjournment

Attachment A

1 of 2 pages

06/27/2019 14:43
9820ddesWachusett Regional School District
FY19 REVENUE BUDGET REPORT 6.27.19P 1
glytdbud

FOR 2019 12

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMS	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	-18,233,370.00	.00	100.0%
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	-6,954,143.00	.00	100.0%
001 401416 GF MIN LOCAL CONT -	-7,944,064	0	-7,944,064	-7,944,063.00	-1.00	100.0%
001 401422 GF OPER - HOLDEN	-6,787,692	0	-6,787,692	-6,787,692.00	.00	100.0%
001 401423 GF OPER - PAYTON	-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 - PUTLAND	-3,472,920	0	-3,472,920	-3,472,920.00	.00	100.0%
001 401426 GF OPER - STERLING	-2,332,149	0	-2,332,149	-2,332,149.00	.00	100.0%
001 401432 GF TRANS ASSESS - HQ	-2,004,018	0	-2,004,018	-2,004,018.00	.00	100.0%
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	-1,025,355.00	.00	100.0%
001 401436 GF TRANS ASSESS - ST	-688,551	0	-688,551	-688,551.00	.00	100.0%
001 401442 GF DEBT ASSESS- HOLD	-1,061,967	0	-1,061,967	-1,061,967.00	.00	100.0%
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	-610,209.00	.00	100.0%
001 401446 GF DEBT ASSESS- STER	-378,975	0	-378,975	-378,975.00	.00	100.0%
001 401450 GF CHAP 70 - REG SCH	-27,472,242	0	-27,472,242	-25,390,926.00	-2,081,316.00	92.4%
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	-28,930.00	-21,648.00	57.2%
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	-89,059.29	76,309.29	698.5%
001 401462 GF REVENUE - MISCELL	-439,250	0	-439,250	-210,200.05	-221,049.95	49.7%
001 401464 GF REVENUE - INSUR P	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	-89,951,305.56	-4,258,146.44	95.5%
5400 SHORT-TERM INTEREST						
AFC7B4 401466 GF PREM - REV ANT	0	0	0	.00	.00	.0%
TOTAL SHORT-TERM INTEREST	0	0	0	.00	.00	.0%

Attachment A

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06/27/2019 14:43
9820ddeeWachusett Regional School District
FY19 REVENUE BUDGET REPORT 6.27.19P 2
glytdbud

FOR 2019 12

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL GENERAL FUND	-94,209,452	0	-94,209,452	-89,951,305.56	-4,258,146.44	95.5%
TOTAL REVENUES	-94,209,452	0	-94,209,452	-89,951,305.56	-4,258,146.44	
GRAND TOTAL	-94,209,452	0	-94,209,452	-89,951,305.56	-4,258,146.44	95.5%
** END OF REPORT - Generated by Dan Deedy **						

FY19 Revenue Projections
June 27, 2019

Attachment B

ORG	OBJ	ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	ESTIM REV ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE
001	401412	001-00-000-000-0000-0-401412-	GF MIN LOCAL CONT - HOLDEN	-18,233,370	0	-18,233,370	-18,233,370	0
001	401413	001-00-000-000-0000-0-401413-	GF MIN LOCAL CONT - PAXTON	-4,217,007	0	-4,217,007	-4,217,007	0
001	401414	001-00-000-000-0000-0-401414-	GF MIN LOCAL CONT - PRI	-3,481,413	0	-3,481,413	-3,481,413	0
001	401415	001-00-000-000-0000-0-401415-	GF MIN LOCAL CONT - RUTLAND	-6,954,143	0	-6,954,143	-6,954,143	0
001	401416	001-00-000-000-0000-0-401416-	GF MIN LOCAL CONT - STERLING	-7,944,064	0	-7,944,064	-7,944,063	-1
001	401422	001-00-000-000-0000-0-401422-	GF OPER - HOLDEN	-6,787,692	0	-6,787,692	-6,787,692	0
001	401423	001-00-000-000-0000-0-401423-	GF OPER - PAXTON	-1,427,545	0	-1,427,545	-1,427,545	0
001	401424	001-00-000-000-0000-0-401424-	GF OPER - PRINCETON	-932,016	0	-932,016	-932,016	0
001	401425	001-00-000-000-0000-0-401425-	GF OPER - RUTLAND	-3,472,920	0	-3,472,920	-3,472,920	0
001	401426	001-00-000-000-0000-0-401426-	GF OPER - STERLING	-2,332,149	0	-2,332,149	-2,332,149	0
001	401432	001-00-000-000-0000-0-401432-	GF TRANS ASSESS - HOLDEN	-2,004,018	0	-2,004,018	-2,004,018	0
001	401433	001-00-000-000-0000-0-401433-	GF TRANS ASSESS - PAXTON	-421,473	0	-421,473	-421,473	0
001	401434	001-00-000-000-0000-0-401434-	GF TRANS ASSESS - PRINCETON	-275,171	0	-275,171	-275,171	0
001	401435	001-00-000-000-0000-0-401435-	GF TRANS ASSESS - RUTLAND	-1,025,355	0	-1,025,355	-1,025,355	0
001	401436	001-00-000-000-0000-0-401436-	GF TRANS ASSESS - STERLING	-688,551	0	-688,551	-688,551	0
001	401442	001-00-000-000-0000-0-401442-	GF DEBT ASSESS- HOLDEN	-1,061,967	0	-1,061,967	-1,061,967	0
001	401443	001-00-000-000-0000-0-401443-	GF DEBT ASSESS- PAXTON	-247,436	0	-247,436	-247,436	0
001	401444	001-00-000-000-0000-0-401444-	GF DEBT ASSESS- PRINCETON	-175,270	0	-175,270	-175,270	0
001	401445	001-00-000-000-0000-0-401445-	GF DEBT ASSESS- RUTLAND	-610,209	0	-610,209	-610,209	0
001	401446	001-00-000-000-0000-0-401446-	GF DEBT ASSESS- STERLING	-378,975	0	-378,975	-378,975	0
001	401450	001-00-000-000-0000-0-401450-	GF CHAP 70 - REG SCHOOL AID	-27,472,242	-226,955	-27,699,197	-25,390,926	-2,308,271
001	401451	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	401452	001-00-000-000-0000-0-401452-	GF CHAP 70 - CHARTER REIMBURSE	-50,578	19,130	-31,448	-28,930	-2,518
001	401454	001-00-000-000-0000-0-401454-	GF TXFR - UNRESERVED E&D	-150,000	0	-150,000	0	-150,000
001	401455	001-00-000-000-0000-0-401455-	GF - MEDICAID	-987,523	390,051	-597,472	-597,472	0
001	401460	001-00-000-000-0000-0-401460-	GF INTEREST	-12,750	-76,309	-89,059	-89,059	0
001	401462	001-00-000-000-0000-0-401462-	GF REVENUE - MISCELLANEOUS	-439,250	184,761	-254,489	-218,200	-36,289
Total 001 GENERAL FUND				-94,209,452	461,068	-93,748,384	-89,951,306	-3,797,078
Revenue Total				-94,209,452	461,068	-93,748,384	-89,951,306	-3,797,078

Attachment C

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06/27/2019 16:33
9828ddeeWachusett Regional School District
FY19 EXPENSE BUDGET REPORT DESE FC 6.27.P 1
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FOR 2019 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
1110 SCHOOL COMMITTEE	11,639	2,291	13,930	15,082.11	75.00	-1,226.83	108.8%
1210 SUPERINTENDENT	267,239	6,733	273,972	278,022.75	212.28	-4,262.56	101.6%
1230 OTHER DIST-WIDE ADMINISTRATION	530,164	66,117	596,281	593,985.24	1,257.23	-1,039.00	99.8%
1410 BUSINESS & FINANCE	587,531	-32,412	555,119	556,040.01	4,013.89	-5,734.89	101.0%
1420 HUMAN RESOURCES & BENEFITS	279,484	991	280,475	286,938.03	225.00	-6,687.84	102.4%
1430 LEGAL SERVICE FOR SCH COM	74,540	2,758	77,297	60,291.85	12,778.15	4,227.05	94.5%
1435 LEGAL SETTLEMENTS	25,944	-25,944	0	.00	.00	.00	.0%
1450 DIST-WIDE INFORM MGMT & TECH	415,157	25,853	441,010	436,828.32	.00	4,182.07	99.1%
2110 CURRICULUM DIRECTORS (SUPERV)	788,700	14,953	803,653	807,664.04	62.08	-4,073.52	100.5%
2120 DEPARTMENT HEADS (NON-SUPERV)	105,133	-2,705	102,428	86,669.65	15,758.12	.00	100.0%
2200 PAYROLL (BUDGET)	625,493	-625,493	0	.00	.00	.00	.0%
2210 SCHOOL LEADERSHIP-BUILDING	4,192,130	-125,587	4,066,543	3,831,072.33	245,434.95	-9,964.28	100.2%
2320 SCHOOL CUR/DEPT HEAD-BUILDING	182,833	94,256	278,089	278,089.23	.00	.00	100.0%
2350 SCHOOL BUILDING TECHNOLOGY	455,086	1,819	456,905	469,237.54	.00	-12,332.74	102.7%
2305 TEACHERS, CLASSROOM	36,274,260	-174,354	35,999,906	31,594,760.34	4,422,201.09	-17,055.93	100.0%
2320 MEDICAL/THERAPEUTIC SERVICES	2,443,987	1,594	2,445,581	2,048,908.94	333,567.36	63,104.62	97.4%
2324 SUBSTITUTE TEACHER LONG TERM	61,554	24,955	86,509	90,020.00	.00	-1,511.06	101.7%
2325 SUBSTITUTE TEACHERS	518,682	-2,207	516,475	496,217.89	.00	20,257.10	96.1%
2330 NON-CLERICAL PARAPROFESSIONALS	6,404,985	477,888	6,882,874	6,821,275.23	43,469.07	18,129.41	99.7%
2340 LIBRARIANS & MEDIA CENTER DIR	148,262	-52,490	95,773	96,278.28	.00	-505.40	100.5%
2355 SUB FOR TEACHER @ PD	607	-154	453	.00	.00	453.23	.0%
2356 PROF DEV TEACHER EXPENSES	175,655	-12,983	162,672	141,717.25	7,477.20	13,477.57	91.7%
2358 PROF DEV CONTRACTED SERVICES	3,717	0	3,717	13,670.50	.00	-9,953.50	367.8%
2410 TEXTBOOKS & RELATED MATERIALS	613,489	144	613,633	593,132.40	15,988.80	4,511.74	99.3%
2415 OTHER INSTRUCTIONAL MATERIALS	16,475	-1,128	15,347	15,242.20	.00	105.28	99.3%
2420 INSTRUCTIONAL EQUIPMENT	0	11,367	11,367	11,366.65	.00	.00	100.0%
2430 GENERAL SUPPLIES	318,110	-15,071	303,039	295,305.96	84.69	7,648.56	97.5%
2440 OTHER INSTRUCTIONAL SERVICES	3,061	283	3,345	1,676.69	.00	1,667.85	50.1%
2451 CLASSROOM INSTRUCTIONAL TECHNO	55,531	-50,349	5,182	2,831.95	.00	2,349.75	54.7%
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	807,737.81	108,248.84	1,383.87	99.8%
2720 TESTING & ASSESSMENT	4,688	2,784	7,472	8,928.01	.00	-1,456.25	119.5%
2800 PSYCHOLOGICAL SERVICES	1,252,388	-34,811	1,217,578	1,111,795.28	121,010.71	-15,238.31	101.3%
3200 MEDICAL/HEALTH SERVICES	1,060,906	28,314	1,089,220	953,549.16	136,746.36	-1,076.01	100.1%
3300 TRANSPORTATION SERVICES	6,840,933	-95,000	6,745,933	6,578,361.31	106,982.42	60,589.27	99.1%
3400 FOOD SERVICES	41,282	-887	40,395	40,244.26	2.29	148.54	99.6%
3510 ATHLETICS	518,859	-17,567	501,292	487,146.32	40,267.61	-6,121.58	101.2%
3520 OTHER STUDENT ACTIVITIES	73,277	358	73,635	64,587.82	693.86	8,353.62	88.7%
3600 SCHOOL SECURITY	27,288	0	27,288	40,000.00	.00	-12,712.00	146.6%
4110 CUSTODIAL SERVICES	2,753,281	78,064	2,831,345	2,860,385.68	9,212.90	-38,253.77	101.4%

Attachment C

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06/27/2019 16:33
9820ddoeWachusett Regional School District
FY19 EXPENSE BUDGET REPORT DESE FC 6.27.P
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FOR 2019 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
4120 HEATING OF BUILDINGS	865,571	-40,000	825,571	688,826.99	10,715.33	126,028.51	84.7%
4130 UTILITY SERVICES	1,287,851	0	1,287,851	1,127,756.58	78,712.26	81,381.81	93.7%
4210 MAINTENANCE OF GROUNDS	447,555	124	447,679	402,816.46	279.89	44,582.17	90.0%
4220 MAINTENANCE OF BUILDINGS	761,109	137,456	898,565	1,041,199.89	1,753.30	-144,387.93	116.1%
4230 MAINTENANCE OF EQUIPMENT	11,330	0	11,330	2,865.73	.00	8,464.51	25.3%
4300 EXTRAORDINARY MAINTENANCE	219,003	0	219,003	210,982.67	11,035.16	-3,015.16	101.4%
4400 NETWORKING & TELECOMMUNICATIONS	112,595	29,607	142,202	138,250.36	251.99	3,699.26	97.4%
5100 EMPLOYER RETIREMENT CONTRIB	2,720,128	0	2,720,128	2,636,344.93	80,872.07	2,911.00	99.9%
5200 INSURANCE FOR ACTIVE EMPLOYEES	9,155,746	240,868	9,396,614	10,223,739.32	7,951.96	-835,077.40	108.9%
5250 INSURANCE FOR RETIRED EMPLOYEE	2,439,247	46,674	2,485,921	2,407,073.41	49,210.61	29,636.55	98.8%
5260 OTHER NON EMPLOYEE INSURANCE	248,305	0	248,305	235,680.03	.00	8,624.97	96.5%
5300 RENTAL-LEASE EQUIPMENT	301,496	147,747	449,243	393,905.67	43,095.70	12,241.75	97.3%
5350 RENTAL-LEASE BUILDINGS	5	0	5	5.00	.00	.00	100.0%
5500 OTHER FIXED CHARGES	35,358	1,833	37,190	35,553.92	396.00	1,240.55	96.7%
5550 CROSSING GUARDS	54,355	-620	53,735	54,602.27	191.52	-1,059.07	102.0%
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	578,856.26	.00	- .26	100.0%
9100 TUITION TO MASS SCHOOLS	1,227,260	16,549	1,243,809	1,020,155.88	13,352.78	210,300.51	83.1%
9110 SCHOOL CHOICE TUITION	654,287	0	654,287	653,074.00	.00	1,213.00	99.8%
9120 TUITION TO MA CHARTER SCHOOLS	527,418	0	527,418	404,169.00	.00	123,249.00	76.6%
9300 TUITION TO NON-PUBLIC SCHOOLS	1,437,411	14,015	1,451,426	2,099,137.91	17,267.55	-664,979.16	145.8%
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	196,034	94,405,485	89,267,972.11	5,940,856.02	-803,343.20	100.9%
GRAND TOTAL	94,209,451	196,034	94,405,485	89,267,972.11	5,940,856.02	-803,343.20	100.9%

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

FY19 Expense Budget Projections

6.27.19

Attachment D

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DOE	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCE/R	AVAILABLE	% USED
			ADJSMTS	BUDGET		EQ	BUDGET	
1110	1110 SCHOOL COMMITTEE	11,639	2,291	13,930	15,082	75	-1,227	108.80
1210	1210 SUPERINTENDENT	267,239	6,733	273,972	278,023	212	-4,263	101.60
1230	1230 OTHER DIST-WIDE ADMINISTR	530,164	66,117	596,281	593,985	1,257	1,039	99.80
1410	1410 BUSINESS & FINANCE	587,531	-32,412	555,119	556,840	4,014	-5,735	101.00
1420	1420 HUMAN RESOURCES & BENEFIT	279,484	991	280,475	286,938	225	-6,688	102.40
1430	1430 LEGAL SERVICE FOR SCH COM	74,540	2,758	77,297	60,292	12,778	4,227	94.50
1435	1435 LEGAL SETTLEMENTS	25,944	-25,944	0	0	0	0	0.00
1450	1450 DIST-WIDE INFORM MGMT & T	415,157	25,853	441,010	436,828	0	4,182	99.10
2110	2110 CURRICULUM DIRECTORS (SUP	788,700	14,953	803,653	807,664	62	-4,074	100.50
2120	2120 DEPARTMENT HEADS (NON-SUP	105,133	-2,705	102,428	86,670	15,758	0	100.00
2200	2200 PAYROLL (BUDGET)	625,493	-625,493	0	0	0	0	0.00
2210	2210 SCHOOL LEADERSHIP-BUILDIN	4,192,130	-125,587	4,066,543	3,831,072	245,435	-9,964	100.20
2220	2220 SCHOOL CUR/DEPT HEAD-BUIL	183,833	94,256	278,089	278,089	0	0	100.00
2250	2250 SCHOOL BUILDING TECHNOLOG	455,086	1,819	456,905	469,238	0	-12,333	102.70
2305	2305 TEACHERS, CLASSROOM	36,174,260	-174,354	35,999,906	31,594,760	4,422,201	-17,056	100.00
2320	2320 MEDICAL/THERAPEUTIC SERVI	2,443,987	1,594	2,445,581	2,048,909	333,567	63,105	97.40
2324	2324 SUBSTITUTE TEACHER LONG T	63,554	24,955	88,509	90,020	0	-1,511	101.70
2325	2325 SUBSITUTE TEACHERS	518,682	-2,207	516,475	496,218	0	20,257	96.10
2330	2330 NON-CLERICAL PARAPROFESSI	6,404,985	477,888	6,882,874	6,821,275	43,469	18,129	99.70
2340	2340 LIBRARIANS & MEDIA CENTER	148,262	-52,490	95,773	96,278	0	-505	100.50
2355	2355 SUB FOR TEACHER @ PD	607	-154	453	0	0	453	0.00
2356	2356 PROF DEV TEACHER EXPENSES	175,655	-12,983	162,672	141,717	7,477	13,478	91.70
2358	2358 PROF DEV CONTRACTED SERVI	3,717	0	3,717	13,671	0	-9,954	367.80
2410	2410 TEXTBOOKS & RELATED MATER	613,489	144	613,633	593,132	15,989	4,512	99.30
2415	2415 OTHER INSTRUCTIONAL MATER	16,475	-1,128	15,347	15,242	0	105	99.30
2420	2420 INSTRUCTIONAL EQUIPMENT	0	11,367	11,367	11,367	0	0	100.00
2430	2430 GENERAL SUPPLIES	318,110	-15,071	303,039	295,306	85	7,649	97.50
2440	2440 OTHER INSTRUCTIONAL SERVI	3,061	283	3,345	1,677	0	1,668	50.10
2451	2451 CLASSROOM INSTRUCTIONAL T	55,531	-50,349	5,182	2,832	0	2,350	54.70
2455	2455 INSTRUCTIONAL SOFTWARE	0	2,400	2,400	2,395	0	5	99.80
2710	2710 GUIDANCE & ADJUST COUNSEL	882,252	35,119	917,371	807,738	108,249	1,384	99.80
2720	2720 TESTING & ASSESSMENT	4,688	2,784	7,472	8,928	0	-1,456	119.50
2800	2800 PSYCHOLOGICAL SERVICES	1,252,388	-34,811	1,217,578	1,111,795	121,011	-15,228	101.30
3200	3200 MEDICAL/HEALTH SERVICES	1,060,906	28,314	1,089,220	953,549	136,746	-1,076	100.10
3300	3300 TRANSPORTATION SERVICES	6,840,933	-95,000	6,745,933	6,578,361	106,982	60,589	99.10
3400	3400 FOOD SERVICES	41,282	-887	40,395	40,244	2	149	99.60
3510	3510 ATHLETICS	538,859	-17,567	521,292	487,146	40,268	-6,122	101.20
3520	3520 OTHER STUDENT ACTIVITIES	73,277	358	73,635	64,588	694	8,354	88.70
3600	3600 SCHOOL SECURITY	27,288	0	27,288	40,000	0	-12,712	146.60
4110	4110 CUSTODIAL SERVICES	2,753,281	78,064	2,831,345	2,860,386	9,213	-38,254	101.40
4120	4120 HEATING OF BUILDINGS	865,571	-40,000	825,571	688,827	10,715	126,029	84.70
4130	4130 UTILITY SERVICES	1,287,851	0	1,287,851	1,127,757	78,712	81,382	93.70
4210	4210 MAINTENANCE OF GROUNDS	447,555	124	447,679	402,816	280	44,582	90.00
4220	4220 MAINTENANCE OF BUILDINGS	761,109	137,456	898,565	1,041,200	1,753	-144,388	116.10
4230	4230 MAINTENANCE OF EQUIPMENT	11,330	0	11,330	2,866	0	8,465	25.30
4300	4300 EXTRAORDINARY MAINTENANCE	219,003	0	219,003	210,983	11,035	-3,015	101.40
4400	4400 NETWORKING & TELECOMMUNCA	112,595	29,607	142,202	138,250	252	3,699	97.40
5100	5100 EMPLOYER RETIREMENT CONTR	2,720,128	0	2,720,128	2,636,345	80,872	2,911	99.90
5200	5200 INSURANCE FOR ACTIVE EMPL	9,155,746	240,868	9,396,614	10,223,739	7,952	-835,077	108.90
5250	5250 INSURANCE FOR RETIRED EMP	2,439,247	46,674	2,485,921	2,407,073	49,211	29,637	98.80
5260	5260 OTHER NON EMPLOYEE INSURA	248,305	0	248,305	239,680	0	8,625	96.50
5300	5300 RENTAL-LEASE EQUIPMENT	301,496	147,747	449,243	393,906	43,096	12,242	97.30
5350	5350 RENTAL-LEASE BUILDINGS	5	0	5	5	0	0	100.00
5500	5500 OTHER FIXED CHARGES	35,358	1,833	37,190	35,554	396	1,241	96.70
5550	5550 CROSSING GUARDS	54,355	-620	53,735	54,602	192	-1,059	102.00
8100	8100 DEBT RETIREMENT/SCH CONST	1,895,000	2,275	1,897,275	1,895,000	0	2,275	99.90
8200	8200 DEBT SERVICE/SCH CONST	578,856	0	578,856	578,856	0	0	100.00
9100	9100 TUITION TO MASS SCHOOLS	1,227,260	16,549	1,243,809	1,020,156	13,353	210,301	83.10
9110	9110 SCHOOL CHOICE TUITION	654,287	0	654,287	653,074	0	1,213	99.80
9120	9120 TUITION TO MA CHARTER SCH	527,418	0	527,418	404,169	0	123,249	76.60
9300	9300 TUITION TO NON-PUBLIC SCH	1,437,411	14,015	1,451,426	2,099,138	17,268	-664,979	145.80
9400	9400 TUITION TO COLLABORATIVES	271,964	-10,394	261,570	135,720	0	125,850	51.90
001 GENERAL FUND		94,209,451	196,034	94,405,485	89,267,972	5,940,856	-803,343	100.90
Expense Total		94,209,451	196,034	94,405,485	89,267,972	5,940,856	-803,343	100.90

**FY19 Expense Budget Projections
6.27.19**

Attachment D

2 of 2 pages

<u>DOE</u>	-803,343		
<u>COSTS</u>			
Various	-5,000	DESCRIPTION	
9110	-63,294	Various RFR's	
9120	-35,493	School Choice Out: total TBP = \$716,368	
subtotal	-103,787	Charter School Assets: total TBP = \$439,602	
total	-907,130		
		-907130	
		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
		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
		409025	Health Insurance re-classes from SC and K Rev
		4055	Use 240 Grant Summer \$
		2500	Driver's Ed Reclass
		25000	Athletic Reclass
		25000	Building Use Reclass
		1000	Princeton Extended Day
		7500	Additional ECC adjustment, para
		500	Re-class from Equip. Repairs
		80872	Savings in Medicare
		43095	Freeze lease payments to CBS for copiers
		5000	Parking Lot Reclass
		<u>509691</u>	

Attachment E



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Wachusett Regional School District
FY19 EXPENSE BUDGET REPORT DESE FC 6.27.

P 1
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FOR 2019 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
1 SALARIES & STIPENDS	59,582,718	-151,439	59,431,279	54,037,729.53	5,367,913.45	25,636.36	100.0%
2 BENEFITS & INSURANCE	14,566,115	288,973	14,855,088	15,507,127.24	138,034.64	-790,074.31	105.3%
3 INSTRUCTIONAL SUPPORT	3,089,977	33,884	3,123,862	2,863,154.22	193,613.38	67,093.92	97.9%
4 OPERATIONS & MAINTENANCE	3,474,472	93,434	3,567,906	3,433,834.85	103,259.00	30,811.91	99.1%
5 PUPIL SERVICES	63,035	3,736	66,771	61,647.11	432.80	4,691.57	93.0%
6 SPECIAL ED TUITIONS	2,913,244	20,170	2,933,414	3,255,013.59	30,620.33	-352,219.92	112.0%
7 OTHER OPERATING COSTS	1,205,101	0	1,205,101	1,057,248.00	.00	147,853.00	87.7%
8 TRANSPORTATION	6,640,933	-95,000	6,545,933	6,578,361.31	106,982.42	60,589.27	99.1%
9 DEBT SERVICE	2,473,856	2,275	2,476,131	2,473,856.26	.00	2,275.00	99.9%
GRAND TOTAL	94,209,451	196,034	94,405,485	89,267,972.11	5,940,856.02	-603,343.20	100.9%

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

Agreement Between

Wachusett Regional School District

and

AFSCME, Council 93, Local 2885 – Clerical
Employees

JULY 1, 2019 – JUNE 30, 2022

*Wachusett Regional School District
and
AFSCME, Council 93, Local 2885 – Clerical Employees*

PREAMBLE

This Agreement is entered into by the Wachusett Regional School District, hereinafter referred to as the Employer, and Local 2885, Council 93, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

**ARTICLE 1
RECOGNITION**

The Employer recognizes the American Federation of State, County, and Municipal Employees, Council 93, AFL-CIO hereinafter called the Union, is the exclusive representative of all full time and regular part time clerical personnel for the Wachusett Regional School District, including office aides, the senior bookkeeper/payroll clerk, senior account clerk, account clerk, secretaries, data entry clerks, administrative assistants to the principals, and excluding the secretary to the superintendent, the secretary to the Director of Administrative Services, principal bookkeeper, and junior executive assistants in the Central Office, managerial and confidential employees, and all other school employees as described in MCRE-2035, dated April 3, 1996, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

For the purposes of this Agreement, the Employer is the Wachusett Regional School District and its designated agents shall include the Superintendent of Schools or designee

**ARTICLE 2
UNION RIGHTS AND RESPONSIBILITIES**

A. Union Dues Deduction:

The Employer agrees that during the life of this Agreement, in accordance with the provisions of Chapter 180, Section 17(a) of the General Laws of Massachusetts, it will authorize the District to deduct Union membership dues from the pay of those employees who have voluntarily submitted a written authorization in the form included in the Appendix to the Agreement.

The Employer further agrees to remit the aggregate amount to the Union along with a list of employees who have had said dues deducted.

B. Discrimination and Coercion:

There shall be no discrimination by the Employer against any employee because of his/her membership or nonmembership in the Union. The Employer further agrees that there will be no discrimination against any member for his/her adherence to any provision of this Agreement.

C. Union Representatives:

*Wachusett Regional School District
and
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A written list of the Union steward and other representatives shall be furnished to the Employer immediately after their designation, and the Union shall notify the Employer of any changes.

D. Labor-Management Meetings:

The Union shall designate a standing committee of three employees covered by this Agreement, to meet with the Superintendent or designee from time to time, but not to exceed once a quarter, at the request of either party. Such meetings shall be held at the convenience of both parties, if possible within ten (10) working days from the date upon which such request is received.

E. Access to Premises:

The Employer agrees, with the approval of the superintendent or designee, to permit representatives of the AFL-CIO, Council 93, Local 2885, to enter the premises at reasonable times for individual discussions of working conditions with employees, provided care is exercised by such representatives that they do not interfere with the performance of duties assigned to the employees, or the educational purposes of the Wachusett Regional School District.

**ARTICLE 3
MANAGEMENT RIGHTS**

The Employer retains and reserves all regular and customary functions of management and all powers, rights, and duties it has under law, except as abridged, delegated, granted, or modified by this Agreement. Such rights will not be used for the purpose of discrimination against any employee whether or not a member of the Union. Nothing in this Agreement will prohibit the Employer from contracting for services outside of the bargaining unit. All the functions, powers, rights, and duties which the Employer has not specifically abridged, delegated, granted, or modified by this Agreement are recognized by the Union as being retained by the Employer. Notwithstanding any language to the contrary, the District retains the sole and exclusive right to determine the supervisory chain of command for members of the Union. Any change to such chain of command shall be communicated, in writing, to the Union in a reasonable amount of time prior to the change becoming effective. The use of the district's discretion, where applicable, shall not be subject to the grievance and arbitration procedure detailed in this Agreement.

**ARTICLE 4
NO STRIKE - NO LOCKOUT**

There shall be no strikes, work stoppages, interruptions or impeding of work, or disruption of the normal quality of work. No employee or representative of the Union shall authorize, instigate, aid, or condone any such activities. No employee shall participate in such activities.

Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, interruption or impeding of work, or disruption of the normal quality of work, the Union

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shall, forthwith, publicly disavow any such action(s) and shall refuse to recognize any picket line established in connection therewith.

Furthermore, at the request of the Employer, the Union shall take all reasonable means to induce such employee or group of employees to terminate such activity and return to work forthwith. Any strike, work stoppage, interruption or impeding of work or disruption of the normal quality of work shall be grounds for dismissal of any individual participating therein.

The Employer agrees that there will be no lockout of employees.

ARTICLE 5
JOB POSTING AND BIDDING

When a position covered by this Agreement becomes vacant, such vacancy shall be posted in a conspicuous place in each building, listing the pay, duties, shifts, and necessary qualifications. This notice shall remain posted for at least seven (7) workdays. Interested employees shall apply in writing within the posting period. The Employer will award the position to the applicant who is the most qualified to fill the requirement of the job, as determined by the District.

A successful applicant shall be given a sixty-day trial and training period in the new position at the applicable rate of pay. If at the end of the trial and training period, the Employer determines that the employee is not qualified to perform the work of the new position, he/she shall be returned to his/her previous position and rate of pay, if possible, or an equivalent position and rate of pay.

It is mutually agreed between the parties that if, in the sole and exclusive discretion of the Employer, the exercise of such discretion is not subject to the grievance and arbitration procedure contained herein, no applicant is acceptable, the Employer may fill the position from outside the bargaining unit.

No employee in a probationary period may exercise seniority for job bidding purposes.

ARTICLE 6
GRIEVANCE PROCEDURE

A. Purpose:

The purpose of the grievance procedure shall be to resolve at the lowest possible administrative level issues, which may arise from time to time with respect to the provisions of this Agreement.

A member of the Association who feels aggrieved shall attempt to resolve the issue through administrative channels before following the grievance procedure outlined below.

B. Definitions:

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1. A **grievance** is a claim that a specific provision of this *Agreement* has been misapplied or misinterpreted.
2. An **aggrieved person** is the member or members of the association making the claim.
3. A **party in interest** is the person or persons who, in addition to the aggrieved person, has a recognized and reasonable interest in the grievance or its resolution.
4. The term **days** means work days.
5. Notwithstanding the informal procedure, all grievances shall be in writing and set forth the specific section(s) of the *Agreement* that is being or has been misapplied or misinterpreted, the nature of such misapplication or misinterpretation, and the specific relief requested, and must be filed within twelve days of the act or omission that is subject of the grievance.

C. Informal Procedure:

A member of the association with a grievance shall have the right to discuss it with his/her immediate supervisor, accompanied by one member of the Association if he/she chooses, with the objective of resolving the matter informally.

D. Formal Procedure:

Level One:

If the aggrieved person is not satisfied with the disposition of his/her claim through the informal procedure outlined above, or if the claim is not resolved through the informal procedure, he/she shall have the right to present his/her grievance to his/her immediate supervisor accompanied by one member of the Association. Such grievance shall be in writing and conform to the requirements of filing detailed in paragraph 5 of section B of this Article, as outlined above. The supervisor shall have five (5) days from the date of the grievance presentation to render a decision.

Level Two:

If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within the time limits set forth in Level One, the grievant may appeal to a Clerical Grievance Resolution Committee (hereinafter referred to as the Cl.G.R.C.). Such appeal must be filed within ten (10) school days after the written decision was due at Level One. Said Cl.G.R.C. shall meet within ten (10) school days after the grievance is referred to Level Two.

The Cl.G.R.C. shall consist of three (3) full time bargaining unit members chosen by the Association and three (3) members of the District's Administrative Cabinet selected by the Superintendent, no two members on either side shall be from the same work location and/or department. Whenever possible, no representative from either side should be from the same work location. The nonvoting co-conveners of the Cl.G.R.C. shall be the President of the Association and the Superintendent or their designees.

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The Cl.G.R.C. shall investigate the grievance and attempt to achieve a resolution. Decisions of the Cl.G.R.C. shall be by agreement of four (4) or more members of the Cl.G.R.C. voting by secret ballot. Decisions of the Cl.G.R.C. shall be final and binding upon all parties for that particular grievance on a no precedent basis. The Cl.G.R.C. is not confined to accepting or rejecting the requested remedy of the grievant(s). The Cl.G.R.C. may determine by majority vote of its members a mediated settlement to the grievance, which would be binding, but not precedent setting on all parties.

Level Three:

If the grievance is not resolved at Level One or no decision is rendered at Level Two, or if no decision is rendered within the time prescribed above, the aggrieved person may forward his/her grievance within five days of which a decision was due at Level One to the Superintendent of Schools or the date on which a decision was due at Level Two. The Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve the grievance within ten days after the grievance was forwarded to Level Three. The aggrieved person may be represented by one member of the Association. The Superintendent or his/her designee shall have ten (10) days to render a decision on the grievance.

Level Four:

If the grievance is not resolved at Level Three, or if no decision is rendered within ten (10) days of the hearing at Level Three, the aggrieved person may request the Association to submit his/her grievance to arbitration; provided, however, that such request shall be in writing and shall be made within five days of the date on which a decision at Level Three was due. Within fifteen (15) days of receiving the request, the Association shall decide whether to submit the grievance to arbitration. If the Association decides to submit the grievance to arbitration, it shall notify the Superintendent in writing. Within ten (10) days of notification, the District and the Association shall seek to select a mutually acceptable and available arbitrator. If the parties are unable to agree upon or to obtain a mutually acceptable arbitrator within the time specified, the matter shall be referred to the American Arbitration Association to be arbitrated in accordance with their current rules. The decision of the arbitrator shall be final and binding. If possible, the arbitrator's decision shall be submitted within thirty (30) days from the date the hearing is completed. The costs of the arbitrator shall be shared equally by the District and the Association, including per diem expense, if any, and actual and necessary travel and subsistence expenses. The arbitrator's award shall be in writing and shall set forth findings of fact, reasoning, and conclusions. The arbitrator shall have no power to add to, subtract from, or modify any part of this *Agreement*.

E. Miscellaneous:

1. The District and the Association agree that these proceedings shall be kept as informal and confidential as possible.
2. By mutual agreement, the parties may extend any of the time limits delineated in this Article.
3. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal a decision within the specified time limits shall be considered as acceptance by the aggrieved person of the decision rendered, and such decision shall thereafter be binding upon the association.

***Wachusett Regional School District
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4. Forms for filing and processing grievances shall be the standard A.F.S.C.M.E., Council 93 grievance report form.
5. All decisions required by the formal procedure outlined above shall be in writing setting forth the decision and the reason therefore.
6. The aggrieved person(s) shall, during and notwithstanding the tendency of any grievance, continue to observe all assignments and applicable rules and regulations of the District until such grievance and any effect thereof shall have been fully determined.
7. The parties may utilize the services of a bona fide professional consultant at Levels Two and Three of this procedure.

**ARTICLE 7
OTHER LEAVES**

Each employee shall be entitled to up to three (3) days of personal leave, with prior approval of the Superintendent or designee, at full pay each year for the purposes of conducting personal business which must be conducted during regular work hours. A request must be made to the Superintendent or designee at least forty-eight (48) hours in advance of the day on which the leave is to be taken. One of the personal days does not require a reason for the leave. In cases of emergency, this requirement may be waived. If an employee has utilized his/her three (3) personal days and has a unique situation that would require further personal days, he/she may make a petition, through the Union, to the Superintendent for an extension of personal days beyond the three (3) day allotment.

Bargaining unit members' unused personal days shall be converted to unused sick days and added to the members' total sick day accrual at the end of the school year.

In the event of the death of a member of an employee's immediate family (e.g., husband, wife, parent, mother-in-law, father-in-law, son, daughter, brother, brother-in-law, sister, sister-in-law, step-child, grandparent or grandchild) the employee will be allowed to take his/her personal days listed above. The first five bereavement days are at full pay.

Employees will be granted one (1) day at full pay on the death of an aunt, uncle, niece, nephew who lives at an address other than the employee's.

**ARTICLE 8
PROBATION PERIOD**

The first ninety (90) working days of service after initial appointment shall be considered to be the probation period. An employee whose service during his/her probation period is not satisfactory may be dismissed from service. Such dismissal shall not be subject to the grievance and arbitration procedures of this agreement. Nothing in this article will preclude the district from dismissing an employee at any time during the ninety (90) day probationary period.

*Wachusett Regional School District
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**ARTICLE 9
DISCHARGE AND DISCIPLINE**

Disciplinary actions for non-probationary permanent employees shall include, but not be limited to the following measures: verbal reprimand, written reprimand, demotion, suspension, and discharge for good cause. Good cause shall be defined as any ground which is put forward by the employer in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to the employer's task of building up and maintaining an efficient school system. The employer shall determine the severity of the discipline in any given instance. The parties recognize that there are actions or inactions that require more severe discipline in the first instance.

In the event an employee is demoted, suspended, or discharged, the employee shall be given a written statement of the reasons therefore at the time of or prior to the effective date of such demotion, suspension, or discharge.

Any disciplinary action involving demotion, suspension, or discharge may be made the subject of a grievance, provided the grievance is submitted within five (5) working days of the effective date of such demotion, suspension, discharge, or knowledge thereof. Such grievances shall be processed in accordance with the grievance and arbitration procedure contained herein, except that they shall begin at level 3.

**ARTICLE 10
SENIORITY**

Seniority shall be considered the length of an employee's continuous service in the Wachusett Regional School District and its predecessor(s). Approved leaves of absence, disability, or layoff shall not be considered a break in service, but the period of such absence shall not be counted in determining continuous service. Continuous service means full time and uninterrupted service with the Employer as determined by the Employer's personnel records. Seniority shall be prorated for less than full time/full year work.

Seniority, within classification, shall govern in cases of layoff, recall from layoff, or decrease of the work force. Seniority shall be a consideration, within building, when determining shift work, days off, and vacation periods. The district retains the authority to make such assignments based upon district needs.

In cases of appointment, promotion, transfer, or increase of the work force, the Employer shall decide based on its best judgment as to the applicant's ability to fill the requirements of the job.

Seniority shall be forfeited under any of the following conditions:

1. If the employee quits, resigns, or retires
2. If the employee is discharged
3. If the employee fails to report to work at the end of a leave of absence
4. If the employee fails to return when recalled under the provisions of this Article.
5. If the employee is absent without notification for seventy-two (72) hours will be terminated with no recourse against the district and/or the Union.

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ARTICLE 11
REDUCTION IN FORCE

It is recognized that it is within the sole discretion of the School Committee and the Superintendent to reduce the staff, if necessary, because of a decrease in enrollment, a decrease in revenues, or for any other reason sufficient under the General Laws of this Commonwealth. Any implementation of reduction in force not in accordance with these procedures may be subject to grievance, arbitration, or bargaining at the election of the Association. The District reserves the right to make reductions according to level. The reduction shall be accomplished as follows:

A. Order of Reduction

1. Length of Service shall be an employee's length of uninterrupted service in the Wachusett Regional School District. Length of service will be pro-rated for less than full time employment.
2. Authorized leaves of absence shall not be considered interruption of service for the purposes of this Article only.
3. In the event two or more members have equal length of service, the date of the appointment letter from the District shall be the determining factor.
4. Reduction in force shall be determined by length of service, as defined in the sections above.
5. In the event of a reduction in force, the member would have the option to bump the least senior member in a lower level.

B. Notification

The Superintendent shall provide written notice to the Union and notification by certified mail at the address of record to the employee(s) to be affected by reduction in force, providing reasons therefore, no less than ten (10) working days prior to the date of layoff.

C. Recall

1. Any employee laid off pursuant to this article shall have the rights to any position for which (s)he is qualified for a period of two (2) years. Such recalled employees shall be placed on the salary schedule at no lower level than (s)he would have attained in the year following lay off and with continued seniority. Further, the recalled employee shall be granted any benefits (s)he had accrued up to the point of his/her termination.
2. The Superintendent shall notify, by certified mail to his/her last address of record, that (s)he is being recalled. If a laid off member fails to notify the Superintendent within

Wachusett Regional School District
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fifteen (15) days from the date of mailing (s)he shall forfeit recall rights.

ARTICLE 12
HOURS OF WORK AND WORK YEAR

The normal work week shall consist of five (5) days between Monday and Friday.

The normal work day shall consist of at least seven (7) hours with the district option of scheduling a work day of up to eight (8) hours. All full-time employees' work schedules may provide for a thirty-minute unpaid lunch period within a twenty-four hour period. All full-time employees at the Central Office may have a one (1) hour unpaid lunch period within a twenty-four hour period. Employees shall be eligible for and may elect either a fifteen (15) minute rest period during each four (4) hour shift or one twenty (20) minute rest period per shift. Such election must be made, each year, on the first work day of the work year (e.g., July 1 for full-year employee and no later than September 1 for less than full-year employees). The lunch period and rest period(s) shall be scheduled when feasible, at the discretion of the district. Each employee shall be scheduled to work a shift with regular starting and quitting times. The regular starting and quitting times shall be determined at the beginning of each school year. If the educational and/or operational needs of the Employer require, these times may be altered. The Employer will make every reasonable effort to provide notice of such change prior to its implementation.

Overtime pay shall be computed at the rate of time and one-half for all hours worked in excess of eight (8) hours in one day or forty (40) hours in one week. Overtime work on Saturdays and Sundays shall be paid at a rate of time and one-half for all hours worked. Overtime must be authorized in writing.

Any employee called back to work after he/she has completed his/her assigned work shift and left his/her place of employment, and before his/her next regularly scheduled starting time, shall be paid at the rate of time and one-half for all hours worked on recall for a minimum of two (2) hours at time and one-half.

In the event that an employee has reported to work on a scheduled work day and at a scheduled work time and is unexpectedly sent home early or the normal work time is unexpectedly delayed or canceled and the employee is prevented, by district direction, from reporting to work on time (except as a suspension or other discipline), the employee shall be paid for all scheduled hours.

Employees working in the position of office assistant, data entry clerk, and receptionist shall work a minimum of 181 days each work year. Employees working in the position of school secretary and secretary I shall work a minimum of 200 days each work year or 260 days, as the position requires. Employees working in the position of accounting clerk/secretary, senior secretary, and senior accounting clerk/secretary shall work a minimum of 260 days each work year.

ARTICLE 13
ANNUAL EVALUATION/PERSONNEL FILES

All members of the bargaining unit shall be evaluated annually using a form established and designated by the employer for use for the evaluation.

***Wachusett Regional School District
and
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A copy of any written statement or report which is of a critical or unsatisfactory nature concerning an employee made by a member of the employer's administrative team which is to be retained by the employer in the employee's personnel file shall be shown to the employee who shall certify in writing that he/she has read it. If the employee refuses to sign a statement, the supervisor or other person in whose presence the employee read the statement or report shall certify that the statement or report was read by the employee and the employee refused to sign the statement acknowledging this fact. If the employee is not available (due to illness or other absence) at the time the statement or report is prepared, the supervisor shall file with the statement or report to the employee the reason for not showing the statement or report to the employee at the time of filing, but the employee shall be given the opportunity to read the report as soon as he/she is available thereafter.

No action shall be taken by the employer based solely on such statement or report unless it appears in the file in accordance with the above procedure, the employee read or had the opportunity to read the statement or report, provided, however, that such record may be retained in the file and may be considered in any subsequent action if the record then shows that the employee has read the report.

The employee shall be permitted to make a written rebuttal or explanation as to any such report and the employee's written statement shall be filed with the related report. The employee's rebuttal shall not be so filed if it contains critical remarks about any other individual(s).

Employees may review the contents of their personnel files upon written request to the Superintendent or designee, twenty-four (24) hours in advance.

No material derogatory to an employee's conduct, service, character, or personality will be placed in his/her personnel file unless the employee has had an opportunity to review the material by affixing his/her signature within a reasonable time to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent of designee and attached to the file copy.

**ARTICLE 14
HOLIDAYS**

The following days shall be considered to be paid holidays for all full-year employees:

New Years Day, Martin Luther King Day, President's Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day

The following days shall be considered to be paid holidays for all school-year employees:

New Years Day, Martin Luther King Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Memorial Day, Veteran's Day.

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Payment for a holiday shall be made only if the eligible employee shall have worked on his/her last regularly scheduled day prior to such holiday and on his/her regularly scheduled day following the holiday, or the employee is on approved paid status. Holidays will be paid based upon regularly scheduled workdays.

Holiday pay shall be based on the normally scheduled number of daily hours worked by the employee at his/her straight time rate. If a holiday occurs within any employee's vacation period, he/she shall receive one (1) additional vacation day.

Any employee required to work on a holiday shall receive, in addition to his/her regular pay, an amount equal to one and one-half (1 1/2) times his/her regular rate of pay for all hours worked, but in no case shall this be less than an amount equal to two (2) hours at the one and one-half (1 1/2) times his/her regular rate.

Should a holiday fall on a Saturday, the preceding Friday shall be observed as the holiday. Should a holiday fall on a Sunday, the succeeding Monday shall be observed as the holiday.

Any full-year employee, employed as of July 1, 1996, who had holidays in addition to those included in this Article, shall retain the monetary value of said holidays. Therefore, as said holidays occur, the employee is expected to work such days, but will receive an amount of holiday pay equal to the holiday pay calculation included in this Article.

Any less than full-year employee, employed as of July 1, 1996, who received paid holidays, shall continue to receive paid holidays until he/she terminates service to the district or changes positions within the district.

All employees who were not employed as of July 1, 1996, are subject to the provisions provided above.

**ARTICLE 15
VACATION**

The following vacation article applies to all full-year employees only. Any less than full-year employee, employed as of July 1, 1996, who received paid vacation, shall continue to receive paid vacation until he/she terminates service to the district or changes status within the District.

The vacation year shall be the period July 1 - June 30. Each employee, upon initial employment and prior to July 1 during their first year of employment shall be credited with five-sixths (5/6) a day of vacation pay, and then shall be credited with vacation leave as follows:

- 2 weeks - after one (1) year of continuous employment
- 3 weeks - after five (5) years of continuous employment
- 4 weeks - after ten (10) years of continuous employment
- 5 weeks - after fifteen (15) years of continuous employment

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On July 1st of the 1st, 5th, 10th, and 15th anniversary, employees shall receive this extra week to be used in that fiscal year.

If termination occurs prior to June 30th, the vacation award will be prorated for that year, based upon the proportion of time actually worked by the Member. If any excess vacation days have already been used, the Member will compensate the District for them.

Full-year Employees who accrue vacation time under this contract, may carry forward up to five accrued vacation days each into the following contract year.

An employee who wishes to carry forward up to five days of accrued vacation leave shall make a written notification to the Superintendent of Schools. Such request must be made on or before the first day of the last month of the contract year. The carryover vacation shall be the first vacation days used in the next fiscal year.

Vacation schedules for employees covered by the Agreement shall be established by mutual agreement between the Employer and the employee, where possible. The final determination of vacation schedules rests with the Employer. The Employer reserves the right to close the District for periods of time on an annual basis during which time employees shall use his/her vacation time unless otherwise provided for by the Employer prior to such shutdown. Such closures will be made only after notice is given to effected employees.

Members of the bargaining unit who transfer from a ten-month position in the District to a twelve-month position will be credited with time worked for vacation eligibility on a pro-rata basis based upon the number of months worked in the ten-month position.

**ARTICLE 16
SICK LEAVE**

All full-time full year employees shall earn sick leave in the amount 15 days per year; all leave will be credited in hours. All less than full year employees shall earn sick leave as follows:

Work year 180-185 days per year	10 days per year
Work year 186-194 days per year	11 days per year
Work year 195+ days per year	12 days per year

Such leave shall be credited on a monthly basis in the appropriate hourly rate.

An employee, who must be absent on account of sickness or injury, shall notify his/her supervisor as early as possible before the starting time of his/her shift on each day of absence.

Sick leave shall begin on the day notification of the illness is given by the employee, his family, or his physician.

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An employee shall be credited with the unused portion of sick leave granted above up to a maximum of 180 days. Any employee whose accumulated sick leave exceeds 180 days may retain his/her accrued time. However, if he/she uses such accrued time and the total accrual falls below 180 days, the employee may only accrue up to 180 days of sick leave. Such credit may only be used for sick leave in case of sickness or injury. An employee who has exhausted his/her accumulated sick leave, and vacation, may make application, in writing, for additional allowance of sick leave. Such additional allowance with or without pay may be authorized by the Superintendent or designee, in his/her sole and exclusive discretion. Additional allowance approved by the Superintendent or designee shall be at the rate of \$6.00 per hour. Accumulated leave prior to July 1, 1996 shall be credited to the employee.

The Superintendent or designee may require a medical examination of any employee claiming leave under this Article provided that the employee has had five (5) or more days of absence non-consecutive in any contract year. Such examination would be at the expense of the Employer by a physician selected by it.

The Employer shall provide annual notification of remaining sick leave to each employee covered by this Agreement.

In the case of absence due to an industrial accident, the employer agrees to allow the employee to make up the difference between regular take home pay and the amount received from workers' compensation. The amount of such difference shall be charged against the employee's accrued sick leave. If no sick leave is available, the employee may not recover any difference in pay.

For illness of a member of the member's immediate family, which necessitates the member's absence from school, up to ten (10) days per year may be charged to the member's personal sick leave.

**ARTICLE 17
MILITARY LEAVE**

An employee in the Armed Forces Reserve or the National Guard, who shall be required to and does attend annual active duty for training, shall be paid the difference between compensation regarding official government records, and his/her regular compensation; provided that seventeen (17) days in any twelve (12) month period, and shall not include payment to members of the Armed Forces Reserve or the National Guard who may be mobilized during an emergency.

**ARTICLE 18
LEAVES OF ABSENCE**

Leaves of absence without pay may be granted at the discretion of the Superintendent or designee. Such leave of absence will not break service, but shall not be counted in seniority. Previously accumulated sick leave credits shall be restored to employees returning from approved leaves of absence. During the period of such leave, the employee shall not continue to accumulate leave benefits and shall be responsible for the full payment of his/her insurance coverage.

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**ARTICLE 19
JURY DUTY**

In accordance with Chapter 234A of the Massachusetts General Laws, any employee required to serve jury duty shall be paid the difference, if any, between his/her regular wages and the jury duty pay over and above the amount he/she receives for jury duty, exclusive of allowance for travel and meals.

**ARTICLE 20
COMPENSATION FOR TRAVEL**

Employee using their personal vehicles for authorized school business, that has received prior approval, shall be reimbursed at a rate commensurate with the rate approved by the Internal Revenue Service for reimbursement.

**ARTICLE 21
PROFESSIONAL DEVELOPMENT**

If the district requires additional or special training of any member of the Union, the district shall pay all associated costs for such training, unless it relates to required corrective action taken as a result of non-performance.

**ARTICLE 22
BULLETIN BOARDS AND ANNOUNCEMENTS**

Bulletin boards and announcements shall be posted in a conspicuous place in each building. Both parties to this Agreement may use the bulletin board for notices of a routine nature. Both parties agree it would be improper to post denunciatory, inflammatory written material on such bulletin boards.

**ARTICLE 23
PARENTAL LEAVE**

A member of the bargaining unit who has completed three (3) or more months (90 calendar days) of continuous and unbroken service within the system shall be eligible for a parental leave, as described in the sections below of this article, if the member of the bargaining unit provides to the Superintendent or his/her designee written notice at two (2) weeks in advance of the expected departure date and of the intention to return to the employment in the system.

1. Parental Leave, Pursuant to MGL Chapter 149, Section 105D each employee shall be entitled to up to eight (8) weeks of parental leave without pay for the purposes of giving birth or for the placement of a child under the age of 18, or 23 if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt a child. If there are two employees employed by the District, they will only be entitled to eight (8) weeks of parental leave in the aggregate for the birth or adoption of the same child.

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- a. Accumulated sick leave may be applied to those days during the parental leave period for which the female's attending physician certifies that she is disabled and unable to work
- b. In cases of miscarriage or stillbirth, the employee may return earlier than originally intended by so notifying the Superintendent or his/her designee.

**ARTICLE 24
FAMILY AND MEDICAL LEAVE/SMALL NECESSITIES LEAVE**

Up to twelve (12) weeks of leave may be granted to eligible employee for family and medical leave purposes in accordance with the Federal Family and Medical Leave Act of 1993, and the Wachusett Regional School District FMLA policy and procedure.

Up to twenty-four (24) hours of leave may be granted to eligible employees for purposes in accordance with the Small Necessities Leave Act and the Wachusett Regional School District policy and procedure on same. FMLA leave and Small Necessities Leave may be the same and there shall be no additional leave if either is utilized.

The benefit period for these leaves shall be a rolling one-year period that begins with the individual's first use of such leave and runs for twelve (12) months thereafter.

Employees may retain any personal leave and up to one (1) week of vacation from any required exhaustion of benefits prior to going on unpaid leave.

**ARTICLE 25
LONGEVITY**

Members who have completed their tenth year of continuous employment with the District shall receive a longevity stipend of \$.60 per hour, effective July 1, 2019.

Members who have completed their fifteenth year of continuous employment with the District shall receive a longevity stipend of \$.70 per hour, effective July 1, 2019.

Members who have completed their twentieth year of continuous employment with the District shall receive a longevity stipend of \$.90 per hour, effective July 1, 2019.

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**ARTICLE 26
WAGES**

July
2019:

Step	Level I	Level II	Level III	Level IIIA	Level IV
1	\$13.72	\$18.41	\$19.72	\$21.42	\$23.13
2	\$14.15	\$18.86	\$20.16	\$22.06	\$23.99
3	\$14.59	\$19.27	\$20.56	\$22.72	\$24.84
4	\$14.99	\$19.72	\$21.00	\$23.35	\$25.69
5	\$15.43	\$20.11	\$21.43	\$23.98	\$26.56
6	\$15.85	\$20.55	\$21.87	\$24.61	\$27.42
7	\$16.28	\$20.97	\$22.31	\$25.14	\$28.28
8	\$16.61	\$21.39	\$22.76	\$25.65	\$28.71
9	\$16.85	\$21.72	\$23.09	\$26.03	\$29.15

July
2020:

Step	Level I	Level II	Level III	Level IIIA	Level IV
1	\$13.99	\$18.78	\$20.11	\$21.85	\$23.60
2	\$14.43	\$19.24	\$20.56	\$22.50	\$24.47
3	\$14.88	\$19.65	\$20.97	\$23.17	\$25.33
4	\$15.29	\$20.11	\$21.42	\$23.81	\$26.21
5	\$15.74	\$20.52	\$21.86	\$24.46	\$27.09
6	\$16.17	\$20.96	\$22.31	\$25.10	\$27.97
7	\$16.60	\$21.39	\$22.75	\$25.65	\$28.85
8	\$16.94	\$21.82	\$23.21	\$26.17	\$29.29
9	\$17.19	\$22.15	\$23.55	\$26.55	\$29.73

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July
2021:

Step	Level I	Level II	Level III	Level IIIA	Level IV
1	\$14.27	\$19.15	\$20.51	\$22.29	\$24.07
2	\$14.72	\$19.62	\$20.97	\$22.95	\$24.96
3	\$15.18	\$20.05	\$21.39	\$23.63	\$25.84
4	\$15.60	\$20.51	\$21.85	\$24.29	\$26.73
5	\$16.06	\$20.93	\$22.30	\$24.95	\$27.63
6	\$16.49	\$21.38	\$22.75	\$25.61	\$28.53
7	\$16.94	\$21.82	\$23.21	\$26.16	\$29.43
8	\$17.28	\$22.25	\$23.68	\$26.69	\$29.87
9	\$17.53	\$22.59	\$24.03	\$27.08	\$30.33

Level I includes the job titles of Office Assistant / Aide

Level II includes the job titles of Secretary I

Level III includes the job titles of full year including: Special Education Secretary, Guidance and High School Secretary and school year Upper and Lower House Secretary

Level IIIA includes the job titles of Principal's School Secretary

Level IV includes the job titles of Senior Secretary, Senior Accounting Clerk /Secretary, Accounting Clerk/Secretary and Purchasing Clerk

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ARTICLE 27
RETIREMENT BENEFIT

Upon retirement, all members of the bargaining unit shall receive credit for unused sick leave, and shall be paid \$10 per day for all unused sick days in excess of 80 to a maximum of \$1000.

Retiree group health benefits shall conform to the existing PEC agreement.

ARTICLE 28
INSURANCE

Health, dental, Disability (long-term) and vision insurance shall be provided by the District in conformance with the existing PEC agreement.

ARTICLE 29
DURATION

This Agreement shall become effective July 1, 2019 and shall continue in full force and effect until June 30, 2022. Thereafter, it shall automatically renew itself in one year terms unless either party shall notify the other, in writing, of intention to negotiate a successor Agreement by October 1 of the year preceding termination. Following such notification, the parties shall meet and shall continue to make themselves available at convenient times and places for the purpose of negotiating a successor Agreement.

ARTICLE 30
COPIES OF CONTRACT

The employer shall provide each unit member with a copy of this agreement and three (3) copies to the exclusive representative. Additionally, the District agrees to provide a copy of the agreement on disk to the Union.

ARTICLE 31
SEPARABILITY AND SAVINGS

If any provision of this *Agreement* shall be found to be contrary to law, then said provision shall not be applicable or performed or enforced except to the extent permitted by law and substitute action shall be subject to administrative discretion and collective bargaining. All other provisions of the *Agreement* shall continue in effect.

ARTICLE 32
ADVISORY COMMITTEE ON CONTRACT LANGUAGE

The Wachusett Regional School District and the Union shall establish a study committee for the purpose of revising and updating all job descriptions. This Committee shall be charged with developing

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recommendations for changes in classifications and level adjustments of titles and/or incumbents, as appropriate. Implementations of the recommendations shall be subject to future negotiations.

ARTICLE 33
LEAVE FOR UNION PRESIDENT

The Union President will receive a leave of absence without pay subject to at least two weeks' advance notice for one week per fiscal year to permit the President to attend the annual training.

ARTICLE 34
RECLASSIFICATION PROCEDURE

If an employee believes his/her position should be reclassified, he/she may petition for reclassification of his/her position in accordance with the following procedure:

Step 1 - The employee shall submit his/her request for reclassification in writing to his/her Principal, stating the grounds on which he/she bases his/her request.

Step 2 - Within fifteen (15) working days of receipt of the request, the Principal shall forward the request and his/her recommendations to the Superintendent. A copy of the Principal's recommendations shall be furnished to the employee.

Step 3 - Within fifteen (15) working days of receipt of the employee's request and the Principal's recommendation, the Superintendent shall schedule a conference with the employee and the Union.

Step 4 - If the Superintendent does not consider the employee's request or does not recommend the requested reclassification within thirty (30) working days following the date of the scheduled conference, the Superintendent shall furnish the employee and the Union a statement, in writing, setting forth the specific reason or reasons for the refusal. By mutual agreement this time limit may be extended. The Superintendent's decision is final and not subject to appeal.

Step 5 - To comply with review of the annual budget, such request shall be submitted so as to be considered at the same time as the annual budget.

Step 1 above shall be initiated not later than January 15. Any employee who requests reclassification consideration and is denied shall wait to resubmit their request for a minimum of 2 (two) years. Additionally, any employee whose position has been reclassified shall not be able to request reclassification of their current position for a minimum of 5 (five) years from the date of the upgrade.

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**ARTICLE 35
COMPLETE AGREEMENT**

This contract represents the entire agreement of the parties. There are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. This agreement fulfills and resolves all outstanding grievances existing prior to its effective date.


IN WITNESS WHEREOF, we affix our signature this _____ day of _____, 201.

Wachusett Regional School District:

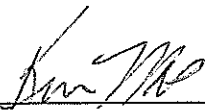
AFSCME, Council 93



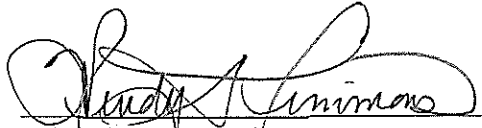
Darryll McCall, Ed.D
Superintendent of Schools



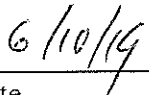
Matthew Sullivan
President, AFSCME, Council 93, Local 2885



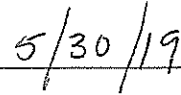
Kenneth Mills
Chair, Wachusett Regional School Committee



Union Representative
AFSCME Council 93



Date



Date

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and
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Agreement Between

Wachusett Regional School District

and

*AFSCME, Council 93, Local 2885 – Custodial
Employees*

July 1, 2019 – June 30, 2022

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PREAMBLE

This Agreement entered into by the Wachusett Regional School District, hereinafter referred to as the Employer, and Local 2885, Council 93, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment. The parties to this Agreement understand and agree that each employee's primary responsibility is to endeavor to maintain the safe operation and sound condition of the buildings, grounds, and equipment of the Wachusett Regional School District.

**ARTICLE 1
RECOGNITION**

The Employer recognizes that the American Federation of State, County, and Municipal Employees, Council 93, AFL-CIO, hereinafter called the Union, is the exclusive representative of all full time and regular part time custodial and maintenance personnel for the Wachusett Regional School District as described in MCRE-2033, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

For the purposes of this Agreement, the Employer is the Wachusett Regional School District and its designated agents shall include the Superintendent of Schools or designee.

The Superintendent or designee has authority to direct the building custodians to perform tasks relevant to the day to day educational operations of the facility.

**ARTICLE 2
UNION RIGHTS AND RESPONSIBILITIES**

A. Union Dues Deduction:

The Employer agrees that during the life of this Agreement, in accordance with the provisions of Chapter 180, Section 17(a) of the General Laws of Massachusetts, it will authorize the District to deduct Union Membership dues from the pay of those employees who authorize such deduction with a completed remittance of the AFSCME Council 93 membership Form provided by the Union to be completed within 30 days of the start of employment. The Employer further agrees to remit the aggregate amount to the Union along with a list of employees who have had said dues deducted.

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B. Discrimination and Coercion:

There shall be no discrimination by the Employer against any employee because of his/her membership or nonmembership in the Union. The Employer further agrees that there will be no discrimination against any member for his/her adherence to any provision of this Agreement.

C. Union Representatives:

A written list of the Union steward and other representatives shall be furnished to the Employer immediately after their designation, and the Union shall notify the Employer of any changes.

D. Labor-Management Meetings:

The Union shall designate a standing committee of three employees covered by this Agreement, to meet with the Superintendent or designee from time to time, but not to exceed once a quarter, at the request of either party. Such meetings shall be held at the convenience of both parties, if possible within ten (10) working days from the date upon which such request is received.

E. Access to Premises:

The Employer agrees, with the approval of the superintendent or designee, to permit representatives of the AFL-CIO, Council 93, Local 2885, to enter the premises at reasonable times for individual discussions of working conditions with employees, provided care is exercised by such representatives that they do not interfere with the performance of duties assigned to the employees, or the educational purposes of the Wachusett Regional School District.

**ARTICLE 3
MANAGEMENT RIGHTS**

The Employer retains and reserves all regular and customary functions of management and all powers, rights, and duties it has under law, except as abridged, delegated, granted, or modified by this Agreement. Such rights will not be used for the purpose of discrimination against any employee whether or not a member of the Union. Nothing in this Agreement will prohibit the Employer from contracting for services outside of the bargaining unit. All the functions, powers, rights, and duties which the Employer has not specifically abridged, delegated, granted, or modified by this Agreement are recognized by the Union as being retained by the Employer. Notwithstanding any language to the contrary, the District retains the sole and exclusive right to determine the supervisory chain of command for members of the Union. Any change to such chain of command shall be communicated, in writing, to the Union in a reasonable amount of time prior to the change becoming effective. The use of the district's discretion, where applicable, shall not be subject to the grievance and arbitration procedure detailed in this Agreement.

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**ARTICLE 4
NO STRIKE - NO LOCKOUT**

There shall be no strikes, work stoppages, interruptions or impeding of work, or disruption of the normal quality of work. No employee or representative of the Union shall authorize, instigate, aid, or condone any such activities. No employee shall participate in such activities.

Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, interruption or impeding of work, or disruption of the normal quality of work, the Union shall, forthwith, publicly disavow any such action(s) and shall refuse to recognize any picket line established in connection therewith. Furthermore, at the request of the Employer, the Union shall take all reasonable means to induce such employee or group of employees to terminate such activity and return to work forthwith. Any strike, work stoppage, interruption or impeding of work or disruption of the normal quality of work shall be grounds for dismissal of any individual participating therein.

The Employer agrees that there will be no lockout of employees.

**ARTICLE 5
JOB POSTING AND BIDDING**

When a position covered by this Agreement becomes vacant, such vacancy shall be posted in a conspicuous place in each building, listing the pay, duties, shifts, and necessary qualifications. Copies of bargaining unit postings will be sent to the Union President. This notice shall remain posted for at least seven (7) workdays. Interested employees shall apply in writing within the posting period. Three (3) bargaining unit members who meet the minimum entrance requirements will be given an interview. The Employer will award the position to the applicant who has seniority and is the most qualified to fill the requirement of the job, as determined by the District.

A successful applicant, with the exception of applicants for the position of head custodian, shall be given a sixty-day trial and training period in the new position at the applicable rate of pay. A successful applicant for the position of head custodian shall be given a six-month trial and training period. This period may be extended an additional six months by the District in its sole and exclusive discretion and such extension is not subject to the grievance and arbitration procedures contained herein. If at the end of the trial and training period, the Employer determines that the employee is not qualified to perform the work of the new position, he/she shall be returned to his/her previous position and rate of pay if possible, or an equivalent position and rate of pay.

It is mutually agreed between the parties that if, in the sole and exclusive discretion of the Employer, the exercise of such discretion is not subject to the grievance and arbitration procedure contained herein, no applicant is acceptable, the Employer may fill the position from outside the bargaining unit.

No employee in a probationary period may exercise seniority for job bidding purposes.

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**ARTICLE 6
GRIEVANCE PROCEDURE**

A. Purpose:

The purpose of the grievance procedure shall be to resolve at the lowest possible administrative level issues that may arise from time to time with respect to the provisions of this Agreement.

A member of the union who feels aggrieved shall attempt to resolve the issue through administrative channels before following the grievance procedure outlined below.

B. Definitions:

1. A **grievance** is a claim that a specific provision of this *Agreement* has been misapplied or misinterpreted.
2. An **aggrieved person** is the member or members of the union making the claim.
3. A **party in interest** is the person or persons who, in addition to the aggrieved person, has a recognized and reasonable interest in the grievance or its resolution.
4. The term **days** means work days.
5. Notwithstanding the informal procedure, all grievances shall be in writing and set forth the specific section(s) of the *Agreement* that is being or has been misapplied or misinterpreted, the nature of such misapplication or misinterpretation, and the specific relief requested, and must be filed within twelve days of the act or omission that is subject of the grievance.

C. Informal Procedure:

A member of the union with a grievance shall have the right to discuss it with his/her immediate supervisor, accompanied by one member of the union if he/she chooses, with the objective of resolving the matter informally.

D. Formal Procedure:

Level One:

If the aggrieved person is not satisfied with the disposition of his/her claim through the informal procedure outlined above, or if the claim is not resolved through the informal procedure, he/she shall have the right to present his/her grievance to his/her immediate supervisor accompanied by one member of the union. Such grievance shall be in writing and conform to the requirements of filing detailed in paragraph 5

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of section B of this Article, as outlined above. The supervisor shall have five (5) days from the date of the grievance presentation to render a decision.

Level Two:

If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within the time limits set forth in Level One, the grievant may appeal to a Custodial Grievance Resolution Committee (hereinafter referred to as the C.G.R.C.). Such appeal must be filed within ten (10) school days after the written decision was due at Level One. Said C.G.R.C. shall meet within ten (10) school days after the grievance is referred to Level Two.

The C.G.R.C. shall consist of three (3) full time bargaining unit members chosen by the union and three (3) members of the District's Administrative Cabinet selected by the Superintendent, no two members on either side shall be from the same work location and/or department. Whenever possible, no representative from either side should be from the same work location. The nonvoting co-conveners of the C.G.R.C. shall be the Staff Representative and the Superintendent or their designees.

The C.G.R.C. shall investigate the grievance and attempt to achieve a resolution. Decisions of the C.G.R.C. shall be by agreement of four (4) or more members of the C.G.R.C., providing equal representation, voting by secret ballot. Decisions of the C.G.R.C. shall be final and binding upon all parties for that particular grievance on a no precedent basis. The C.G.R.C. is not confined to accepting or rejecting the requested remedy of the grievant(s). The C.G.R.C. may determine by majority vote of its members a mediated settlement to the grievance, which would be binding, but not precedent setting on all parties.

Level Three:

If the grievance is not resolved at Level One or no decision is rendered at Level Two, or if no decision is rendered within the time prescribed above, the aggrieved person may forward his/her grievance within five days of which a decision was due at Level One to the Superintendent of Schools or the date on which a decision was due at Level Two. The Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve the grievance within ten days after the grievance was forwarded to Level Three. The aggrieved person may be represented by one member of the union. The Superintendent or his/her designee shall have ten (10) days to render a decision on the grievance.

Level Four:

If the grievance is not resolved at Level Three, or if no decision is rendered within ten (10) days of the hearing at Level Three, the aggrieved person may request the union to submit his/her grievance to arbitration; provided, however, that such request shall be in writing and shall be made within five days of the date on which a decision at Level Three was due. Within fifteen (15) days of receiving the request, the union shall decide whether to submit the grievance to arbitration. If the union decides to submit the grievance to arbitration, it shall notify the Superintendent in writing. Within ten (10) days of notification, the District and the union shall seek to select a mutually acceptable and available arbitrator. If the parties are unable to agree upon or to obtain a mutually acceptable arbitrator within the time specified, the matter shall be referred to the American Arbitration Association to be arbitrated in accordance with their current rules. The decision of the

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arbitrator shall be final and binding. If possible, the arbitrator's decision shall be submitted within thirty (30) days from the date the hearing is completed. The costs of the arbitrator shall be shared equally by the District and the union, including per diem expense, if any, and actual and necessary travel and subsistence expenses. The arbitrator's award shall be in writing and shall set forth findings of fact, reasoning, and conclusions. The arbitrator shall have no power to add to, subtract from, or modify any part of this *Agreement*.

E. Miscellaneous:

1. The District and the union agree that these proceedings shall be kept as informal and confidential as possible.
2. By mutual agreement, the parties may extend any of the time limits delineated in this Article.
3. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal a decision within the specified time limits shall be considered as acceptance by the aggrieved person of the decision rendered, and such decision shall thereafter be binding upon the association.
4. Forms for filing and processing grievances shall be prepared by the District and distributed to the union so as to facilitate operation of the grievance procedure.
5. All decisions required by the formal procedure outlined above shall be in writing setting forth the decision and the reason therefore.
6. The aggrieved person(s) shall, during and notwithstanding the tendency of any grievance, continue to observe all assignments and applicable rules and regulations of the District until such grievance and any effect thereof shall have been fully determined.
7. The parties may utilize the services of a bona fide professional consultant at Levels Two and Three of this procedure.

**ARTICLE 7
DISCHARGE AND DISCIPLINE**

Disciplinary actions shall include, but not be limited to the following measures: verbal reprimand, written reprimand, demotion, suspension, and discharge for good cause. Good cause shall be defined as any ground which is put forward by the employer in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to the employer's task of building up and maintaining an efficient school system. The employer shall determine the severity of the discipline in any given instance. The parties recognize that there are actions or inactions that require more severe discipline in the first instance.

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In the event an employee is demoted, suspended, or discharged, the employee shall be given a written statement of the reasons therefore at the time of or prior to the effective date of such demotion, suspension, or discharge.

Any disciplinary action involving demotion, suspension, or discharge may be made the subject of a grievance, provided the grievance is submitted within five (5) working days of the effective date of such demotion, suspension, discharge, or knowledge thereof. Such grievances shall be processed in accordance with the grievance and arbitration procedure contained herein, except that they shall begin at level 3.

**ARTICLE 8
SENIORITY**

Seniority shall be considered the length of an employee's continuous service in the Wachusett Regional School District and its predecessor(s). Inverse seniority shall be applied in all cases of layoff or decrease of the work force. In the event of a layoff or decrease in the work force, any member in a higher classification who is impacted by a layoff shall have the ability to bump a less senior member in a lower classification, provided, however, that the member be paid at the level of the lower classification. Approved leaves of absence, disability, or layoff shall not be considered a break in service, but the period of such absence shall not be counted in determining continuous service. Continuous service means full time and uninterrupted service with the Employer as determined by the Employer's personnel records.

Seniority shall govern in cases of layoff, recall from layoff, or decrease of the work force. Seniority shall be a consideration, within building, when determining shift work, days off, and vacation periods. The district retains the authority to make such assignments based upon district needs.

In cases of appointment, promotion, transfer, or increase of the work force, the Employer shall decide based on its best judgment as to the applicant's ability to fill the requirements of the job.

Seniority shall be forfeited under any of the following conditions:

1. If the employee quits, resigns, or retires.
2. If the employee is discharged.
3. If the employee fails to report to work at the end of a leave of absence.
4. If the employee fails to return when recalled under the provisions of this Article.
5. If the employee is absent without notification for seventy-two (72) hours he/she will be terminated with no recourse against the district and/or the Union.

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ARTICLE 9
HOURS OF WORK

The normal work week shall consist of five (5) days between Monday and Saturday.

The normal work day shall consist of eight and one-half (8 ½) hours with a thirty-minute unpaid lunch period within a twenty-four hour period. Each employee shall be scheduled to work a shift with regular starting and quitting times, which may be changed by not more than two (2) hours with five (5) days' notice, and/or by mutual agreement. The notice requirement may be waived in emergency situations.

Vacancies, if to be filled at the employer's sole discretion, shall have hours set at the time of posting.

Employees who, at the request of the Employer or with its approval, work beyond their scheduled time into the next shift shall receive an unpaid meal break, not to exceed thirty (30) minutes, at the option of the employer.

All employees' work schedules shall provide for a fifteen (15) minute rest period during each one half shift to be scheduled by the Employer with input from the member of the bargaining unit.

ARTICLE 10
OVERTIME AND REPORTING PAY

Employees covered by this Agreement shall be paid overtime at the rate of one and one-half (1 ½) times the regular rate of pay for work in excess of eight (8) hours worked in one day, or forty (40) hours worked in one week.

The employer will make every reasonable effort to equally and impartially offer overtime work among employees in each area who ordinarily perform such work or related work in the normal course of their work week. When an insufficient number of volunteers are available, the employer may assign overtime by rotation, starting with inverse seniority.

The Employer reserves the right at all times to determine what kinds of skills may be required to accomplish a particular job.

When, in the case of emergency, it is necessary to call in employees from areas other than the area which normally performs such work, they shall be released from the emergency work first when the workload lessens.

In case of emergency, as determined by the Employer, an employee may be required to work overtime. In the event of emergency or other circumstances requiring unplanned overtime work, the Employer reserves the right to assign overtime as it shall judge to be in the best interest of the schools.

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All employees shall accept scheduled overtime assignments if they are given twenty-four (24) hours notice.

Any employee called back to work after he/she has completed his/her assigned work shift and left his/her place of employment, and before his/her next regularly scheduled starting time, shall be paid at the rate of time and one-half (1 ½) for all hours worked on recall for a minimum of three (3) hours. This minimum amount shall not apply when an employee works extra hours that merge into his/her regular work shift. Compensation under this Article is not available when an employee is called in to report to duty before the start of his/her regularly-scheduled shift, and he/she works until the regular shift commences. Compensation under this Article is not available when an employee is held over to work after the completion of his/her regular shift.

Whenever scheduled by the Employer, a minimum of three (3) hours at time and one-half on each occasion shall be paid for building checks on Saturdays, Sundays, and holidays.

All work performed on Sundays, with the exception of building checks and voluntary Sunday work, and district functions shall be paid at the rate of two (2) times the regular rate of pay. All work on Saturday shall be paid at time and one-half.

**ARTICLE 11
WORKING IN A HIGHER CLASSIFICATION**

When an employee covered by this Agreement is working in the capacity of a higher graded position, his/her hourly rate shall increase \$.75 for each hour worked over present salary if assigned to work out of classification for a full day. The Employer shall determine when an employee is to work outside of his/her classification. A member who normally works on second shift who is assigned to work out of classification on the first shift, shall retain the night differential, in addition to the out of classification stipend.

The member of the bargaining unit shall receive regular compensation while performing duties at or below his/her position.

**ARTICLE 12
HOLIDAYS**

New Years Day, Martin Luther King Day, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day

Payment for a holiday shall be made only if the eligible employee shall have worked on his/her last regularly scheduled day prior to such holiday and on his/her next regularly scheduled day following the holiday, or the employee is on paid status.

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Holiday pay shall be eight (8) hours at the straight time rate, pro-rated for less than full-time employees.

If a holiday occurs within any employee's vacation period, he/she shall receive one (1) additional vacation day.

Any employee required to work on a holiday shall receive in addition to his/her regular pay, an amount equal to one and one-half (1 ½) times his/her regular rate of pay for all hours worked, but in no case shall this be less than an amount equal to three (3) hours at the one and one-half (1 ½) times his/her regular rate.

Should a holiday fall on a Saturday, the preceding Friday shall be observed as the holiday. Should a holiday fall on a Sunday, the succeeding Monday shall be observed as the holiday. Said holidays to be treated as floating holidays if school is in session.

**ARTICLE 13
VACATION**

The vacation year shall be the period July 1 - June 30. Each employee, upon initial employment and prior to July 1 during their first year of employment shall be credited with five-sixths (5/6) a day of vacation pay, and then shall be credited with vacation leave as follows:

- 2 weeks - after one (1) year of continuous employment
- 3 weeks - after five (5) years of continuous employment
- 4 weeks - after ten (10) years of continuous employment
- 5 weeks - after fifteen (15) years of continuous employment

On the 1st, 5th, 10th, and 15th anniversary, employees shall receive this extra week to be used in that fiscal year, if possible.

Upon termination of employment, the employee shall receive payment equal to vacation pay he would have received, had the termination not occurred. If termination is caused by death, such payment shall be made to the employee's spouse or beneficiary. Employees hired after July 1, 2017, will have their vacation award prorated upon their termination.

Any employee receiving six (6) weeks of vacation may continue to receive six (6) weeks until termination of service in the district. No employee not currently receiving six (6) week may become eligible for this benefit.

Vacations must be taken and shall not accumulate.

Vacation schedules for employees covered by the Agreement shall be established by mutual agreement between the Employer and the employee, where possible. The final determination of vacation

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schedules rests with the Employer. The Employer reserves the right to close the District for periods of time on an annual basis during which time employees shall use his/her vacation time unless otherwise provided for by the Employer prior to such shutdown. Such closures will be made only after notice is given to effected employees.

**ARTICLE 14
SICK LEAVE**

An employee, shall earn sick leave at the rate of one and one-quarter (1 ¼) days for each full month of actual service, provided such leave is caused by sickness or injury.

An employee, who must be absent on account of sickness or injury, shall notify his/her supervisor as early as possible before the starting time of his/her shift on each day of absence. For illness of a member of the member's immediate family, residing in the same household, which necessitates the member's absence from school, up to five (5) days per year may be charged to the member's personal sick leave.

Sick leave shall begin on the day notification of the illness is given by the employee, his family, or his physician.

An employee shall be credited with the unused portion of sick leave granted above up to a maximum of 175 days. Such credit may only be used for sick leave in case of sickness or injury. An employee who has exhausted his/her accumulated sick leave, and vacation, may make application, in writing, for additional allowance of sick leave. Such additional allowance with or without pay may be authorized by the Superintendent or designee, in his/her sole and exclusive discretion. Additional allowance approved by the Superintendent or designee shall be at the rate of \$6.00 per hour. Accumulated leave prior to July 1, 1996 shall be credited to the employee.

The Superintendent or designee may require a medical examination of any employee claiming leave under this Article provided that the employee has had five (5) or more days of absence non-consecutive in any contract year. Such examination will be at the expense of the Employer by a physician selected by it.

The Employer shall provide annual notification of remaining sick leave to each employee covered by this Agreement.

Any employee who has reached the maximum gross sick leave accrual allowed by this Article shall be credited with the contractual number of days of sick leave as above on July 1 of each year and shall be allowed to utilize such time within said work year. No days beyond the maximum accrual may be carried into any succeeding work year.

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**ARTICLE 15
OTHER LEAVES**

Each employee shall be entitled to up to three (3) days of personal leave, with prior approval of the Superintendent or designee, at full pay each year for the purposes of conducting personal business which must be conducted during regular school hours. A request must be made to the Superintendent or designee at least twenty-four (24) hours in advance of the day on which the leave is to be taken. Such request must include the reason for the leave, one (1) of the personal days does not require a reason for the leave.. In cases of emergency, this requirement may be waived. If an employee has utilized his/her three personal days and has a unique situation that would require further personal days, he/she may make a petition, through the Union, to the Superintendent for an extension of personal days beyond the three (3) day allotment.

In the event of the death of a member of an employee's immediate family (e.g., husband, wife, parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, step-child, grandparent or grandchild) the employee will be allowed to take his/her bereavement days listed above. The first five bereavement days are at full pay.

Employees will be granted one (1) day at full pay on the death of an aunt, uncle, niece, nephew who lives at an address other than the employee's.

**ARTICLE 16
MILITARY LEAVE**

An employee in the Armed Forces Reserve or the National Guard, who shall be required to and does attend annual active duty for training, shall be paid the difference between compensation regarding official government records, and his/her regular compensation; provided that seventeen (17) days in any twelve (12) month period, and shall not include payment to members of the Armed Forces Reserve or the National Guard who may be mobilized during an emergency.

**ARTICLE 17
LEAVES OF ABSENCE**

Leaves of absence without pay may be granted at the discretion of the Superintendent or designee. Such leave of absence will not break service, but shall not be counted in seniority. Previously accumulated sick leave credits shall be restored to employees returning from approved leaves of absence.

During the period of such leave, the employee shall not continue to accumulate leave benefits and shall be responsible for the full payment of his/her insurance coverage.

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ARTICLE 18
JURY DUTY

In accordance with Chapter 234A of the Massachusetts General Laws, any employee required to serve jury duty shall be paid the difference, if any, between his/her regular wages and the jury duty pay over and above the amount he/she receives for jury duty, exclusive of allowance for travel and meals.

ARTICLE 19
COMPENSATION FOR TRAVEL

Employee using their personal vehicles for authorized school business, that has received prior approval, shall be reimbursed at a rate commensurate with the rate approved by the Internal Revenue Service for reimbursement.

ARTICLE 20
EDUCATIONAL ASSISTANCE

If the district requires additional or special training of any member of the Union, the district shall pay all associated costs for such training.

ARTICLE 21
UNIFORMS AND PROTECTIVE CLOTHING

The District agrees to provide each employee covered by this agreement, who has completed at least six (6) months of service to the District, a clothing allowance of \$250 total for uniforms, sweatshirts (with District insignia), foul/winter weather gear to include jackets, gloves, and hats. The District also agrees to provide each employee as referenced above with a \$150 work shoe allowance. The employee will be reimbursed by the District upon presentation of a receipt for foul/winter weather gear and work shoes. Uniforms will continue to be purchased by the District upon request of the employee and be part of the \$250 clothing allowance. No remaining funds will carry forward to the next fiscal year.

ARTICLE 22
EQUIPMENT

The Employer shall provide all necessary tools and equipment necessary to perform the work.

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ARTICLE 23
BULLETIN BOARDS AND ANNOUNCEMENTS

Bulletin boards and announcements shall be posted in a conspicuous place in each building. Both parties to this Agreement may use the bulletin board for notices of a routine nature. Both parties agree it would be improper to post denunciatory, inflammatory written material on such bulletin boards.

ARTICLE 24
UNION USE OF FACILITIES

With the prior approval of the Superintendent or designee, the Employer agrees to permit representatives of the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 93, Local 2885, to use the school facilities on non-working, non-school hours for purposes of meetings of the membership. The employees shall be responsible for preparation, follow-up cleaning of the area, and any cost incurred by the District for use of facility.

ARTICLE 25
FAMILY AND MEDICAL LEAVE/SMALL NECESSITIES LEAVE

Up to twelve (12) weeks of leave may be granted to eligible employees for family and medical leave purposes in accordance with the Federal Family and Medical Leave Act of 1993, and the Wachusett Regional School District FMLA policy and procedure.

Up to twenty-four (24) hours of leave may be granted to eligible employees for purposes in accordance with the Small Necessities Leave Act and the Wachusett Regional School District policy and procedure on same. FMLA leave and Small Necessities Leave may be the same and there shall be no additional leave if either is utilized.

The benefit period for these leaves shall be a rolling one-year period that begins with the individual employee's first use of such leave and runs for twelve months thereafter.

Employees may retain any personal leave and up to one (1) week of vacation from any required exhaustion of benefits prior to going on unpaid leave.

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**ARTICLE 26
WAGES**

Effective July, 2019, the members of the bargaining unit shall be paid on the following salary schedule:

FY 20 (2.0% Increase) July 1, 2019						
Step	Level I (Janitor)	Level II (Senior Custodian)	Level III (Maintenance Custodian)	Level IV (Head Custodian)	Level V (Head Custodian)	Level VI (Head Custodian)
1		\$17.23	\$18.53	\$20.45	\$23.09	\$17.55
2		\$17.78	\$19.09	\$21.05	\$23.84	\$18.86
3		\$18.33	\$19.68	\$21.73	\$24.56	\$20.29
4		\$18.89	\$20.29	\$22.38	\$25.32	\$21.82
5		\$19.47	\$20.91	\$23.07	\$26.10	\$23.46
6		\$20.08	\$21.56	\$23.82	\$26.92	\$25.21
7		\$20.72	\$22.25	\$24.54	\$27.74	\$27.14
8		\$21.34	\$22.91	\$25.30	\$28.60	\$29.17
9		\$22.00	\$23.62	\$26.08	\$29.50	\$31.56
10		\$22.67	\$24.34	\$26.87	\$30.37	\$32.29

Effective July, 2020, the members of the bargaining unit shall be paid on the following salary schedule.

FY21 (2 % Increase July 1, 2020)						
Step	Level I (Janitor)	Level II (Senior Custodian)	Level III (Maintenance Custodian)	Level IV (Head Custodian)	Level V (Head Custodian)	Level VI (Head Custodian)
1		\$17.57	\$18.90	\$20.86	\$23.55	\$17.90
2		\$18.14	\$19.47	\$21.47	\$24.32	\$19.24
3		\$18.70	\$20.07	\$22.16	\$25.05	\$20.70
4		\$19.27	\$20.70	\$22.83	\$25.83	\$22.26
5		\$19.86	\$21.33	\$23.53	\$26.62	\$23.93
6		\$20.48	\$21.99	\$24.30	\$27.46	\$25.71
7		\$21.13	\$22.69	\$25.03	\$28.29	\$27.68
8		\$21.77	\$23.37	\$25.81	\$29.17	\$29.75
9		\$22.44	\$24.09	\$26.60	\$30.09	\$32.19
10		\$23.12	\$24.83	\$27.41	\$30.98	\$32.94

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Effective July, 2021, the members of the bargaining unit shall be paid on the following salary schedule.

FY22 (2 % Increase July 1, 2020)						
Step	Level I (Janitor)	Level II (Senior Custodian)	Level III (Maintenance Custodian)	Level IV (Head Custodian)	Level V (Head Custodian)	Level VI (Head Custodian)
1		\$17.92	\$19.28	\$21.28	\$24.02	\$18.26
2		\$18.50	\$19.86	\$21.90	\$24.81	\$19.62
3		\$19.07	\$20.47	\$22.60	\$25.55	\$21.11
4		\$19.65	\$21.11	\$23.29	\$26.35	\$22.71
5		\$20.26	\$21.76	\$24.00	\$27.15	\$24.41
6		\$20.89	\$22.43	\$24.79	\$28.00	\$26.22
7		\$21.55	\$23.14	\$25.53	\$28.86	\$28.23
8		\$22.21	\$23.84	\$26.33	\$29.75	\$30.34
9		\$22.89	\$24.57	\$27.13	\$30.69	\$32.83
10		\$23.58	\$25.33	\$27.96	\$31.60	\$33.60

1. Working out of grade pay shall be an additional \$.75 per hour stipend if working for the entire work day, on the first day of such work.

²Custodian IV is for Elementary and Middle Schools, including Dawson, Davis Hill, Mayo, Naquag, Central Tree, Paxton Center and Thomas Prince. Custodian IV is also for the Night Supervisor at Houghton/Chocksett.

³Custodian V is for Head Custodians at Mountview, Houghton/Chocksett, and the Night Supervisor at W.R.H.S.

⁴Custodian VI is for the Head Custodian at Wachusett Regional High School.

**ARTICLE 27
RETIREMENT BENEFIT**

Members of the bargaining unit who retire from the District may participate in its group health insurance program as defined by the PEC Agreement.

**ARTICLE 28
ATTENDANCE INCENTIVE**

Effective July 1, 2019, an employee who utilizes no sick leave for the fiscal year will receive a payment of \$700; an employee who utilizes two or fewer days will receive a payment of \$500; an employee who utilizes five or fewer days will receive a payment of \$300.

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**ARTICLE 29
NIGHT DIFFERENTIAL**

All employees who work a regular shift that begins at or after 2:00 p.m. and ends on or before 7:00 a.m. shall be paid a night differential of 3.5%. Should it be necessary to waive the notification process of Article 9 - Hours of Work and request that a Custodian who normally works a shift eligible for night differential to report to work early, the Custodian will receive the night differential for all hours worked on the revised shift. It is understood that this provision does not apply to school recess shift assignments.

**ARTICLE 30
LONGEVITY**

Effective July 1, 2019, fulltime members who have completed ten years of continuous service in the District on/or before June 30, will be eligible for an annual service recognition payment of \$300. This payment will be pro-rated for part-time staff. These payments will be made in July, 2019, July, 2020, and July, 2021 and end with the expiration of this contract.

**ARTICLE 31
GROUP INSURANCE PROGRAMS**

Health, Dental, disability(long-term) and vision insurance shall be provided in conformance with the PEC agreement.

**ARTICLE 32
DURATION**

This Agreement shall become effective July 1, 2019 and shall continue in full force and effect until June 30, 2022. Thereafter, it shall automatically renew itself in one year terms unless either party shall notify the other, in writing, of intention to negotiate a successor Agreement by October 1 of the year preceding termination. Following such notification, the parties shall meet and shall continue to make themselves available at convenient times and places for the purpose of negotiating a successor Agreement.

**ARTICLE 33
COPIES OF CONTRACT**

The employer shall provide each unit member with a copy of this agreement and three (3) copies to the exclusive representative. The employer further agrees to provide the Union with a copy of this contract electronically.

**ARTICLE 34
PARENTAL LEAVE**

A member of the bargaining unit who has completed three (3) or more months (90 calendar days) of continuous and unbroken service within the system shall be eligible for a parental leave, as described in the sections below of this article, if the member of the bargaining unit provides to the Superintendent or his/her

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designee written notice at two (2) weeks in advance of the expected departure date and of the intention to return to the employment in the system.

1. Parental Leave, Pursuant to MGL Chapter 149, Section 105D each employee shall be entitled to up to eight (8) weeks of parental leave without pay for the purposes of giving birth or for the placement of a child under the age of 18, or 23 if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt a child. If there are two employees employed by the District, they will only be entitled to eight (8) weeks of parental leave in the aggregate for the birth or adoption of the same child.

- a. Accumulated sick leave may be applied to those days during the parental leave period for which the female's attending physician certifies that she is disabled and unable to work
- b. In cases of miscarriage or stillbirth, the employee may return earlier than originally intended by so notifying the Superintendent or his/her designee.

**ARTICLE 35
MULTIPLE BUILDING ASSIGNMENTS**

Whenever a Head Custodian is assigned supervisory responsibility for two distinct District facilities that are not located on the same campus or site, he/she shall receive a five percent (5%) adjustment to his/her base hourly rate for the period of such assignment. This adjustment shall be effective immediately if the assignment is for longer than 30 days. If the assignment is temporary, the adjustment will become effective on the 31st day of such assignment retroactive to the first day of assignment.

**ARTICLE 36
LEAVE FOR UNION PRESIDENT**

The Union President will receive a leave of absence without pay for one week per fiscal year subject to at least two weeks' notice to permit the President to attend the annual training.

ARTICLE 37 MISCELLANEOUS

The District will work with the Union to implement their PEOPLE deduction for Union members who choose to make this contribution. PEOPLE stands for Public Employees Organized to Promote Legislative Equality. This is a Union PAC.

The District and the Union agree to work on a professional development program that will be designed to enhance the skills of staff and worker safety in District schools.

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**ARTICLE 38
COMPLETE AGREEMENT**

This contract represents the entire agreement of the parties. There are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. This agreement fulfills and resolves all outstanding grievances existing prior to its effective date.

IN WITNESS WHEREOF, we affix our signature this _____ day of _____ 2019.

Wachusett Regional School District:

AFSCME, Council 93



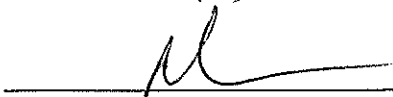
Kenneth Mills
Chair, Wachusett Regional School Committee



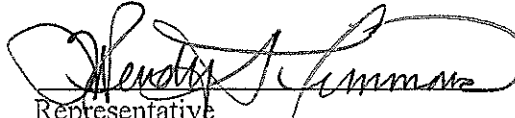
Matthew Sullivan
President, AFSCME, Council 93, Local 2885

Date 6/10/19

Date 5/21/19



Darryll McCall, Ed.D.
Superintendent of Schools



Representative
AFSCME Council 93

Date 6/10/19

Date 5/30/19

Agreement Between
Wachusett Regional School District
and
Wachusett Cafeteria Association

July 1, 2019 – June 30, 2022

PREAMBLE

This Agreement is entered into by the Wachusett Regional School District, hereinafter referred to as the Employer, and the Wachusett Cafeteria Association, hereinafter referred to as the Association, has as its purpose the promotion of harmonious relations between the Employer and the Association, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment. The parties to this *Agreement* understand and agree that each bargaining unit member's primary responsibility is to endeavor to satisfy the District's food service customers while maintaining their nutritional needs.

ARTICLE I

RECOGNITION

The Employer recognizes that the Wachusett Cafeteria Association, hereinafter the Association, is the exclusive representative of all full-time and regular part-time cafeteria bargaining unit members, including head food service associates, assistant head food service associates, and food service associates, and excluding the food services manager, managerial and confidential bargaining unit members, and all other District bargaining unit members as described in MCRE-2034 dated February 9, 1995, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

ARTICLE II

GRIEVANCE PROCEDURE

A. Purpose:

The purpose of the grievance procedure shall be to resolve at the lowest possible administrative level issues which may arise from time to time with respect to the provisions of this *Agreement*.

A member of the Association who feels aggrieved shall attempt to resolve the issue through administrative channels before following the grievance procedure outlined below.

B. Definitions:

1. A **grievance** is a claim that a specific provision of this *Agreement* has been misapplied or misinterpreted.
2. An **aggrieved person** is the member or members of the Association making the claim.

3. A **party in interest** is the person or persons who, in addition to the aggrieved person, has a recognized and reasonable interest in the grievance or its resolution.

4. The term **days** means work days.

5. Notwithstanding the informal procedure, all grievances shall be in writing and set forth the specific section(s) of the *Agreement* that is being or has been misapplied or misinterpreted, the nature of such misapplication or misinterpretation, and the specific relief requested, and must be filed within twelve days of the act or omission that is subject of the grievance.

C. Informal Procedure:

A member of the Association with a grievance shall have the right to discuss it with his/her immediate supervisor, accompanied by one member of the Association if he/she chooses, with the objective of resolving the matter informally.

D. Formal Procedure:

Level One:

If the aggrieved person is not satisfied with the disposition of his/her claim through the informal procedure outlined above, or if the claim is not resolved through the informal procedure, he/she shall have the right to present his/her grievance to his/her immediate supervisor accompanied by one member of the Association. Such grievance shall be in writing and conform to the requirements of filing detailed in paragraph 5 of section B of this Article, as outlined above. The supervisor shall have five (5) days from the date of the grievance presentation to render a decision.

Level Two:

If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within the time limits set forth in Level One, the grievant may appeal to a Food Service Grievance Resolution Committee (hereinafter referred to as the F.S.G.R.C.). Such appeal must be filed within ten (10) school days after the written decision was due at Level One. Said F.S.G.R.C. shall meet within ten (10) school days after the grievance is referred to Level Two.

The F.S.G.R.C. shall consist of three (3) full time bargaining unit members chosen by the Association and three (3) members of the District's Administrative Cabinet selected by the Superintendent, no two members on either side shall be from the same work location and/or department. Whenever possible, no representative from either side should be from the same work location. The

nonvoting co-conveners of the F.S.G.R.C. shall be the President of the Association and the Superintendent or their designees.

The F.S.G.R.C. shall investigate the grievance and attempt to achieve a resolution. Decisions of the F.S.G.R.C. shall be by agreement of four (4) or more members of the F.S.G.R.C. voting by secret ballot. Decisions of the F.S.G.R.C. shall be final and binding upon all parties for that particular grievance on a no precedent basis. The F.S.G.R.C. is not confined to accepting or rejecting the requested remedy of the grievant(s). The F.S.G.R.C. may determine by majority vote of its members a mediated settlement to the grievance which would be binding but not precedent setting on all parties.

Level Three:

If the grievance is not resolved at Level One or no decision is rendered at Level Two, or if no decision is rendered within the time prescribed above, the aggrieved person may forward his/her grievance within five days of which a decision was due at Level One to the Superintendent of Schools or the date on which a decision was due at Level Two. The Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve the grievance within ten days after the grievance was forwarded to Level Three. The aggrieved person may be represented by one member of the Association. The Superintendent or his/her designee shall have ten (10) days to render a decision on the grievance.

Level Four:

If the grievance is not resolved at Level Three, or if no decision is rendered within ten (10) days of the hearing at Level Three, the aggrieved person may request the Association to submit his/her grievance to arbitration; provided, however, that such request shall be in writing and shall be made within five days of the date on which a decision at Level Three was due. Within fifteen (15) days of receiving the request, the Association shall decide whether to submit the grievance to arbitration. If the Association decides to submit the grievance to arbitration, it shall notify the Superintendent in writing. Within ten (10) days of notification, the District and the Association shall seek to select a mutually acceptable and available arbitrator. If the parties are unable to agree upon or to obtain a mutually acceptable arbitrator within the time specified, the matter shall be referred to the American Arbitration Association to be arbitrated in accordance with their current rules. The decision of the arbitrator shall be final and binding. If possible, the arbitrator's decision shall be submitted within thirty (30) days from the date the hearing is completed. The costs of the arbitrator shall be shared equally by the District and the Association, including per diem expense, if any, and actual and necessary travel and subsistence expenses. The arbitrator's award shall be in writing and shall set forth findings of fact, reasoning, and conclusions. The arbitrator shall have no power to add to, subtract from, or modify any part of this *Agreement*.

E. Miscellaneous:

1. The District and the Association agree that these proceedings shall be kept as informal and confidential as possible.
2. By mutual agreement, the parties may extend any of the time limits delineated in this Article.
3. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal a decision within the specified time limits shall be considered as acceptance by the aggrieved person of the decision rendered, and such decision shall thereafter be binding upon the Association.
4. Forms for filing and processing grievances shall be prepared by the District and distributed to the Association so as to facilitate operation of the grievance procedure.
5. All decisions required by the formal procedure outlined above shall be in writing setting forth the decision and the reason therefore.
6. The aggrieved person(s) shall, during and notwithstanding the tendency of any grievance, continue to observe all assignments and applicable rules and regulations of the District until such grievance and any effect thereof shall have been fully determined.
7. The parties may utilize the services of a bona fide professional consultant at Levels Two and Three of this procedure.

ARTICLE III

MANAGEMENT RIGHTS

The Employer retains and reserves all regular and customary functions of management and all powers, rights, and duties it has under law, except as abridged, delegated, granted, or modified by this *Agreement*. Such rights will not be used for the purpose of discrimination against any bargaining unit members whether or not a member of the Association. Nothing in this *Agreement* will prohibit the Employer from contracting for services outside of the bargaining unit. All the functions, powers, rights, and duties which the Employer has not specifically abridged, delegated, granted, or modified by this *Agreement* are recognized by the Association as being retained by the Employer.

ARTICLE IV

SICK LEAVE

1.0 Each bargaining unit members employed by the District as of the effective date of this *Agreement* shall be entitled to earn one (1) sick day per month up to ten (10) days in one year, such time to be cumulative to a maximum of one-hundred fifty (150) days. Bargaining unit members hired after July 1, 2001 shall be entitled to earn one-half (1/2) day per month up to five (5) days in one year for the first three years of employment; shall earn three-quarters (3/4) day per month up to 7.5 days in one year for the fourth and fifth years of employment; and, shall earn one (1) day per month up to ten (10) days in one year at the beginning of the bargaining unit members' sixth year of employment, all such time to be cumulative to a maximum of seventy-five (75) days.

2.0 Any bargaining unit members who has accrued more than one-hundred fifty (150) days prior to July 1, 2001 shall retain those accrued days at the level they reached as of October 23, 2001. Any such bargaining unit members shall earn days as outlined above but in no case will exceed the maximum one-hundred fifty (150) day limit or that limit set as of October 23, 2001. In an bargaining unit members with more than one-hundred fifty (150) days accrued sick leave uses these excess days to go below the one-hundred fifty (150) day limit, he/she can accrue only to the one-hundred fifty (150) day maximum in subsequent years.

3.0 For illness of the member's immediate family, which necessitates the employee's absence from school, days may be charged to the employee's sick leave up to a maximum of ten (10) days per year.

ARTICLE V

BULLETIN BOARDS AND ANNOUNCEMENTS

Bulletin boards and announcements shall be posted in a conspicuous place in each building where bargaining unit members enter or leave the premises or where there is access by all bargaining unit members. Both parties to this *Agreement* may use the bulletin board for notices of a routine nature. Both parties agree that it would be improper to post denunciatory, inflammatory written material on such bulletin boards. Any material deemed to be denunciatory or inflammatory, in the discretion of the Principal, will be removed immediately.

ARTICLE VI

UNIFORM ALLOWANCE

The District agrees to pay bargaining unit members a \$250 uniform allowance. Said payment shall be included in the third regular paycheck of the school year minus applicable withholdings.

ARTICLE VII

OTHER LEAVES

1.0 Each bargaining unit members shall be entitled to up to three (3) days of personal leave, with prior approval of the Superintendent or designee, at full pay each year for the purposes of conducting personal business which must be conducted during regular school hours. A request must be made to the Superintendent or designee at least forty-eight (48) hours in advance of the day on which the leave is to be taken. Such a request for two (2) of said personal days must include the reason for the leave, the reason need not be provided for the third personal day requested. The employee may choose which personal day requested he or she wishes to provide no reason. In cases of emergency, this requirement may be waived. At the end of each school year any remaining unused personal days shall be converted to unused sick days and added to the bargaining unit member's accrued sick time.

2.0 In the event of the death of a member of the bargaining unit members' immediate family (e.g. husband, wife, parent, parent-in-law, son, daughter, brother, brother-in-law, sister, sister-in-law, step child, grandparent or grandchild) or any relative residing within the bargaining unit member's household, the bargaining unit member shall be granted five (5) bereavement days at full pay, per event.

2.1 Employees will be granted one (1) day at full pay on the death of an aunt, uncle, niece, nephew who lives at an address other than the employee's. One (1) additional day may be used but such leave will be credited against personal leave listed above or if such leave has been exhausted, he/she may request to use one sick day to attend the funeral.

3.0 Any bargaining unit member who currently has in excess of three (3) personal days accrued will be allowed to use those days, with prior approval. Once these accrued days are utilized, there will be no further accrual of personal leave days.

ARTICLE VIII

SEPARABILITY AND SAVINGS

If any provision of this *Agreement* shall be found to be contrary to law, then said provision shall not be applicable or performed or enforced except to the extent permitted by law and substitute action shall be subject to administrative discretion and collective bargaining. All other provisions of the *Agreement* shall continue in effect.

ARTICLE IX

JURY DUTY PAY

In accordance with Chapter 234A of the Massachusetts General Laws, any bargaining unit members required to serve jury duty shall be paid the difference, if any, between his/her regular wages and the jury duty pay over and above the amount he/she receives for jury duty, exclusive of allowance for travel and meals.

ARTICLE X

HOURS AND CONDITIONS OF EMPLOYMENT

1.0 Bargaining unit members who are sent home because of an unscheduled early dismissal or an unscheduled late start of students shall be paid for the regularly scheduled work day.

2.0 Bargaining unit members who work in excess of four hours in one day shall receive a thirty (30) minute unpaid lunch period. Bargaining unit members who work more than two hours but less than four hours per day shall receive a fifteen (15) minute unpaid coffee break period. Each of these provisions shall be at the bargaining unit members' option subject to the approval of the principal.

3.0 All bargaining unit members are required to give notice of absence to the building principal or designee prior to the opening of school. Failure to give such notice will result in bargaining unit members being ineligible for paid sick leave for that day. A bargaining unit member who will arrive late for school must give notice that he/she will be late to the building principal or designee prior to the opening of school. A pattern of non-notification will be grounds for disciplinary action, up to and including termination.

4.0 The work year shall be defined as a minimum of one hundred eighty one (181) days.

5.0 Each year the Administration shall convene a meeting to establish staffing ratios for the ensuing year. The meeting shall be attended by all Head Food Service Associates and two other members designated by the Association.

ARTICLE XI

SALARY

1.0 All raises shall become effective on July 1 of each year unless otherwise specified.

2.0 Overtime pay at one and one half times regular pay will be paid for all hours worked in excess of eight hours per day or forty hours per week.

3.0 Yearly step advancement shall be subject to satisfactory performance evaluation and a recommendation by the evaluator (supervisor or Principal) for advancement. If the bargaining unit member is dissatisfied with the recommendation, she/he shall have ten (10) school days to appeal to the Superintendent of Schools. The Superintendent, in his sole and exclusive discretion, will review the appeal and his decision will be final and binding upon the bargaining unit members and will not be subject to the grievance and arbitration provisions of this *Agreement*.

3.1 In determining the eligibility for the yearly step advancement during the bargaining unit member's first year of employment, the following shall apply:

Bargaining unit members with a date of first employment between August 1 and January 31 shall receive this step on July 1 of the current year; and

Bargaining unit members with a date of first employment between February 1 and July 31 shall receive this step on July 1 of the next year.

4.0 Salary Scale

July, 2019 (2.0% increase)			
Step	Level I	Level II	Level III
1	\$12.00	\$14.55	\$16.40
2	\$12.75	\$15.50	\$17.55
3	\$13.65	\$16.40	\$19.03
4	\$14.70	\$17.41	\$20.42
5	\$15.87	\$18.78	\$22.21
6	\$17.03	\$20.05	\$23.60

July, 2020 (2% Increase)			
Step	Level I	Level II	Level III
1	\$12.75	\$14.84	\$16.73
2	\$13.00	\$15.81	\$17.90
3	\$13.92	\$16.73	\$19.41
4	\$14.99	\$17.76	\$20.83
5	\$16.19	\$19.16	\$22.65
6	\$17.37	\$20.45	\$24.07

July, 2021 (2% Increase)			
Step	Level I	Level II	Level III
1	\$13.50	\$15.14	\$17.06
2	\$13.77	\$16.13	\$18.26
3	\$14.20	\$17.06	\$19.80
4	\$15.29	\$18.12	\$21.25
5	\$16.51	\$19.54	\$23.10
6	\$17.72	\$20.86	\$24.55

Step 1 will be maintained at the current minimum wage in existence at the time.

Lane I includes the positions of Food Service Associate

Lane II includes the position of Assistant Food Service Associate

Lane III includes the position of Head Food Service Associate

5.0 Any bargaining unit member who has completed ten (10) years of continuous service to the District will be entitled to receive an additional value step which shall be \$.65 per hour commencing on the eleventh year of employment; Any bargaining unit member who has completed fifteen (15) years of continuous service to the District will be entitled to receive an additional value step which shall be \$.75 per hour commencing on the sixteenth year of employment; Any bargaining unit member who has completed (19) years of continuous service to the District will be entitled to receive an additional value step which shall be \$1.00 per hour commencing on the twentieth year of employment.

5.1 In determining the eligibility for this additional value step, the following shall apply:

Bargaining unit members with a date of first employment between August 1 and January 31 shall receive this value step on the first work day in September of the school year of their eleventh anniversary date; and

Bargaining unit members with a date of first employment between February 1 and July 31 shall receive this value step on the first work day in September of the school year immediately following their eleventh anniversary date.

5.2 Wages will be paid in equal payments over twenty-one (21) payments. Adjustments will be made if actual hours worked is not consistent with the estimated annual salary.

ARTICLE XII

DURATION

This Agreement shall become effective July 1, 2019 and shall continue in full force and effect until June 30, 2022.

ARTICLE XIII

NO STRIKE

1.0 No bargaining unit member covered by this *Agreement* shall engage in, induce, or encourage any strike, work stoppage, slow down, sick-out, picketing, sympathy strike, or other withholding of services from the District, including so-called work-to-rule, refusal to perform in whole or in part duties of employment, however established.

Neither the Union nor any of its officers, agents or members will call, institute, authorize, participate in, or sanction any such strike, work stoppage, slow down, sick-out, picketing, sympathy strike, or other withholding of services, including so-called work-to-rule, refusal to perform in whole or in part duties of employment, however established, including upon termination of this *Agreement*.

2.0 Should any bargaining unit member or any group of bargaining unit members covered by this *Agreement* engage in any job action described in paragraph 1.0 of this Article, the Union shall forthwith disavow such activity and refuse to recognize any picket line established in connection therewith, and shall, at the request of the District, take all reasonable means to induce such bargaining unit members or group of bargaining unit members to terminate any such job action.

3.0 Violation of paragraph 1.0 or refusal to cross any picket line in the performance of duty shall be a violation of this *Agreement* and shall be just cause for disciplinary action against such bargaining unit members and such other action as the District shall deem appropriate.

4.0 If there is any violation of this Article by the Union or bargaining unit members, the District may, in addition to the remedies under Chapter 150E of the Massachusetts General Laws or this *Agreement*, file independently an action in the appropriate Court to enforce this Article.

ARTICLE XIV

INSURANCE

1.0 Health, dental, disability (long-term) and vision insurance shall be provided by the District in conformance with the PEC Agreement.

2.0 In case of absence due to an industrial accident, the District agrees to allow the member of the bargaining unit to make up the difference between regular take home pay and the amount received from workers compensation. The amount of such difference shall be charged against the employee's accrued sick leave. If no sick leave is available, the employee may not recover any difference in pay.

ARTICLE XV

WORKING OUT OF GRADE

Any bargaining unit member required to work in a higher classification for more than three consecutive work days shall receive half the difference between his/her regular pay and the pay of the higher classification beginning on the fourth consecutive work day. Once the working out of classification terminates, the bargaining unit members must again work more than three consecutive work days in a higher classification to

receive such adjustment on the fourth consecutive work day.

ARTICLE XVI

EXTRA DUTY PAY

1.0 Any bargaining unit member covered by this *Agreement* that is required to work additional hours at school sponsored events shall be paid their regular straight time pay rate for all hours worked so long as such hours do not exceed forty hours in one week or more than eight hours in one day. A week shall be defined as Sunday to Saturday for the purposes of this article. If the bargaining unit member works more than forty hours in one week or works more than eight hours in one day at school sponsored events, said bargaining unit member will be paid time and one-half his/her normal rate of pay for any hours worked exceeding forty hours or more than eight hours worked in one day. Any bargaining unit member required to work at non-school sponsored events shall be paid at time and one-half her/his regular rate of pay for all hours worked. Any member required to work on Saturday or Sunday shall be paid at time and one-half her/his regular rate of pay for all hours worked.

2.0 The District will make every best effort to ensure that extra duty assignments are equitably distributed. In cases where the Association feels such assignments are not being equitably distributed, it may meet with the principal to review the assignment of extra duty. If the Association is not satisfied with the principal's review and response, it may ask for a review by the Superintendent or designee. The Superintendent's review and any response thereto shall be the final determination of the Association's claim.

3.0 Any Head Food Service Associate (Level III) required to supervise ten (10) or more bargaining unit members on a regular basis shall be entitled to a stipend for extra supervisory responsibilities of \$1,050 per year. This stipend shall be paid in twenty-one (21) or twenty-six (26) equal installments corresponding to the bargaining unit members' number of pay periods.

Any Head Food Service Associate (Level III) required to supervise two separate school cafeterias shall be entitled to a stipend for extra supervisory responsibilities of \$500 per year. This stipend shall be paid in twenty-one equal installments.

4.0 Any Food Service Associate required to serve as an interim head food service associate, due to an extended leave, of more than four (4) weeks, shall be entitled to be temporarily placed on level iii for the duration of the interim position. Should the Interim Position be at a location where supervision of ten(10) or more employees is required, the Interim Head Food Service Associate shall also be eligible for the additional stipend per Article XVI, Section 3.0.

ARTICLE XVII

PROBATIONARY PERIOD

All bargaining unit members shall, upon initial hiring, be placed on probation for a period of ninety (90) working days. During such probationary period, the District will assess the bargaining unit member's ability to perform his/her duties and ability to adapt to the cafeteria environment. The District, at the end of the probationary period, will determine if the individual will continue to be employed by the District. If the District, in its sole and exclusive discretion, decides not to continue employing the individual, the District's decision is not subject to the grievance and arbitration procedures of this *Agreement*, nor does the bargaining unit members have any other recourse.

ARTICLE XVIII

SENIORITY

1.0 For the purposes of this Article, seniority shall be considered the length of an bargaining unit member's continuous service in the Wachusett Regional School District Food Service operation. Continuous service is defined as the most recent period of unbroken service within job classification in the Food Service operation. Authorized leaves of absence shall not be considered a break in continuous service for the purpose of establishing a seniority rating. However, during such leave, no bargaining unit members shall accrue or otherwise accumulate other benefits.

2.0 Loss of Seniority:

A bargaining unit member shall lose his/her seniority for the following reasons:

1. The bargaining unit member terminates employment;
2. The bargaining unit member is discharged and such discharge is not reversed through the grievance procedure set forth in the *Agreement*; and
3. The bargaining unit member is absent for two (2) consecutive work days without notifying the District. (Note: Exceptions may be made only with the consent and in the sole and exclusive discretion of the District.)

2.1 In cases where an bargaining unit members loses his/her seniority, the District will send written notification to the bargaining unit members at his/her last known address indicating such loss of seniority and where appropriate that his/her employment has been terminated. Failure to return from approved sick leave shall be treated as indicated above.

2.2 If the disposition made of a complaint or grievance arising out of such

termination of employment is not settled satisfactorily to the bargaining unit member and the Association, the matter may be referred to arbitration as provided in the grievance procedure.

3.0 Reduction in Force:

The District agrees that in the event of a forced reduction in the work force, said reduction shall take place in inverse order of seniority within job classification, based upon equal skill and ability to perform the job requirements. Such skill and ability will be assessed and determined by the Superintendent or designee in his/her sole and exclusive discretion. The use and operation of such discretion shall not be subject to the grievance and arbitration procedures of this *Agreement*. In cases of identical date of hire, seniority shall be determined by a drawing by lot, e.g., flip of a coin or draw of a card and that shall determine seniority within such seniority date.

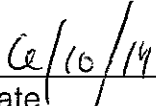
ARTICLE XIX

Reasonable Expectation of Employment

Provided the District intends to renew the employment of an employee covered by this contract for the successor school year, he or she will receive a letter or email from the District, before the end of the school year, notifying him or her that he or she has a reasonable expectation of employment for the upcoming school year.

IN WITNESS WHEREOF, we affixed our signatures this _____ day of _____
_____ 2019.

**WACHUSETT REGIONAL SCHOOL
DISTRICT:**

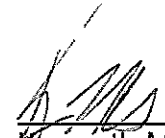
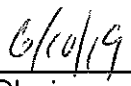
 

Darryll McCall, Ed.D Date
Superintendent of Schools

**WACHUSETT CAFETERIA
ASSOCIATION:**

Michele Goodacre Date
President

Kenneth Mills, Chair Date
Wachusett Regional School Committee