

# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

September 12, 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

A handwritten signature in black ink, appearing to be "Darryll McCall", written over a horizontal line.

SUBJECT: Superintendent's Report

Posting, Subcommittee Assignments, Committee Meeting Schedule

Attached you will find the updated posting of School Committee, subcommittee, and SEPAC meetings, the updated listing of subcommittee assignments and School Council liaisons, and the updated School Committee roster (attachments 1, 2, 3). **Please note a Special Meeting of the School Committee has been posted for Monday, September 23, 2019, 7:00 PM in the Media Center at the high school.**

At this coming Monday's meeting, the Committee will have the first presentation for this school year. Tracy Novick, Field Director from MASC, will address the full Committee to review the roles and responsibilities of School Committee members. We look forward to this tutorial to remind veteran members and to instruct newer members of the many facets that fall under the title "School Committee Member."

Ms. Novick will be back in our district on Monday, October 21, 2019, to offer a training session on financial oversight/school finance. This training session will be held in the Curriculum Center at the District Central Office beginning at 7:00 PM. This training session is not being posted as a School Committee meeting, though please know that all members are invited and welcome to

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**Jefferson School**

1745 Main Street, Jefferson, MA 01522

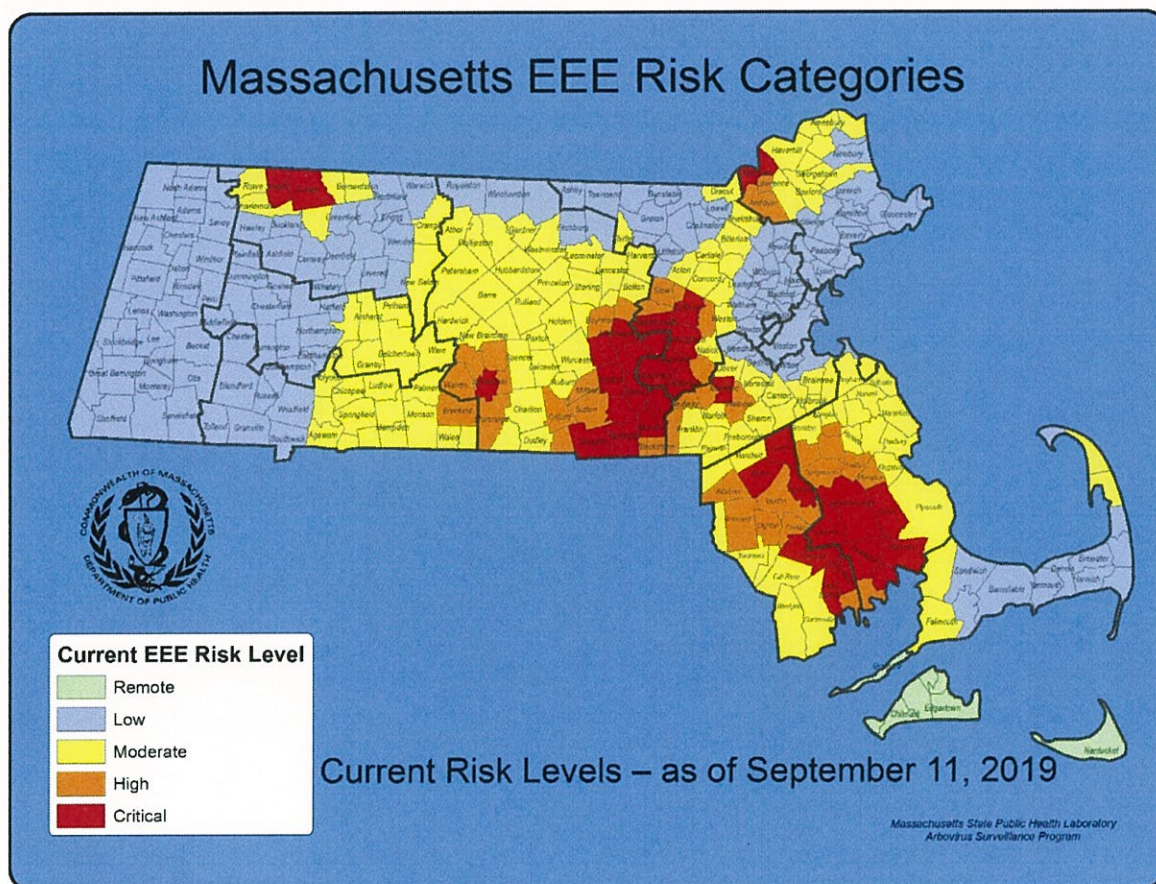
Telephone: (508) 829-1670 Facsimile: (508) 829-1680

come and hear what Ms. Novick has to share about this important topic.

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

### EEE Threat

On Wednesday of this week, after some discussion with parents, monitoring information provided by the Department of Public Health, being concerned for the health and safety of our students and staff, and in consultation with our Town Administrators and our school leaders, I directed that all school-related outdoor activities scheduled at our schools conclude by 6:30 PM. Although we are a moderate risk area, and not a critical risk area, I thought it in the best interest of all to make the modification to the schedule at this time. This early curfew will be in effect until the "first frost" of the autumn season, which is typically around October 15<sup>th</sup>.



## *Wachusett Regional School District*

### Events Scheduled for September 19<sup>th</sup>

As mentioned in my September 6<sup>th</sup> Brevity Report, on Thursday, September 19<sup>th</sup>, there are two events scheduled and I would like to extend an invitation to you to attend either or both, if you are interested and available.

That morning, our Curriculum Meeting will be held in the Curriculum Center here at the District Central Office. Deputy Superintendent Berlo was able to arrange for Alfie Kohn to come to Jefferson to meet with our principals and curriculum team members to discuss the pros and cons of homework. Mr. Kohn is a well-known author and lecturer in the areas of education, parenting, and human behavior, who was a featured presenter at our May 2019 professional development day. Mr. Kohn's PD was so well received by the teachers who participated in May that when Deputy Superintendent Berlo suggested bringing him back to address our principals and others, I was in full support. Mr. Kohn will begin his presentation at 8:00 that morning and we welcome your attendance at this meeting.

The evening of September 19<sup>th</sup>, in the high school auditorium beginning at 6:00 PM, there will be an Addiction Prevention seminar, open to all (attachment 4). This is a presentation that was organized last spring and is being provided through grant funding.

### Updates

- Turf Field

On Tuesday afternoon, at a 1:30 PM walk-through on the newly installed turf field at WRHS, the field project was initially declared complete and ready for use. Today, it was noted that some of the paint, including the lines for field hockey and the logo, bled after the rain. I walked the field and we are holding off putting teams back on the field until the paint issue is rectified with Field Turf. As this is an emergent issue at the writing of this Report, I hope to have more information for the Committee on Monday.

- Director of Social and Emotional Learning

We are in the process of completing reference checks on a candidate for the Director of Social Emotional Learning. Once references are checked, I expect to again meet with the candidate to finalize a contract with our next Director of SEL. I will keep the Committee informed as this hiring moves forward.

### Update on SEL

This year we will be working with INTERFACE for another year. We had the opportunity to use INTERFACE at the high school during the 2017-2018 and 2018-2019 school years and it changed the way in which students accessed counseling professionals outside of school. For 2019-2020 and 2020-2021, we will have the ability for all residents of our Member Towns to access this service, regardless of age or if they are students in our schools. Within the next weeks, we will be meeting with representatives of William James College and the INTERFACE Referral Service to get this important social emotional and mental health benefit available

## *Wachusett Regional School District*

throughout our communities (attachment 5).

### Staffing Plan Update

At our last regular meeting, there was discussion concerning the staffing plan and the fact that it did not include special education staff. With this in mind, I shared with the Management Subcommittee that I would be updating the plan to include projected special education staffing needs.

### Audit Advisory Board

I am pleased to report the Audit Advisory Board has a new member. Richard Fenton of Paxton has volunteered to serve on the AAB, representing his town (attachment 6). Mr. Fenton has been a long-standing public servant in Paxton, serving for many years on the Paxton Finance Committee. We are grateful to Mr. Fenton for his willingness to serve on this important Board.

### Contract Negotiations with Bargaining Units

On June 30, 2020, contracts with three of the District's bargaining units will expire (Teamsters Union Local 170 (paraprofessionals), Wachusett Administrators Association, and SEIU Local 888 - ABA Program Assistants). On September 6, 2019 we received notification from the Wachusett Administrators Association that that bargaining unit is prepared to open contract negotiations and, per that contract, the initial negotiating session is to be scheduled to take place by November 1<sup>st</sup> (attachment 7). The Legal Affairs Subcommittee met the evening of September 10<sup>th</sup> and the members determined who will sit on each of these bargaining teams, representing the School Committee. As negotiations get underway, the full Committee will be kept apprised of meetings and actions.

### Passes to District-sponsored Events

At Monday's meeting we will have a complimentary pass for you and a guest to attend any District-sponsored events during this coming school year. We hope that you will take advantage of this opportunity to enjoy some of the fruits of your labor!

### FY20 Assessment Billing Notices

District Treasurer Dunbar has sent Second Payment Assessment Billing Notices to the towns (attachment 8).

### Appointment of District Counsel

After the vote of the School Committee at our August 19, 2019 meeting, I have notified Attorney Naomi Stonberg, Attorney Joseph Bartulis, and Attorney Matthew MacAvoy of this Committee's authorization to appoint Brody, Hardoon, Perkins & Kesten, Fletcher Tilton, and Nuttall, MacAvoy & Joyce as District Legal Counsel July 1, 2019 - June 30, 2020 (attachment 9).

## Mountview Middle School Construction Change Order 18

For your information, attached is a copy of the August 16, 2019 correspondence from the Massachusetts School Building Authority (MSBA), determination in response to Construction Change Order 18 (attachment 10).

## Treasurer's Update

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

## Conflict of Interest Training

The Holden Town Clerk has updated the Conflict of Interest "blurb," reminding all Board and Committee members of the requirement, by law, to complete the online Conflict of Interest Training (attachment 11). 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

- Deputy Superintendent Robert Berlo's Report to the Superintendent, dated September 11, 2019 (attachment A)
- Director of Business and Finance Dan Deedy's Report to the Superintendent, dated September 11, 2019 (attachment B)
- Director of Human Resources Jeff Carlson's Report to the Superintendent, dated September 11, 2019 (attachment C)
- Administrator of Special Education Christine Smith's Report to the Superintendent (attachment D)

## Subcommittee Minutes

- Minutes of the April 8, 2019 meeting of the Education Subcommittee (Subcommittee Minutes attachment 1)
- Minutes of the June 18, 2019 meeting of the Management Subcommittee (Subcommittee Minutes attachment 2)
- Minutes of the June 25, 2019 Management Subcommittee (Subcommittee Minutes attachment 3)

## *Wachusett Regional School District*

- Minutes of the July 9, 2019 Facilities and Security Subcommittee (Subcommittee Minutes attachment 4)
- Minutes of the July 31, 2019 meeting of the Superintendent Goals and Evaluation Subcommittee (Subcommittee Minutes attachment 5)
- Minutes of the August 19, 2019 meeting of the Education Subcommittee (Subcommittee Minutes attachment 6)
- Minutes of the August 5, 2019 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 7)

### Chair's Correspondence

- August 20, 2019 correspondence to Heidi Lahey (Chair'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 #1332

Monday, September 16, 2019  
7:00 PM

Media Center  
Wachusett Regional High School, Holden

- I. Public Hearing
- II. Chair's Opening Remarks  
  
*School Committee Member Roles and Responsibilities*  
Tracy Novick, Field Director, Massachusetts Association of School Committees
- 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
- V. Unfinished Business
- VI. Secretary's Report
  - A. Approval of #1331 Regular Meeting Minutes of the Wachusett Regional School District Committee held on August 19, 2019 – enclosed
- VII. Treasurer's Report/Financial Statements
- VIII. Committee Reports
  - A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, S. Brown, M. Dennis, R. Imber, M. Lavoie, A. Young)
  - B. Education Subcommittee (R. Imber, Chair, C. Smith, Vice-chair, M. Ayala, S. Haber, L. Kirshenbaum, L. Long-Bellil, A. Silva)
  - C. Business/Finance Subcommittee (M. Dennis, Chair, B. Mitchel, Vice-chair, M. Gustafson, L. Long-Bellil, K. Ottmar)
  - D. Legal Affairs Subcommittee (S. Brown, Chair, M. Lavoie, Vice-chair, Imber, A. Michalowski)
  - E. Superintendent Goals and Evaluation Subcommittee (M. Lavoie, Chair, A. Michalowski, Vice-chair, A. DiFonso, K. Mills, M. Weeks)

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

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

H. Ad Hoc Subcommittees

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

IX. Public Hearing

X. New Business

XI. Adjournment

If you cannot attend the September 16, 2019 Wachusett Regional School District Committee meeting, please contact Rebecca Petersen at (508) 829-1670 Ext. 230.



WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

DRAFT Minutes

Regular Meeting #1331

Monday, August 19, 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	Karl Ottmar
Stephen Godbout	Asima Silva (7:20 PM)
Maleah Gustafson	Megan Weeks
Sherri Haber	Linda Woodland
Robert Imber	

*Committee Members Absent:*

Michael Dennis	Matthew Lavoie
Anthony DiFonso	Benjamin Mitchel
Sarah LaMountain	Adam Young

*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  
Christine Smith, Administrator of Special Education  
Rebecca Petersen, Executive Secretary to the Superintendent

*Student Representatives Present:*

None

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

Chair Mills called the meeting to order at 7:06 PM. He announced the meeting was being broadcast live on HCTV.

I. Public Hearing

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

II. Chair's Opening Remarks

Chair Mills opened by thanking District staff for getting the schools reading for opening day on August 27<sup>th</sup>.

Chair Mills spoke about the recent passings of former School Committee member Norman Plourde and former District Counsel Leo McCabe, and he asked members to observe a moment of silence.

III. Student Representatives' Reports

There were no Student Representatives in attendance.

IV. Superintendent's Report

A. Discussion of Report

Superintendent McCall took the opportunity to share kind words about Norman Plourde and commending Mr. Plourde's work as a member of the School Committee.

Superintendent McCall reported on the turf field replacement, informing members the project is nearing completion.

Superintendent McCall enthusiastically reported full-day kindergarten is set to become a reality across the District. Members Long-Bellil and Imber expressed appreciation to the Superintendent for implementation of tuition-free, full-day kindergarten throughout the District. At Member Michalowski's inquiry, Superintendent McCall spoke briefly about the schedule for kindergarten students, assuring all these students will have undirected "play time" during the course of their days in class.

Superintendent McCall gave kudos to I. T. staff for work done in preparation for distributing Chromebooks to the high school's incoming freshmen and seniors.

At Member Gustafson's inquiry, Superintendent McCall updated the Committee on the search for the Director of Social Emotional Learning, reporting interviews are scheduled for August 21, 2019 and anticipating an appointment shortly thereafter.

Member Woodland spoke about the special education program evaluations the Superintendent had shared with the School Committee, and she asked if recommendations made in these evaluations are being considered as District administration is working on the District staffing plan. She specifically had questions about co-teaching, which the Superintendent spoke to.

7:20 PM Member Silva joined the meeting.

Director Carlson approached the podium to answer questions posed by Member Ottmar about the status of teacher hires for the start of the school year.

Member Michalowski asked about an evaluation of social emotional learning which former Director of SEL and Guidance Krol had been working on. Superintendent McCall reported a final report was never completed.

Member Michalowski had questions about the FY20 budget shortfall and how the District is addressing this. The Superintendent reported this shortfall is in the \$800,000-\$853,600 range. Director Deedy approached the podium and gave an overview of Cherry Sheet numbers and anticipated Regional Transportation figures. Superintendent McCall reported consideration had been given to not filling the Director of SEL position, as a cost savings, but after further consideration he believes the position is too important to leave vacant, to which Member Imber voiced agreement.

B. Recommendations Requiring Action by the School Committee

1. Motion: To authorize the School Committee to appoint Fletcher Tilton; Brody, Hardoon, Perkins & Kesten, LLP; and Nuttall, MacAvoy & Joyce, P.C. as District Legal Counsel for the period July 1, 2019 – June 30, 2020  
(S. Brown)  
(R. Imber)

Legal Affairs Subcommittee Chair Brown spoke briefly about the appointment of District Counsel, reporting the Legal Affairs Subcommittee is in favor of continuing these appointments for FY20.

Vote:

*In favor:*

Christina Smith  
Melissa Ayala  
Scott Brown  
Stephen Godbout  
Maleah Gustafson  
Sherrie Haber  
Robert Imber  
Laura Kirshenbaum  
Linda Long-Bellil  
Amy Michalowski  
Karl Ottmar  
Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*  
None

*Abstained:*  
Kenneth Mills

The motion was approved 14-0-1.

V. Unfinished Business

There was no unfinished business brought before the Committee.

VI. Secretary's Report

- A. Approval of #1330 Regular Meeting Minutes of the Wachusett Regional School District Committee held on July 9, 2019

Motion: To approve minutes of the regular meeting of the WRSDC held on July 9, 2019.

(S. Brown)

(C. Smith)

Vote:

*In favor:*

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

*Opposed:*  
None

The minutes were unanimously approved.

VII. Treasurer's Report/Financial Statements

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

## VIII. Committee Reports

### A. Management Subcommittee

Chair Mills reported the Management Subcommittee will meet on September 3, 2019, and he also reminded members about the Special School Committee Meeting on Monday, September 9, 2019, at which time the full Committee will meet in executive session to discuss the Superintendent's contract.

### B. Education Subcommittee

Subcommittee Chair Imber reported this subcommittee met immediately before this School Committee meeting and will meet next on September 9, 2019.

### C. Business/Finance Subcommittee

In Subcommittee Chair Dennis' and Vice-chair Mitchel's absences, Member Long-Bellil reported this subcommittee has not met since the last regular School Committee meeting. Chair Mills asked the status of Kindergarten and School Choice Revolving Accounts, which Director Deedy reported will be updated in his next monthly report.

### D. Legal Affairs Subcommittee

Subcommittee Chair Brown reported on the August 5, 2019 meeting of this subcommittee and informed the Committee of the next subcommittee meeting, scheduled for September 10, 2019.

### E. Superintendent Goals and Evaluation Subcommittee

In Superintendent Goals and Evaluation Subcommittee Chair Lavoie's absence, Vice-chair Michalowski reported this subcommittee met immediately before this School Committee meeting.

### F. Facilities and Security Subcommittee

In Subcommittee Chair Young's absence, Vice-chair Woodland reported this subcommittee has not met since the last School Committee meeting.

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

In Chair Mitchel's absence, no report was made. Chair Mills again mentioned the need for representation from Paxton, Princeton, and Rutland, in addition to a volunteer from the School Committee to fill the still-vacant second WRSDC seat on the AAB.

H. Ad Hoc Subcommittees

I. Building Committees

1. Mountview Building Committee

No report was made.

J. School Council Reports:

Central Tree Middle School (S. Haber), Chocksett Middle School (L. Woodland), Davis Hill Elementary School (K. Mills), Dawson Elementary School (L. Kirshenbaum), Glenwood Elementary School (A. DiFonso), Houghton Elementary School (M. Ayala), Mayo Elementary School (A. Young), Mountview Middle School (S. Brown), Naquag Elementary School (M. Lavoie), Paxton Center School (K. Ottmar), Thomas Prince School (A. Silva), Wachusett Regional High School (L. Long-Bellil/A. Michalowski), Special Education Parent Advisory Council (M. Gustafson), Early Childhood Center (L. Woodland)

Member Gustafson – SEPAC – Meet & Greets with Administrator of Special Education Christine Smith have been scheduled for the evening of September 10, 2019 and the morning of September 11, 2019. These informal sessions will be held in the Curriculum Center at the District Central Office.

IX. Public Hearing

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

X. New Business

There was no new business brought before the School Committee.

XI. Adjournment

Motion: To adjourn.

(R. Imber)  
(S. Brown)

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Melissa Ayala  
Scott Brown  
Stephen Godbout  
Maleah Gustafson  
Sherrie Haber

Robert Imber  
Laura Kirshenbaum  
Linda Long-Bellil  
Amy Michalowski  
Karl Ottmar  
Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*  
None

The motion was unanimously approved.

The meeting adjourned at 7:45 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

Attachments:

- Attachment 1 – Sign-in sheets

## Attachment 1

**Regular Meeting  
Monday, August 19, 2019**

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

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**WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE**  
**Regular Meeting**  
**Monday, August 19, 2019**

PLEASE **PRINT** YOUR NAME AND YOUR TOWN

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Superintendent Goals and Evaluation Subcommittee

Monday, September 16, 2019  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

AGENDA:

- I Call to Order
- II Approval of Minutes
- III Development of Professional Practice Goal
- IV Superintendent's Development of Student Learning Goal
- V Public Hearing
- VI New Business
- VII Next Meetings
- VIII Adjournment

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

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Education Subcommittee

Monday, September 16, 2019  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

AMENDED AGENDA:

- I Call to Order
- II Approval of Minutes
- III Honors, Advanced Placement, and Dual Enrollment in WRSD – Review with WRHS Principal and Director of School Counseling
- IV Staffing Plan Update
- VI Policies Relating to Student Wellness
  - 6433 Policy Relating to Pupil Services Substance Abuse
  - 3313.3 Policy Relating to Education Aids and Sexually Transmitted Diseases
  - 6610 Policy Relating to Pupil Services Health
- VII Amended Policy 6434 Policy Relating to Pupil Services Sexual Harassment
- VIII Elimination of Class Rank – impact of this decision
- IX Review of Existing Policies (Series 3000 and Series 6000) to Determine Priorities
- X Update on Home Assignments
- XI Old Business
- XII New Business
- XIII Adjournment

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

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Business/Finance Subcommittee

Monday, September 16, 2019  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

AGENDA:

- I Call to Order
- II Approval of Minutes
- III Schedule for Business/Finance Subcommittee Meetings October 2019 – March 2020
- IV Medicaid Reimbursement Update
- V FY19 Final Numbers
- VI FY20 Budget
- VII FY20 Plan to Address Revenue Shortfall
- VIII School Use Fees

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- IX Police Review  
Policy 4323.2 Policy Relating to Budget/Finance Bidding Requirements  
X Next Meeting  
XI Adjournment

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

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Wachusett Regional School District Committee

Monday, September 16, 2019  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

AGENDA:

Public Hearing

Chair's Opening Remarks

*School Committee Member Roles and Responsibilities*

Tracy Novick, Field Director, MASC

Student Representatives' Reports

Superintendent's Report

- Discussion of Report
- Recommendations Requiring Action by the School Committee

Unfinished Business

Secretary's Report

- Approval of 1331<sup>st</sup> Regular Meeting Minutes of the WRSDC held on 8/19/2019

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*

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Wachusett Regional School District Committee

Monday, September 23, 2019  
7:00 p.m.

Special Meeting

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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Superintendent Goals and Evaluation Subcommittee

Thursday, October 3, 2019  
6:30 PM

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

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Education Subcommittee

Monday, October 7, 2019  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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Facilities and Security Subcommittee

Monday, October 7, 2019  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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Wachusett Regional School District Committee

Monday, October 7, 2019  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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Legal Affairs Subcommittee

Monday, October 21, 2019  
6:00 PM

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

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Training Session for Members of the Wachusett Regional School District Committee

Monday, October 21, 2019  
7:00 p.m.

Curriculum Center  
District Central Office  
1745 Main Street, Jefferson

AGENDA:

- I Call to Order
- II Presentation/Training Session
  - Financial Oversight/School Finance*
  - Tracy Novick, Field Director, MASC
- III Adjournment

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

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**Management Subcommittee**

**Monday, October 28, 2019**  
**7:00 PM**

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

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

Attachment 2  
September 12, 2019

**Business/Finance**

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

**Education**

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

**Legal Affairs**

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

**Management**

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

**Superintendent Goals and Evaluation**

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

**Facilities and Security**

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

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

**Audit Advisory Board**

Benjamin Mitchel, Chair

**School Council Liaisons**

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

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

**WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE**  
May 2019 – May 2020

Attachment 3  
September 12, 2019

<b><u>Name</u></b>	<b><u>Term Expires</u></b>	<b><u>Home Address &amp; Phone</u></b>
Melissa Ayala	2020	8 Sterling Avenue Sterling 01564 <a href="mailto:melissa_ayala@wrsd.net">melissa_ayala@wrsd.net</a>
Scott Brown	2020	151 Highland Street Holden 01520 (508) 789-0711 <a href="mailto:scott_brown@wrsd.net">scott_brown@wrsd.net</a>
Michael Dennis	2020	15 Cypress Circle Holden 01520 (978) 853-1278 <a href="mailto:michael_dennis@wrsd.net">michael_dennis@wrsd.net</a>
Anthony DiFonso	2021	45 Vista Circle Rutland 01543 <a href="mailto:anthony_difonso@wrsd.net">anthony_difonso@wrsd.net</a>
Stephen Godbout	2020	56 Bean Road Sterling 01564 <a href="mailto:stephen_godbout@wrsd.net">stephen_godbout@wrsd.net</a>
Maleah Gustafson	2022	63 Heather Circle Jefferson 01522 <a href="mailto:maleah_gustafson@wrsd.net">maleah_gustafson@wrsd.net</a>
Sherrie Haber	2022	1 Olivia Lane Rutland 01543 <a href="mailto:sherrie_haber@wrsd.net">sherrie_haber@wrsd.net</a>
Robert Imber	2021	1 Clearings Way Princeton 01541 (978) 464-2344 <a href="mailto:robert_imber@wrsd.net">robert_imber@wrsd.net</a>
Laura Kirshenbaum	2020	41 Britney Drive Holden 01520 <a href="mailto:laura_kirshenbaum@wrsd.net">laura_kirshenbaum@wrsd.net</a>
Sarah LaMountain	2021	30 Kilburn Road Sterling 01564 (978) 422-6707 <a href="mailto:sarah_lamountain@wrsd.net">sarah_lamountain@wrsd.net</a>
Matthew Lavoie	2022	28 Grizzly Drive Rutland 01543 (857) 891-6164 <a href="mailto:matthew_lavoie@wrsd.net">matthew_lavoie@wrsd.net</a>
Linda Long-Bellil	2021	35 Brentwood Drive Holden 01520 (508) 304-1920 <a href="mailto:linda_longbellil@wrsd.net">linda_longbellil@wrsd.net</a>
Amy Michalowski	2020	28 Pinecroft Avenue Holden 01520 (508) 852-4051 <a href="mailto:amy_michalowski@wrsd.net">amy_michalowski@wrsd.net</a>
Kenneth Mills	2022	22 Flagler Drive Holden 01520 (774) 230-4712 <a href="mailto:kenneth_mills@wrsd.net">kenneth_mills@wrsd.net</a>

**WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE**

May 2019 – May 2020

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



# Addiction Prevention

September 19, 2019 at WRHS

## All parents and students welcome!!

Please join us in Wachusett Regional High School's auditorium on Thursday, September 19th to learn how substances and addictive behaviors impact the brain and how the brain is injured by prolonged exposure to these substances and behaviors.

Scheduled Presentations for the night:

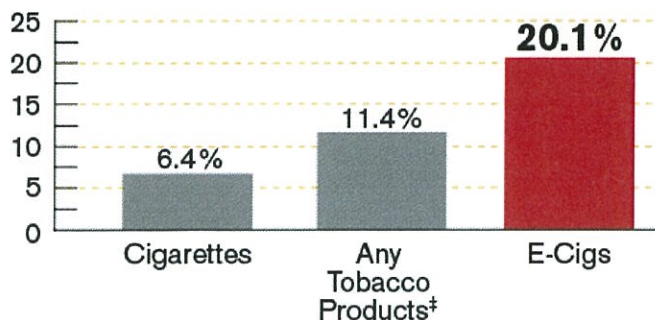
- 6-6:30pm: The New Look of Nicotine Addiction
- 6:30-7pm: Hidden in Plain Sight
- 7-8:30pm: Keynote speaker, Dr. Ruth Potee: The Physiology of Addiction: Effects of Drug-Taking Behavior on the Brain

## The New Look of Nicotine Addiction

Vape pens and e-cigarettes are not harmless, yet 20% of high school students report currently using them, and 40% have tried them at least once. Learn more about what these products are, why they are harmful, and how to protect our kids from this latest trend.

Visit [www.getoutraged.org](http://www.getoutraged.org) for more info!

**Current<sup>†</sup> Use of Tobacco Products by  
Massachusetts High School Students, 2017**



## Hidden in Plain Sight



District Attorney Joseph D. Early, Jr.'s Central Massachusetts Opioid Task Force Presents Hidden in Plain Sight. Hidden in Plain Sight is educational display showcasing various common household items that can be involved in at-risk behaviors and might be found in a teenager's bedroom. The focus of this display is to help adults identify items of concern, raise awareness of youth at-risk behaviors and present strategies to help improve communication and discussion.

## **The Physiology of Addiction: Effects of Drug-Taking Behavior on the Brain**

*Featuring Dr. Ruth Potee, Director of Addiction Services, Behavioral Health Network!*

Dr. Ruth Potee is a board certified Family Physician and Addiction Medicine physician who works in western Massachusetts. She attended Wellesley College, Yale University School of Medicine and did her residency at Boston University where she remained an assistant professor of Family Medicine for eight years. She is currently the Medical Director for the Franklin County House of Corrections, the Director of Addiction Services for Behavioral Health Network, and the medical director for the Pioneer Valley Regional School District as well as the Co-Chair of the Healthcare Solutions Committee of the Opioid Task Force of Franklin County and the North Quabbin Region. She was named Franklin County Doctor of the Year by the Massachusetts Medical Society in 2015. Dr. Potee engages communities in discussions surrounding substance abuse through her wide ranging series of talks.



### **Who should attend?**

Parents, caregivers, grandparents, teens, teachers, social service providers, clergy and any community members who care about our youth and the health of our community. Participants will gain insight into how the teen brain develops and functions, and how to apply this information in daily interactions.

**This event is FREE and open to the public.**

**No registration necessary.**

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### **School Counseling Department**



1401 Main Street, Holden, MA,...

[wrhs.wrsd.net/school\\_counse...](http://wrhs.wrsd.net/school_counse...)





**WILLIAM JAMES  
COLLEGE**

**INTERFACE Referral Service**

## Wondering About Mental Health Services?

- What services exist in and around your community?
- How do you navigate the mental health system in Massachusetts?
- Where can you find information about topics related to mental health?

## Find answers at the William James College INTERFACE Referral Service

[interface.williamjames.edu](http://interface.williamjames.edu)

William James College INTERFACE Referral Service works to increase awareness of mental health issues impacting children, families, and adults and to facilitate access to appropriate services. Visit the website to learn more about anxiety, depression, divorce, substance abuse, suicide and much more.

## Call the William James College INTERFACE Helpline

**617-332-3666 x1411 or 888-244-6843 x1411**

for resource information and/or provider referrals  
from a mental health professional.

INTERFACE® is a program of William James College and works in collaboration with the Massachusetts Child Psychiatry Access Project (MCPAP), the Massachusetts Department of Mental Health, and the Massachusetts Department of Public Health Suicide Prevention Program. Contact [info@williamjames.edu](mailto:info@williamjames.edu) to learn more about the William James College INTERFACE® Referral Service, including how to bring valuable helpline services to your community.

**Resource  
Information**

**Provider  
Referrals**





# WILLIAM JAMES COLLEGE

## INTERFACE Referral Service

### What to Expect When You Call the Helpline

INTERFACE is a mental health resource and referral Helpline that our community has contracted with to help children, adults and families become connected with mental health and wellness resources. Below, please find some information about what you can expect when you call the INTERFACE referral Helpline and are working through the referral process.

- Intake- When you call, you will speak with a resource and referral counselor and you will be asked to complete a confidential intake. You will be asked for some basic contact information, information about yourself or your child, your insurance information, your or your child's availability to meet with someone, and general information about what you are concerned about. The length of time to complete the intake varies but should take about 15-20 minutes.
- Making a match- After the intake is completed, you will be assigned a case number for use as your reference in calls with INTERFACE. This is to protect your confidentiality. INTERFACE counselors begin a search for a match by utilizing a tailored search process in the database, as well as other resources to find the service you have requested. You can expect that your resource and referral counselor will be in touch with you in the first few business days after your call to update you on the status.
- Providing matches- Once a match has been identified, an INTERFACE counselor will call you and/or email you the information including the provider's name, credentials, location, and phone number. The INTERFACE counselor may also provide links to guides on our website that may be helpful, including information about how to choose a mental health provider. The INTERFACE Referral Helpline is committed to making a match within two weeks of receiving the intake, and counselors usually provide you with 2-3 matches.
- Following-Up- After you have received the matches, one of the INTERFACE counselors will follow up with you within 2 weeks to see if you have been able to connect with the provider(s), and if so, how it is going. INTERFACE Referral Helpline is committed to honoring your voice and choice, and will follow-up with you until you feel you have found a successful match. The number of times you receive a follow-up may vary depending on how quickly a match is made.
- Closing a referral- Once you feel you have found a successful match, the INTERFACE referral counselor will close the referral process with you. However, if you need additional support in the future for other referrals or if the match does not work out for some reason, please know that you can always call the Helpline again.

Throughout the process, the Helpline is available to you from Monday through Friday from 9am to 5pm, and if you do not reach a person when you call, please leave a message as we do check it regularly and return calls very quickly. All you will need to reference is your case number, and anyone who answers will be able to provide you with information, update you about your referral, or assist you. Please review the very extensive website at <http://interface.williamjames.edu/> for additional information.

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

September 5, 2019

Mr. Richard Fenton  
3 Nipmuc Road  
Paxton, MA 01612

Dear Mr. Fenton:

Paxton Town Administrator Carol Riches has informed the District that you have volunteered to represent your town on the WRSDC Audit Advisory Board. I thank you very much for your willingness to serve on this important board, and I am pleased to appoint you to the AAB, representing the town of Paxton, for a three year term, which will expire June 30, 2022.

School Committee Member Ben Mitchel, from the town of Paxton, serves as Chair of the AAB and he will be scheduling a meeting of the Audit Advisory Board in the very near future. You will be notified as soon as the meeting date is decided.

Again, I thank you very much for your willingness to serve on the AAB.

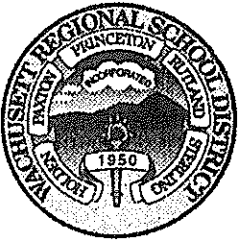
Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Benjamin Mitchel, Chair, Audit Advisory Board  
Carol Riches, Paxton Town Administrator  
Darryll McCall, Superintendent of Schools  
Daniel Deedy, Director of Business and Finance

KM:rlp



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

September 6, 2019

Ms. Trish O'Donnell  
WAA President  
c/o Houghton Elementary School  
Boutelle Road  
Sterling, MA 01564

Dear Ms. O'Donnell:

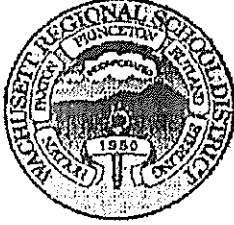
I am in receipt of your September 6, 2019 notification that the Wachusett Administrators Association (WAA) is prepared to begin negotiating the contract between Wachusett Regional School District and the Wachusett Administrators Association, which will expire on June 30, 2020. District administration will be in contact to schedule the initial meeting.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

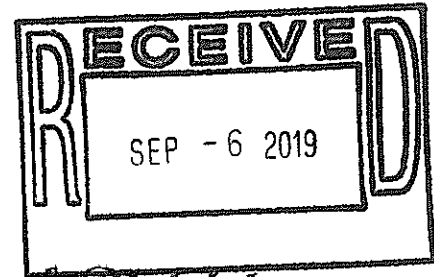
cc: Wachusett Regional School District Committee  
Scott Brown, Chair, Legal Affairs Subcommittee  
Jeff Carlson, Director of Human Resources

DM:rlp



## *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*



### Wachusett Administrators Association

September 6, 2019

Darryll McCall, Superintendent  
Wachusett Regional School District  
1745 Main Street  
Jefferson, MA 01522

Re: Agreement between Wachusett Administrators Association and Wachusett Regional School District

Dear Superintendent McCall:

The WAA of the Wachusett Regional School District hereby requests that negotiations between the Committee and WAA on a successor contract begin by November 1, 2019 as stated in the current agreement signed IN March, 2018 in ARTICLE XVI, EFFECTIVE PERIOD OF CONTRACT.

Thank you for your consideration of this request.

Sincerely,

Trish O'Donnell  
WAA President

CC: Jeff Carlson, Director of Human Resources

Central Administrative Offices  
1745 Main Street  
Jefferson, MA 01522  
Phone: 508-829-1670



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

*Office of the Treasurer*

September 6, 2019

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

RE: Second Payment Assessment Billing Notice – FY20

Dear Ms. Couture:

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

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

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

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

Sincerely,

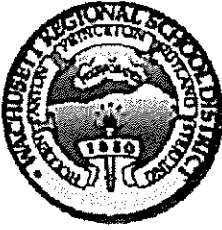
James J. Dunbar  
Treasurer

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

**Jefferson School**

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





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

*Office of the Treasurer*

September 6, 2019

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

RE: Second Payment Assessment Billing Notice – FY20

Dear Mr. Dunbar:

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

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

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

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

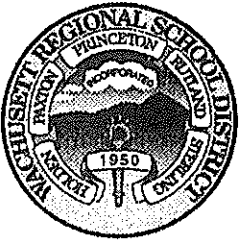
Sincerely,

James J. Dunbar  
Treasurer

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

**Jefferson School**

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



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

*Sent electronically and via USPS*

August 20, 2019

Brody, Hardoon, Perkins & Kesten, LLP  
Attention: Naomi Stonberg, Esq.  
699 Boylston Street  
Boston, MA 02116

Dear Attorney *Naomi* Stonberg:

At the August 19, 2019 meeting of the Wachusett Regional School District Committee (WRSDC), the Committee voted to authorize appointment of Brody, Hardoon, Perkins & Kesten, LLP as District Legal Counsel for the period July 1, 2019 – June 30, 2020. It is understood services to the District will be billed at an hourly rate of \$225/hour.

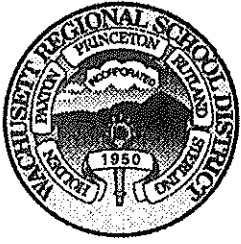
We look forward to continuing to work with you this year.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Daniel Deedy, Director of Business and Finance

DM:rlp



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

Sent electronically and via USPS

August 20, 2019

Fletcher Tilton, Attorneys at Law  
Attention: Joseph T. Bartulis, Jr., Esq.  
370 Main Street, 12<sup>th</sup> Floor  
Worcester, MA 01608

Dear Attorney Bartulis:

At the August 19, 2019 meeting of the Wachusett Regional School District Committee (WRSDC), the Committee voted to authorize appointment of Fletcher Tilton as District Legal Counsel for the period July 1, 2019 – June 30, 2020. It is understood services to the District will be billed at an hourly rate of \$220/hour.

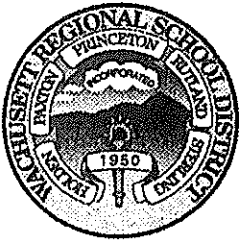
We look forward to continuing to work with you this year.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Daniel Deedy, Director of Business and Finance

DM:rlp



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

August 20, 2019

Nuttall, MacAvoy & Joyce, P.C.  
Attention: Matthew MacAvoy, Esq.  
Marshfield Professional Center  
1020 Plain Street, Suite 270  
Marshfield, MA 02050

Dear Attorney MacAvoy:

At the August 19, 2019 meeting of the Wachusett Regional School District Committee (WRSDC), the Committee voted to authorize appointment of Nuttall, MacAvoy & Joyce, P.C. as District Legal Counsel for the period July 1, 2019 – June 30, 2020. It is understood services to the District will be billed at an hourly rate of \$215/hour.

We look forward to continuing to work with you this year.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Daniel Deedy, Director of Business and Finance  
Christine Smith, Administrator of Special Education

DM:rlp

# Massachusetts School Building Authority

Deborah B. Goldberg  
*Chairman, State Treasurer*

James A. MacDonald  
*Chief Executive Officer*

John K. McCarthy  
*Executive Director / Deputy CEO*

August 16, 2019

Dr. Darryll McCall, Superintendent  
Wachusett Regional School District  
1745 Main Street  
Jefferson, MA 01522

Re: Wachusett Regional School District, Mountview Middle School, Construction Change Order  
18

Dear Dr. McCall:

The Massachusetts School Building Authority (the "MSBA") has reviewed Construction Change Order 18 for the Mountview Middle School Project in the Wachusett Regional School District (the "District"). The MSBA review determines which changes, if any, are eligible for MSBA funding. In general, changes in scope beyond the Project Scope specified in the Project Funding Agreement, changes mandated by third parties, and changes for items that are excluded from MSBA funding are not eligible for reimbursement. For a detailed explanation of the MSBA's Construction Change Order eligibility determinations as well as other policies, please refer to the Change Order Allowance Funding Policy included in Project Advisory 22 and the Change Order Manual included in Project Advisory 29.

The MSBA's findings through Construction Change Order 18 are summarized in the table below, which is excerpted from the full summary table that appears in the attached Construction Change Order Log:

Revised Total Construction Contingency Budget	\$7,817,567
Ineligible Construction Contingency Budget (If Any, Including Approved BRR's)	\$6,523,899
Maximum Potentially Eligible Construction Contingency (Including Approved BRR's)	\$1,293,668
Total Construction Change Orders 1-18	\$1,024,937
Total Construction Change Orders Eligible for Reimbursement, Subject to Reimbursement Rate and Audit	\$184,964
Amount Remaining of Revised Total Construction Contingency Budget (Amount cannot be negative)	\$6,792,630
Amount Remaining of Maximum Potentially Eligible Construction Contingency (Including Approved BRR's) (Amount cannot be negative)	\$1,108,704
Maximum Potentially Eligible Construction Contingency less Total Construction Change Orders (Applies to projects not subject to Project Advisory 22. Once amount is negative, all subsequent change requests, except buy savings, will not be eligible.)	\$268,731

Page 2

August 16, 2019

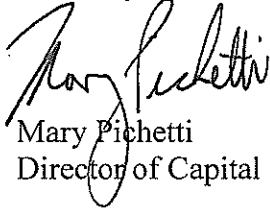
Wachusett Regional School District Construction Change Orders

Please note that any District request for reconsideration of the above findings must be submitted to the MSBA on District letterhead within forty-five (45) days of receipt of this letter. Reconsideration of MSBA Construction Change Order determinations is final. In addition to this review, the supporting documentation submitted with reimbursement requests related to Construction Change Orders is subject to audit for specific compliance with MSBA policies and procedures.

The MSBA notes, per the Owner's Project Manager, that Construction Change Order 18 is the final Construction Change Order for the Mountview Middle School Project.

If you have any questions regarding this matter, please do not hesitate to contact me or Bill Cross at 617-720-4466.

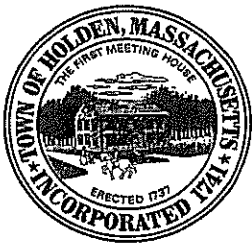
Sincerely,

A handwritten signature in black ink, appearing to read "Mary Pichetti", written over the printed name and title.

Mary Pichetti

Director of Capital Planning

Cc: Legislative Delegation  
Anthony M. Renzoni, Chair, Holden Board of Selectmen  
Peter Lukes, Holden Town Manager  
Kenneth Mills, Chair, Wachusett Regional School Committee  
Paul Challenger, Chair, Wachusett Regional School Building Committee  
Gary Kaczmarek, Owner's Project Manager, Town of Holden  
Michael Pagano, Designer, Lamoureux Pagano & Associates, Inc.  
File: 10.2 Letters (Region 2)



Dale T. Hickey  
TOWN CLERK

TOWN OF HOLDEN  
MASSACHUSETTS  
OFFICE OF THE TOWN CLERK

Attachment 11  
September 12, 2019

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

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

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

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

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

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

Thank you for your cooperation.

Sincerely,  
Dale T. Hickey  
Town Clerk

# Summary of the Conflict of Interest Law for Municipal Employees

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

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

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

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

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

## II. On-the-job restrictions.

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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ACKNOWLEDGMENT OF RECEIPT

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

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

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

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

EDUCATION SUBCOMMITTEE

Monday, April 8, 2019  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

In Attendance: Christina Smith, Vice-chair, Anthony DiFonso, Rachel Dolan, Linda Long-Bellil, Asima Silva (6:08 PM)

Absent: Robert Imber, Chair, Sarah LaMountain

Administration: Robert Berlo, Deputy Superintendent

Others: Megan Keller, Rianna Massoni-Newman

I. Call to Order

Subcommittee Vice-chair Smith called the meeting to order at 6:02 PM.

II. Minutes of March 25, 2019 Meeting

Motion: To approve the minutes of the March 25, 2019 meeting of the Education Subcommittee.

(R. Dolan)  
(L. Long-Bellil)

The minutes were approved by consensus.

III. Policy 6433 Policy Relating to Pupil Services Substance Abuse

6:08 PM Member Silva joined the meeting.

Review of this policy was deferred until the April 22, 2019 meeting of the Education Subcommittee.

IV. Policy 6434 Policy Relating to Pupil Services Sexual Harassment

Deputy Superintendent Berlo provided members with MASC model policy ACAB – Sexual Harassment, and members decided to use this model policy language to guide in the amending of the WRSD policy. Deputy Superintendent Berlo was asked to review

Federal Regulations for language pertinent to this policy. Review, discussion, and editing of Policy 6434 will continue at a future meeting of this subcommittee.

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

Members were provided with the current Tables of Contents for the two policy series that fall under Education Subcommittee responsibility. Determination of priorities will be addressed at a future meeting of this subcommittee.

VI. School Recess

Deferred

VII. Old Business

- Honors, Advanced Placement, and Dual Enrollment in WRSD – Current Status and Needs

Deferred

- Amended Policy 3323 Policy Relating to Education Homework Policy Home Assignments

Deferred

VIII. New Business

There was no new business brought before the subcommittee.

IX. Adjournment

Motion: To adjourn.

(A. Silva)  
(R. Dolan)

Vote:

*In favor:*

Christina Smith  
Anthony DiFonso  
Rachel Dolan  
Linda Long-Bellil  
Asima Silva

*Opposed:*

None

The motion passed unanimously.

The meeting adjourned at 6:45 PM.

Respectfully submitted,

Robert Berlo  
Deputy Superintendent  
RB:rlp



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

**MINUTES**

Management Subcommittee

Tuesday, June 18, 2019  
6:30 PM

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

In Attendance: Kenneth Mills, Chair, Christina Smith, Vice-chair, Scott Brown,  
Robert Imber (6:44 PM), Matthew Lavoie

Absent: Michael Dennis, Adam Young

Administration: Darryll McCall, Superintendent of Schools

Others: Heidi Lahey, WREA  
Amy Michalowski, WRSDC  
Mary Shepherd, WREA

I. Call to Order

Chair Mills called the meeting to order at 6:41 PM. He announced the three main areas of focus for this meeting will be the Superintendent's contract, formation of an "advocacy group," and a Holden Pupil Population Task Force.

II. Public Hearing

Mrs. Lahey reported she had intended to go to the State House the previous week, but her plans fell through.

III. Approval of Minutes

Motion: To approve the minutes of the February 4, 2019 meeting.  
(S. Brown)  
(M. Lavoie)

The minutes were approved by consensus.

6:44 PM Member Imber joined the meeting.

IV. Subcommittee Reports

Subcommittee Chair Mills reported Tracy Novick of MASC will attend the September 9, 2019 regular School Committee meeting to address the Committee and review School Committee members' roles and responsibilities.

Business/Finance Subcommittee Chair Dennis was not in attendance.

Legal Affairs Subcommittee Chair Brown reported this subcommittee has not yet held an initial meeting since the appointment of the new subcommittee membership.

Education Subcommittee Chair Imber reported this subcommittee has not yet held an initial meeting since the appointment of the new subcommittee membership.

Superintendent Goals and Evaluation Subcommittee Chair Lavoie reported this subcommittee has not yet held an initial meeting since the appointment of the new subcommittee membership.

Facilities and Security Subcommittee Chair Young was not in attendance.

#### V. "Advocacy Subcommittee"

There was general discussion of the idea of an advocacy committee or subcommittee. Following discussion and consideration, it was decided that "Advocacy" will be a standing item on Management Subcommittee meeting agendas. Note was made that at many meetings of the Management Subcommittee, a member of the WREA is in attendance, and Chair Mills will reach out to representatives of the *iamwachusett* action group (Lauren Salmon- Garrett and Jana Brennan) to let them know of the decision that "Advocacy" will be a standing agenda item. Ms. Salmon-Garrett and Ms. Brennan will be informed when Management Subcommittee meetings are scheduled and will be included on the "friendly reminder" email list for these meetings.

Discussion continued, with questions asked about a Facebook or social media page to help disseminate information about advocacy and funding. The creation of a page on the WRSD website with links to a collection information that is already available (Twitter feeds and Facebook pages) on school websites was suggested.

There was mention of some of the non-working links on the WRSD website.

#### VI. Superintendent's Contract Discussions

Members were provided with hard copies of Superintendent McCall's current contract. Chair Mills read the clause about renewal of the Superintendent's contract, page 1 of the current contract ("*Unless the School Committee provides notice of intent to the Superintendent of its intention not to review 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.”*). Chair Mills stated there are three paths the School Committee can take to address renewal of Superintendent McCall’s contract: Management Subcommittee, Superintendent Goals and Evaluation Subcommittee, or a to-be-appointed ad hoc subcommittee to consider the Superintendent’s contract renewal. Chair Mills gave a historical overview of how the School Committee has addressed renewal of superintendents’ contracts in the past (by ad hoc subcommittee appointment or standing subcommittee responsibility).

There was general discussion about how to address the renewal clause in Superintendent McCall’s current contract. Most members were of the opinion that the Management Subcommittee should initially discuss this, and then eventually bring the conversation to the full School Committee. It was agreed contract renewal discussions will be conducted in executive sessions(s). Chair Mills will make contact with Attorney Naomi Stonberg to seek her direction.

Chair Mills read a letter from Member Dennis, who was not in attendance.

Chair Mills polled those present about their availability to meet either Monday, June 24<sup>th</sup>, or Tuesday, June 25<sup>th</sup>, in executive session, to begin this contract renewal process. The two Management members absent (Members Dennis and Young) will be asked their availability, and based on that, a meeting will be scheduled for the coming week.

- VII. 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.

Deferred

- VIII. Holden Pupil Population Task Force

Chair Mills gave an overview of the work (between April 2015 and August 2016) of this Task Force, reporting the work of the Task Force did not proceed very far. Questions were asked if Holden needs a new school and, if so, is it premature to discuss a staffing plan?

7:28 PM Member Imber left the table.

There was general discussion about the need for a task force or a committee of some sort. What options does the District have?

7:29 PM Member Imber returned to the table.

Superintendent McCall will reach out to Holden Town Manager Peter Lukes to obtain a copy of the report prepared by CMRPC (Central Mass Regional Planning Commission). Question was asked if the District/town should start the process of submitting an application/SOI (Statement of Interest) to MSBA

(Massachusetts School Building Authority). Superintendent McCall will look into what a “MSBA Committee” might look like and what the composition of such committee might be. It was suggested a Pupil Population Task Force be resurrected, but with having membership to include representatives from the five Member Towns. Superintendent McCall will discuss this with Mr. Lukes and will bring back results of that discussion and a proposed committee composition to the Management Subcommittee.

IX. Posting of Subcommittee Minutes

Deferred

X. Tuition-free, Full-day Kindergarten Implementation – status report

Deferred

XI. Resolution requesting the state use “new state revenue” for additional funding of education

Superintendent McCall spoke about the two letters he sent to local legislators the end of May, requesting consideration of additional FY19 dollars to help support the District’s purchase of ChromeBooks for incoming high school freshmen and next year’s class of seniors, and for assistance with the turf field replacement project. To date, he has not heard anything about these additional funding requests.

XII. Policy 4713.1 *Audit Advisory Board*

Members were provided with a copy of Policy 4713.1. Review and discussion was deferred.

XIII. 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

Superintendent McCall reported four of the five new members to the

School Committee have or are scheduled to attend MASC New Member Orientation *Charting the Course* this June. Additional discussion was 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

Deferred

#### XIV. New Business

There was no new business brought before the subcommittee.

#### XV. Adjournment

Motion: To adjourn.

(M. Lavoie)  
(R. Imber)

#### Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Robert Imber  
Matthew Lavoie

*Opposed:*

None

The motion passed unanimously.

The subcommittee adjourned at 8:12 PM.

Respectfully submitted,

Christina Smith, Vice-chair  
Management Subcommittee

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

**MINUTES**

Management Subcommittee

Tuesday, June 25, 2019  
6:30 PM

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

In Attendance: Kenneth Mills, Chair, Christina Smith, Vice-chair, Scott Brown,  
Michael Dennis, Adam Young

Absent: Robert Imber, Matthew Lavoie

Administration: None

I. Call to Order

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

II. Executive Session to conduct strategy session in preparation for negotiations with non-union personnel (Darryll McCall, Superintendent of Schools), not to return to public session.

Motion: To enter executive session to conduct strategy session in preparation for negotiations with non-union personnel (Darryll McCall, Superintendent of Schools), not to return to public sessions.

(M. Dennis)

(A. Young)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Michael Dennis  
Adam Young

*Opposed:*

None

The motion passed 5-0.

III. Adjournment

The subcommittee adjourned to executive session at 6:35 PM.

Respectfully submitted,  
Kenneth Mills, Chair  
Management Subcommittee

KM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT  
**HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING**  
**FACILITIES AND SECURITY SUBCOMMITTEE**

Tuesday, July 9, 2019

6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

In Attendance: Adam Young, Chair, Stephen Godbout, Linda Woodland  
Administration: Darryll McCall, Superintendent of Schools  
Daniel Deedy, Director of Business and Finance  
Others: Stacy Duffy, WREA

I. Call to Order

Subcommittee Chair Young called the meeting to order at 6:01 PM.

II. Election of Vice-chair

Motion: To nominate Linda Woodland to serve as Vice-chair of the Facilities and Security Subcommittee.

(S. Godbout)  
(A. Young)

Motion: To close nominations

(S. Godbout)  
(A. Young)

The motion passed unanimously.

Stephen Godbout – Linda Woodland  
Linda Woodland – Linda Woodland  
Adam Young – Linda Woodland

By ballot vote, Linda Woodland was elected Vice-chair of the Facilities and Security Subcommittee (attachment 1).



III. Minutes of April 24, 2019 Meeting

Motion: To approve the minutes of the April 24, 2019 meeting of the Facilities and Security Subcommittee.

(A. Young)

(L. Woodland)

The minutes were approved by consensus, with Members Godbout and Woodland abstaining.

IV. School Safety

Safer Schools and Communities – Equipment and Technology Grant - status

Superintendent McCall gave an overview of what the grant application included, and reported he is hopeful a decision will be forthcoming in the near future.

V. Implementation of ALICE District-wide

Superintendent McCall reported on his telephone conversation with the District's representative from the ALICE Institute. He asked Guido (ALICE representative) about the year two rollout of ALICE. Superintendent McCall was advised the next step(s) would be student participation, which is a 2 – 3 year process. This student involvement should begin at the high school, then move to the middle school level, and conclude at the elementary grades. At Superintendent McCall's request, Guido will reach out to some larger school districts to see how other equal-sized schools/districts' implementation plans have worked. Lastly, Superintendent McCall explained that this district has 1,100 licenses for ALICE online training, these 1,100 licenses will be rolled over to FY20, and District staff is researching how recertification will be accomplished. Member Godbout gave a brief overview of how Algonquin schools address school emergency preparations.

VI. Capital Projects

Director Deedy gave a status report on boiler projects at the Sterling schools, explaining the procurement was in the fall of 2018, though some issues were encountered.

VII. Facility Concerns/Issues

Director Deedy spoke about a recent meeting he and Superintendent McCall had with the District Facilities Manager. Comment was also made about water issues that need to be addressed at Davis Hill Elementary School.

VIII. Turf Field Replacement - status

Director Deedy gave a detailed update on the turf field construction project. He highlighted accomplishments to date and he also spoke about funding.

- Revolving Account – Field Use

IX. Tuition-free, Full-day Kindergarten

- Mayo Elementary School - status

Superintendent McCall reported renovation of the additional kindergarten classroom space at Mayo Elementary School began on July 8<sup>th</sup>, and he also provided a brief report on this project.

X. SOLECT Solar Project at Rutland Schools – update

Director Deedy gave an update on the solar projects at Naquag Elementary School and Glenwood Elementary School. Director Deedy spoke about the next planned solar project, at Central Tree Middle School, explaining either replacing or repairing of the building roof will need to be addressed before the work can begin on the solar installation. This proposal by SOLECT has been sent to the Town of Rutland for review.

XI. Next Meeting

September 9, 2019, 6:00 PM, Media Center at WRHS.

XII. New Business/Other Business

Director Deedy reported on a call from the Department of Environmental Protection about an issue that occurred on the high school site in 2004 during the high school renovation/addition project. DEP is looking to close the book on this matter and has contacted the District for assistance.

Member Godbout requested additional updates about implementation of ALICE, offering to assist with this agenda item however he is able.

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

The subcommittee did not enter executive session.

XIV. Adjournment

Motion: To adjourn.

(A. Young)  
(S. Godbout)

The motion passed unanimously.

The meeting adjourned at 6:58 PM.

Respectfully submitted,

Daniel Deedy  
Director of Business and Finance  
DD:rlp

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

**MINUTES**

Wednesday, July 31, 2019  
6:30 PM

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

In Attendance: Matthew Lavoie, Chair, Amy Michalowski, Kenneth Mills

Absent: Anthony DiFonso, Megan Weeks

Administration: Darryll McCall, Superintendent of Schools

Others: Heidi Lahey, WREA

I. Call to Order

Chair Lavoie called the meeting to order at 6:40 PM.

II. Election of Vice-chair

Motion: To nominate Amy Michalowski to serve as Vice-chair of the  
Superintendent Goals and Evaluation Subcommittee.

(K. Mills)  
(A. Michalowski)

Motion: To close nominations

(K. Mills)  
(A. Michalowski)

The motion passed unanimously.

Anthony DiFonso - absent  
Matthew Lavoie – Amy Michalowski  
Amy Michalowski – Amy Michalowski  
Kenneth Mills – Amy Michalowski  
Megan Weeks - absent

By ballot vote, Amy Michalowski was elected Vice-chair of the Superintendent Goals and Evaluation Subcommittee (attachment 1).

III. Approval of Minutes

Motion: To approve the minutes of the March 25, 2019 meeting of the Superintendent Goals and Evaluation Subcommittee.

(K. Mills)

(A. Michalowski)

The minutes were approved by consensus.

Motion: To approve the minutes of the April 25, 2019 meeting of the Superintendent Goals and Evaluation Subcommittee.

(K. Mills)

(A. Michalowski)

The minutes were approved by consensus.

IV. Discussion 2019 – 2020 Superintendent Goal Setting Process

Subcommittee Chair Lavoie reported on suggestions made by members of the School Committee that the Superintendent's 2019-2020 goals might start with items mentioned in his 2018-2019 evaluation and from different standards than those used recently or ones that needed further attention. Questions asked and suggestions made: Should we review goals presented by the Superintendent or influence them more as a subcommittee? Could use more influence from previous year's evaluation. Connect to District priorities for some goals and blend in constructive feedback. Build quantitative measures for outcomes. Superintendent McCall distributed a first draft of his 2019-2020 goals, for discussion (attachment 2). There was discussion about having higher level goals/vision for each goal rather than action-based goals, with direct and indirect measures of success. It was discussed if there are educational goals that need to be addressed that are at a higher level of importance. Perhaps social emotional learning (SEL) and enrollment issues as District goals, development of the student learning goal from the District leadership team, with the School Committee owning responsibility for the professional development goal. It was agreed there is a need to build goals that measure leadership of the issues beyond the project.

V. Discuss Meeting Schedule for 2019 – 2020 Superintendent Goals and Evaluation Subcommittee

Monday, August 19, 2019, 6:00 PM, Media Center, WRHS

Monday, September 16, 2019, 6:00 PM, Media Center, WRHS

Thursday, October 3, 2019, 6:30 PM, Superintendent's Conference Room,  
District Central Office

VI. Discuss District and Superintendent Goals

The subcommittee will want to give the Superintendent big vision of goals at next subcommittee meeting. Copies of the Superintendent's evaluations the last several years will be shared with subcommittee members. Members of the subcommittee were asked to think about a professional practice goal. The Superintendent was directed to provide an update on a student learning goal at the next meeting of the subcommittee.

VII. Discuss Review Process, including mid-year and evaluation format

Deferred

VIII. Public Hearing

No members of the public wished to address the subcommittee.

IX. New Business

There was no new business brought before the subcommittee.

X. Adjournment

Motion: To adjourn.

(K. Mills)  
(A. Michalowski)

Vote:

*In favor:*

Matthew Lavoie  
Amy Michalowski  
Kenneth Mills

*Opposed:*

None

The motion was unanimously approved.

The meeting adjourned at 7:50 PM.

Respectfully submitted,

Kenneth Mills, Member  
Superintendent Goals and Evaluation Subcommittee  
KM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT

**HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING**

EDUCATION SUBCOMMITTEE

Monday, August 19, 2019  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

In Attendance: Robert Imber, Chair, Christina Smith, Vice-chair, Melissa Ayala, Sherrie Haber, Laura Kirshenbaum, Linda Long-Bellil (6:15 PM)

Absent: Asima Silva

Administration: Robert Berlo, Deputy Superintendent

Others: Heidi Lahey, WREA  
Linda Woodland, WRSDC

I. Call to Order

Subcommittee Chair Imber called the meeting to order at 6:01 PM.

II. Election of Vice-chair

Motion: To nominate Christina Smith to serve as Vice-chair of the Education Subcommittee.

(S. Haber)  
(L. Kirshenbaum)

Motion: To close nominations

(L. Kirshenbaum)  
(M. Ayala)

The motion passed unanimously.

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

By ballot vote, Christina Smith was elected Vice-chair of the Education Subcommittee (attachment 1).

III. Minutes of April 8, 2019 Meeting

Motion: To approve the minutes of the April 8, 2019 meeting of the Education Subcommittee.

(L. Kirshenbaum)  
(S. Haber)

The minutes were approved by consensus, with Chair Imber abstaining.

6:15 PM Member Long-Bellil joined the meeting.

IV. Honors, Advanced Placement, and Dual Enrollment in WRSD – Current Status

A discussion of Honors, Advanced Placement, and Dual Enrollment ensued. Deputy Superintendent Berlo shared five year average enrollment numbers and the percentages of students enrolled in Honors classes for each core subject by grade level. Deputy Superintendent Berlo also shared how WRHS compares with nine other districts on a variety of A. P. statistics. Lastly, Deputy Superintendent Berlo shared information about Dual Enrollment by discussing how successful Wachusett students are at accessing college level math and ELA courses at Quinsigamond Community College. Several questions were raised:

1. How successful are our students at college after graduation?
2. How are we preparing our current students for success in their future? Do we teach resume writing? Are there “college preparedness” classes?
3. What percentage of our 8<sup>th</sup> graders are going to:
  - a. Bay Path
  - b. Montachusett Tech
  - c. Private school(s)
  - d. Other
4. How is the decision made about which students enter Honors?
5. What role does 7<sup>th</sup> grade MCAS scores play in entry into Honors?
6. Do we survey students about high school experiences after graduation? Do we solicit feedback from post graduates after 1, 5, 10 years?
7. What percentage of CP, CP-A, and Honors students attend college?
8. Is it true that CP-A students are not provided with lab experiences similar to Honors students in science?
9. With Accuplacer being phased out, what other measures of student success should we be looking at?

Deputy Superintendent Berlo was asked to invite WRHS Principal Beando and Director of School Counseling Lauren Clark to the September 9, 2019 meeting of the Education Subcommittee, to be a part of follow-up discussions about questions posed.



V. Staffing Plan Update

Deferred.

VI. Policies Relating to Student Wellness

- Policy 6433 *Policy Relating to Pupil Services Substance Abuse*
- Policy 3313.3 *Policy Relating to Education Aids and Sexually Transmitted Diseases*
- Policy 6610 *Policy Relating to Pupil Services Health*

Policy discussions deferred.

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

Deferred.

VIII. Elimination of Class Rank – impact of this decision

Deferred.

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

Policy review discussion deferred.

X. Update on Home Assignments

Deferred.

XI. Old Business

There was no old business brought before the subcommittee.

XII. New Business

There was no new business brought before the subcommittee.

XIII. Adjournment

Motion: To adjourn.

(L. Kirshenbaum)  
(C. Smith)

Vote:

*In favor:*

Robert Imber  
Christina Smith  
Melissa Ayala  
Sherrie Haber  
Laura Kirshenbaum

Linda Long-Bellil

*Opposed:*

None

The motion passed unanimously.

The meeting adjourned at 7:01 PM.

Respectfully submitted,

Robert Berlo  
Deputy Superintendent

BB:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT

**HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING**

LEGAL AFFAIRS SUBCOMMITTEE

Monday, August 5, 2019  
6:00 PM

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

Minutes

Subcommittee Members: Scott Brown, Chair, Matthew Lavoie, Vice-chair, Robert Imber, Amy Michalowski (6:08 PM)

Administration: Jeff Carlson, Director of Human Resources

I. Call to Order

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

II. Election of Vice-chair

Motion: To nominate Matthew Lavoie to serve as Vice-chair of the Legal Affairs Subcommittee.

(R. Imber)  
(S. Brown)

Motion: To close nominations

(R. Imber)  
(S. Brown)

The motion passed unanimously.

Scott Brown – Matthew Lavoie  
Robert Imber- Matthew Lavoie  
Matthew Lavoie – Matthew Lavoie  
Amy Michalowski – not present

By ballot vote, Matthew Lavoie was elected Vice-chair of the Legal Affairs Subcommittee (attachment 1).

III. Approval of Minutes

Motion: To approve the minutes of the April 2, 2019 meeting of the Legal Affairs Subcommittee.

(R. Imber)  
(M. Lavoie)

The minutes were approved by consensus.

Motion: To approve the minutes of the April 2, 2019 executive session of the Legal Affairs Subcommittee, to be released.

(R. Imber)  
(M. Lavoie)

Roll call vote:

*In favor:*

Scott Brown  
Matthew Lavoie  
Robert Imber

*Opposed:*

None

The minutes were approved 3-0.

6:08 PM Member Michalowski joined the meeting.

IV. Continuation of Appointments of District Counsel

Director Carlson explained that the appointments of District Counsel expired on June 30, 2019, and he further explained that Superintendent McCall and District administration have been pleased and satisfied with the services of Attorney Joseph Bartulis of the firm Fletcher Tilton; Attorney Naomi Stonberg of the firm Brody, Hardoon, Perkins & Kesten, LLP; and Matthew MacAvoy of the firm Nuttall, MacAvoy & Joyce, P.C.

1. Motion: To recommend to the full School Committee the appointment of Fletcher Tilton; Brody, Hardoon, Perkins & Kesten, LLP; and Nuttall, MacAvoy & Joyce, P.C. as District Legal Counsel for the period July 1, 2019 – June 30, 2020

(R. Imber)  
(A. Michalowski)

Vote:

*In favor:*

Scott Brown  
Matthew Lavoie  
Robert Imber  
Amy Michalowski

*Opposed:*

None

The motion was approved 4-0.

Vice-chair Lavoie voiced his concern that Attorney Matt MacAvoy will be presenting at the Annual August Administrative Retreat, providing information

and a general overview of bullying prevention and intervention. Vice-chair Lavoie does not believe it is appropriate for an attorney who serves as District Counsel should be providing professional development and direction on implementing bullying prevention and intervention. Discussion ensued.

V. Review of WRSDC By-Laws

Members were provided with the WRSDC By-Laws (Draft #4) reflecting amendments the subcommittee and Attorney Stonberg have suggested to date, including edits made at the April 2, 2019 meeting of this subcommittee. Before making additional edits/amendments to the WRSDC By-Laws, District administration was asked to gather samples of other school districts' School Committee by-laws, for review by the subcommittee. Subcommittee members were asked to review the current WRSDC By-Laws and to be prepared to discuss the By-Laws and edits/amendments suggested by the previous Legal Affairs Subcommittee before moving forward with amending the By-Laws.

VI. Next meeting

The next meeting of the subcommittee will be posted for Tuesday, September 10, 2019, 6:00 PM in the Superintendent's Conference Room,

Director Carlson provided members with notice received from Teamsters Union Local 170 (paraprofessionals) informing the District of the union's desire to open negotiations of the contract, which will expire June 30, 2019.

VII. Adjournment

Motion: To adjourn

(A. Michalowski)  
(R. Imber)

Vote:

*In favor:*

Scott Brown  
Matthew Lavoie  
Robert Imber  
Amy Michalowski

*Opposed:*

None

The motion was unanimously approved.

The meeting adjourned at 7:35 PM.

Respectfully submitted,  
Jeff Carlson  
Director of Human Resources  
JC:rlp

Attachments:

- Attachment 1 – Vice-chair ballots

*WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE*

*Kenneth Mills, Chair*

*1745 Main Street*

*Jefferson, MA 01522*

August 20, 2019

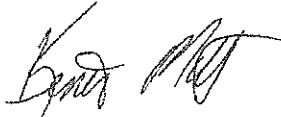
Mrs. Heidi Lahey  
166 Bullard Street  
Holden, MA 01520

Dear Heidi:

Please accept my thanks on behalf of the School Committee for your attendance at last evening's meeting and for informing the Committee and the public that the WREA will have a booth at this year's Holden Days. I am sure that all Committee members will be very interested to hear what you and your team learn when surveying and speaking with members of the public this coming Saturday.

Your continued commitment to all students and this district is much appreciated.

Sincerely yours,

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

Kenneth Mills, Chair  
Wachusett Regional School District Committee

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

KM:rlp

# CASH RECONCILIATION OF CASHBOOK TO GENERAL LEDGER

July 31, 2019

Bank	Account #	Fund	Description	Cashbook 7/31/2019
<b>CHECKING</b>				
Eastern Bank	-7310	001	Payables reconciliation-clearing	29,409.83
Berkshire Bank	-4534	001	Depository Account	101,049.82
Eastern Bank	-0264	001	Payroll Reconciliation	106.04
Fidelity Bank	-1451	050	checking - Paxton	2,516.97
Leominster Credit Union	-8861	050	checking - Mountview	2,550.00
Leominster Credit Union	-8832	050	checking - Dawson	100.00
Leominster Credit Union	-8845	050	checking - Mayo	2,500.00
Leominster Credit Union	-0244	050	checking - Sterling	2,500.00
Fidelity Bank	-1444	050	checking - Thomas Prince	2,518.21
Leominster Credit Union	-8858	050	checking - Davis Hill	2,500.00
Cornerstone Bank	-9626	050	checking - Naquag	2,286.47
Cornerstone Bank	-9618	050	checking - Central Tree	2,500.00
Cornerstone Bank	-9551	050	checking - Glenwood	500.00
Leominster Credit Union	-1024	050	WRHS student activity checking	3,324.93
<b>TOTAL CHECKING</b>				<b>154,362.27</b>
<b>MONEY MARKET</b>				
Berkshire Bank	-2960	022	Cafeteria revolving - Sterling	2,450.90
Leominster Credit Union	-1029	050	WRHS Student Activity Revolving	225,494.05
Berkshire Bank	-3002	023	Middle School Athletic Revolving	54,537.63
TD Banknorth, NA	-1032	001	General Fund	26,760.85
Eastern Bank	-0363	001	General Fund	93,094.37
Eastern Bank Debit Card	-6672	001	General Fund	375.03
Eastern Bank Tuition	-7357	001	General Fund	18,410.07
Enterprise Bank	-3225	001	General Fund	39,792.56
Avidia Bank	-8701	001	General Fund	33,200.01
MMDT	-4707	001	Money Market	171,481.38
<b>TOTAL MONEY MARKET</b>				<b>665,596.85</b>
<b>SAVINGS</b>				
Cornerstone Bank	-0132	022	Cafeteria revolving - Naquag	1,756.88
Cornerstone Bank	-0140	022	Cafeteria revolving - CTMS	796.15
Cornerstone Bank	-1230	022	Cafeteria revolving - Glenwood	4,379.29
Cornerstone Bank	-3092	022	Student Activity - CTMS	13,579.69
Cornerstone Bank	-9535	022	Student Activity - Glenwood	7,318.58
Cornerstone Bank	-3117	022	Student Activity - Naquag	7,563.10
Fidelity Bank	-1908	022	Cafeteria revolving - Princeton	696.11
Fidelity Bank	-6479	022	Cafeteria revolving - Paxton	1,632.56
Berkshire Bank	-4569	022	Cafeteria revolving - Dawson	972.97
Berkshire Bank	-2944	022	Cafeteria revolving - Davis Hill	1,246.62
Berkshire Bank	-4550	022	Cafeteria revolving - Mayo	999.83
Berkshire Bank	-2952	022	Cafeteria revolving - Mountview	4,466.78
Berkshire Bank	-4542	022	Cafeteria revolving - WRHS	86,557.67
Berkshire Bank	-2979	029	Adult Education	72.08
Fidelity Bank	-0736	050	Student Activity Depository	30,194.48
Leominster Credit Union	-6025	050	Student Activity Revolving	123,870.32
Berkshire Bank	-2987	023	Athletic revolving	35,987.77
Berkshire Bank	-2995	023	Athletic transportation	1,313.12
<b>TOTAL SAVINGS</b>				<b>323,404.00</b>
<b>CDs (Investments)</b>				
Leominster Credit Union		60	Atlas	10,796.88
Leominster Credit Union		60	Bailey	2,134.42
Leominster Credit Union		60	Bradshaw	13,619.97
Leominster Credit Union		60	D'Errico	3,041.82
Leominster Credit Union		60	Finocchio	8,084.81
Leominster Credit Union		60	Fitzgerald	9,232.08
Leominster Credit Union		60	Green	6,764.20
Leominster Credit Union		60	Griffin	18,663.52
Leominster Credit Union		60	Hayman	3,238.89
Leominster Credit Union		60	Hewson	12,623.38
Leominster Credit Union		60	Lionett	8,142.58
Leominster Credit Union		60	Ljungberg	2,186.58
Leominster Credit Union		60	Narolian	10,904.22
Leominster Credit Union		60	Shailale	4,740.54
Leominster Credit Union		60	Tarkiainen	7,418.25
Leominster Credit Union		60	Thibodeau	12,576.85
Leominster Credit Union		60	Wachusett #2	60,301.48
Leominster Credit Union		60	Wesley	6,059.40
Leominster Credit Union		60	White	1,175.33
<b>TOTAL CDs</b>				<b>201,705.20</b>
<b>OPEB</b>				
Bartholomew and Company	-3593	70	OPEB	10,458.60
<b>TOTAL OPEB</b>				<b>10,458.60</b>
<b>TOTAL</b>				<b>1,355,526.92</b>
US Bank Payment made in Aug On July Warrant				(369,621.88)
HIG Homestead paid in July on August Warrant				24.99
<b>Adjusted Cashbook</b>				<b>985,930.03</b>
<b>General Ledger</b>				<b>985,930.03</b>
<b>Variance</b>				<b>0.00</b>
<b>General Fund Total</b>				<b>513,679.96</b>



To: Wachusett Regional School District Finance Committee

From: James J. Dunbar, Treasurer

Date: September 11, 2019

Subject: Treasurer's Update – July 2019

---

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

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

<u>Date</u>	<u>Description</u>	<u>Amount</u>
7/2	Warrant #01	\$ 4,082,905.49
7/12	Payroll Warrant	1,523,083.33
7/14	Payroll Warrant	(3,049.83)
7/14	Payroll Warrant	2,165.15
7/15	Warrant # 35	803,720.48
7/19	Payroll Warrant	10,100.18
7/24	Warrant #03	1,846,248.44
7/26	Payroll Warrant	1,989,126.59

Note: Warrant #02 was to void and replace checks.

Our excess general funds are currently earning the following rates:

MMDT	2.52%
Berkshire Bank	0.50%



# Wachusett Regional School District

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

From: Robert Berlo, Deputy Superintendent

Date: September 11, 2019

Re: Deputy Superintendent's Report

## Focus of 2019-20 Half Days and Professional Development Days

As in the past, we have five half days, and two full days, referred to as Professional Development Days, on the [district calendar](#). The focus of each day is as follows:

Date	Type of Day	Theme for the Day
September 26, 2019	Half Day	Student Health and Safety
October 24, 2019	Half Day	Teaching and Learning
November 8, 2019	Full Day	Effective Instruction
January 30, 2020	Half Day	Student Health and Safety
March 12, 2020	Half Day	Teaching and Learning
May 11, 2020	Full Day	Build Your Own PD Day
May 22, 2020	Half Day	Effective Instruction

The themes were developed in part based on feedback from the Principals on areas they deemed important for us to focus on as a District and on our on analysis of progress made on the WRSD Strategic Plan and which steps we need to take next.

## Update on the 2019-20 Textbook Plan

So far this year, the District has spent just under \$625,000 on text textbooks and program materials to support the District Textbook Plan. This includes the following initiatives: grade 2 early literacy, grades 6-8 history and geography, grades 9-12 history and social studies, high school math, high school biology and chemistry, high school world languages, K-12 social-emotional learning, and Pre-K program materials.

In addition to what has been listed above, several initiatives will be addressed soon, including elementary science, high school ELA, music, art, English Language Learning, and grades 7-12 Social-Emotional Learning. In total, the district anticipates spending over \$700,000 on textbooks and program materials this year.

Finally, through District textbook funds, the [Actively Learn](#) online curriculum platform was added for all staff and students in grades 9-12, and in the middle school for grade 8 teachers and students. This

program adds a wealth of relevant and timely resources that students explore via engaging questions and activities. For grade 8 students and staff, this includes access to online books and texts as well.

#### **Update on 2019-20 State and Federal Grants**

Below is a summary of the recent grant awards Wachusett has received so far this year. These grants total \$2,232,904 and all of these grants will be spent during the 2019-20 school year. Christine Smith, Beth Stockenberg, Cherie Kent, Jodi Brunelle, Liz Garden, Jon Krol and Robert Berlo all contributed to the development, writing and submission of these grants.

<b>Grant Name</b>	<b>Amount of Grant</b>	<b>Funding Source and Type</b>	<b>Focus of Grant</b>
Title 1	\$267,292	Federal Entitlement	<a href="#"><u>Improving Basic Programs Operated by Local School Districts</u></a>
Title IIA	\$112,075	Federal Entitlement	<a href="#"><u>Building Systems of Support for Excellent Teaching and Learning</u></a>
Title III	\$17,852	Federal Entitlement	<a href="#"><u>English Language Acquisition and Academic Achievement Program for English Learners and Immigrant Children and Youth</u></a>
Title IV	\$16,688	Federal Entitlement	<a href="#"><u>Student Support and Academic Enrichment</u></a>
IDEA	\$1,649,665	Federal Entitlement	<a href="#"><u>Federal Special Education Entitlement</u></a>
Early Childhood	\$64,332	Federal Entitlement	<a href="#"><u>Early Childhood Special Education (ECSE) Program Federal Entitlement Grant</u></a>
Mental Health	\$100,000	State Competitive	<a href="#"><u>Improving Student Access to Behavioral and Mental Health Services</u></a>
Early Literacy	\$5,000	State Competitive	<a href="#"><u>Early Grades Literacy Program: Creating Independent Writers</u></a>

Attachment B  
September 12, 2019



## *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 September 16, 2019 Meeting  
DATE: September 11, 2019

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

Attachments

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

***Business/Finance Subcommittee***

Monday, September 16, 2019  
6:00 PM

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

**Executive Summary**

- I. **Call to Order:**
- II. **Approval of Minutes of July 2, 2019 Meeting:** The Minutes from the July 2, 2019 Meeting will be reviewed.
- III. **Schedule for Business/Finance Subcommittee Meetings, October 2019 through March 2020:** The Subcommittee will review the schedule of meetings for the period listed here.
- IV. **Medicaid Reimbursement Update:** As a follow-up to a School Committee Meeting last spring, Administration has moved forward with the recruitment of a Manager of Medicaid Services. The position has been filled.

The District continues to make improvements in its reporting. Additional categories included for the FY19 Cost Report include Teacher Professional Development and Medicare costs, quarters 1 through 4, for all eligible staff including psychologists, ABA's, nurses, therapists. Also, please see **Attachment A**. This lists the District's participation rate in the Random Moments of Time Study (RMTS). The District has made significant improvement as noted by UMASS.

The estimated first quarter payment (due in late September) is \$149,607.00 per UMASS on August 21, 2019.

- V. **FY19 Final Numbers:** The District closed the year with a balance of \$134,436.00 as noted on **Attachment B** prepared by Melanson Heath on September 5, 2019. Mr. Deedy will speak more about this on Monday evening. **Attachment C** reflects the final numbers for Revolving Accounts. The total carry forward for all Revolving Accounts as reported here is approximately \$1,141,583. I've highlighted the column.
- VI. **FY20 Budget:** **Attachment D** is a copy of the FY20 Revenue Budget Report dated September 11, 2019. **Attachment E** is the same report, converted to Excel then adjusted to reflect estimated revenues for FY20. Mr. Deedy will speak more about this on Monday evening. **Attachment F** is a copy of the Expense Budget Report.

With respect to special education tuitions, as discussed at Audit Advisory and with Melanson Heath, tuitions will be encumbered and charged to the appropriate fund initially rather than make adjustments later via Journal Entries.

The District is awaiting final numbers for FY20 Circuit Breaker. These are anticipated to be released the week of September 16. As of this writing, \$2.3 million has been allocated to Circuit Breaker, \$3.1 million to the General Fund and \$1.5 million to the FY20 SPED 240 grant.

- VII. **FY20 Plan to Address Revenue Shortfall:** Mr. Deedy will update the committee on the Administration's plan Monday evening.
- VIII. **School Use Fees:** This has been discussed on and off last year. Administration has included it on tonight's agenda. See **Attachment G** for the proposed agreement and rates. Also included here per the Business and Finance Subcommittee's request from last spring is a summary sheet of end users and their response to proposed rate changes. Please see **Attachment H**.
- IX. **Policy Review, Policy 4323.20, Bidding Requirements:** This item was briefly discussed last spring. Administration would like to amend this policy to align it with contract thresholds of Chapter 30B. **Attachment I** is a copy of the District's current policy. **Attachment J** is a copy of the procurement thresholds per the Office of the Inspector General, July 2018.
- X. **New Revolving Accounts – Field Use Revolving Account, Capital Stabilization Account:** Mr. Deedy will present a request to establish two (2) new Revolving Accounts. The first account is a Field Use Revolving Account and the second account, per a School Committee Meeting last spring, is a Capital Stabilization Account.
- XI. **Next Meeting:**
- XII. **Adjournment:**



## Attachment A

Daniel Deedy <daniel\_deedy@wrsd.net>

### Wachusett RMTS compliance by quarter

4 messages

**Soper, Susan** <Susan.Soper@umassmed.edu>

Thu, Jul 25, 2019 at 4:50 PM

To: Carol Hume <carol\_hume@wrsd.net>, Daniel Deedy <daniel\_deedy@wrsd.net>, "christine\_smith@wrsd.net"

<christine\_smith@wrsd.net>

Cc: "Dadah, Susan (Handy)" <Susan.Dadah@umassmed.edu>

Good Afternoon,

Great Job, Great effort!

Q2 19 Nice Job!

## MA RMTS Compliance Status Report

Run Date: 07/25/2019

Run Time: 04:47 PM ET

**State:** MA

**School District:** Wachusett Regional School District

Year: 2019

**Quarter:** 2

**Job Code: 1**

**Total Number of Moments for quarter: 18**

**Number of Moments occurred to date: 18**

Number of Moments completed to date: 16

Number of Moments: Left - LOA: 2

Number of Moments not completed and expired: 0

## Attachment A

**Number of Moments not completed and not expired: 0**

**Number of Moments completed to date/Total Number of Moments for quarter: 100 %**

**Job Code: 2**

**Total Number of Moments for quarter: 33**

**Number of Moments occurred to date: 33**

**Number of Moments completed to date: 28**

**Number of Moments: Left - LOA: 1**

**Number of Moments not completed and expired: 3**

**Number of Moments not completed and not expired: 0**

**Number of Moments completed to date/Total Number of Moments for quarter: 87.5 %**

**Job Code: 3**

**Total Number of Moments for quarter: 143**

**Number of Moments occurred to date: 143**

**Number of Moments completed to date: 139**

**Number of Moments: Left - LOA: 0**

**Number of Moments not completed and expired: 4**

**Number of Moments not completed and not expired: 0**

**Number of Moments completed to date/Total Number of Moments for quarter: 97.2 %**

Q3 FY 19 Again Nicely Done!



**MA RMTS Compliance Status Report**

Attachment A

**Run Date:** 07/2**Run Time:** 04:48 PM ET**State:** MA**School District:** Wachusett Regional School  
District**Year:** 2019**Quarter:** 3**Job Code:** 1**Total Number of Moments for quarter:** 16**Number of Moments occurred to date:** 16**Number of Moments completed to date:** 16**Number of Moments: Left - LOA:** 0**Number of Moments not completed and expired:** 0**Number of Moments not completed and not expired:** 0**Number of Moments completed to date/Total Number of  
Moments for quarter:** 100 %**Job Code:** 2**Total Number of Moments for quarter:** 31**Number of Moments occurred to date:** 31**Number of Moments completed to date:** 26**Number of Moments: Left - LOA:** 1**Number of Moments not completed and expired:** 4

**Number of Moments not completed and not expired:** 0

Attachment A

**Number of Moments completed to date/Total Number of Moments for quarter:** 86.67 %**Job Code:** 3**Total Number of Moments for quarter:** 118**Number of Moments occurred to date:** 118**Number of Moments completed to date:** 115**Number of Moments: Left - LOA:** 3**Number of Moments not completed and expired:** 0**Number of Moments not completed and not expired:** 0

100 %

**Number of Moments completed to date/Total Number of Moments for quarter:**

Q4 FY 19 WOW!

**MA RMTS Compliance Status Report****Run Date:** 07/25/2019**Run Time:** 04:49 PM ET**State:** MA**School District:** Wachusett Regional School District**Year:** 2019**Quarter:** 4**Job Code:** 1

**Total Number of Moments for quarter:** 13

**Number of Moments occurred to date:** 13

**Number of Moments completed to date:** 13

**Number of Moments: Left - LOA:** 0

**Number of Moments not completed and expired:** 0

**Number of Moments not completed and not expired:** 0

**Number of Moments completed to date/Total Number of Moments for quarter:** 100 %

**Job Code:** 2

**Total Number of Moments for quarter:** 33

**Number of Moments occurred to date:** 33

**Number of Moments completed to date:** 33

**Number of Moments: Left - LOA:** 0

**Number of Moments not completed and expired:** 0

**Number of Moments not completed and not expired:** 0

**Number of Moments completed to date/Total Number of Moments for quarter:** 100 %

**Job Code:** 3

**Total Number of Moments for quarter:** 150

**Number of Moments occurred to date:** 150

**Number of Moments completed to date:** 141

**Number of Moments: Left - LOA:** 0

**Number of Moments not completed and expired:** 9

**Number of Moments not completed and not expired:** 0

Attachment A

**Number of Moments completed to date/Total Number of Moments for quarter:** 94 %

Thank you,

Sue Soper

University of Massachusetts Medical School

Commonwealth Medicine

School-Based Medicaid Program

333 South Street

Shrewsbury, Ma 01545

508-856-3826

508-856-7643(fax)

Susan.Soper@umassmed.edu

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**Daniel Deedy** <daniel\_deedy@wrsd.net>

Thu, Jul 25, 2019 at 4:53 PM

To: "Soper, Susan" <Susan.Soper@umassmed.edu>

Cc: Carol Hume <carol\_hume@wrsd.net>, "christine\_smith@wrsd.net" <christine\_smith@wrsd.net>, "Dadah, Susan (Handy)" <Susan.Dadah@umassmed.edu>

Ditto for sure.

[Quoted text hidden]

--

**Daniel F. Deedy**

**Director of Business and Finance**

## ATTACHMENT B

[illegible]

# ATTACHMENT C

## WACHUSETT REGIONAL SCHOOL DISTRICT

July 2019

### GOVERNMENTAL FUNDS, FIDUCIARY FUNDS CASH & FUND BALANCES REPORT

FUND/ FUNC	FUND NAME	CASH BALANCE CURRENT MONTH		CASH BALANCE YEAR TO DATE			ENDING CASH BALANCE	ENCUMBERED	ENDING FUND BALANCE
		REVENUE	EXPENDED	BEG BAL	REVENUE	EXPENDED			
022	CAFETERIA	69.86		105,885.90	69.86	0.00	105,955.76	4,826.32	101,129.44
023	ATHLETIC	2,580.03	9,305.50	25,050.61	2,580.03	9,305.50	18,325.14	15,819.45	2,505.69
027/101	KINDERGARTEN			108.97	0.00	0.00	108.97	35,956.76	(35,847.79)
027/510	APPLIED ARTS	557.00		29,595.71	557.00	0.00	30,152.71	23,608.23	6,544.48
027/511	BUILDING USE	390.00	544.06	43,390.56	390.00	544.06	43,236.50	500.00	42,736.50
027/512	DAMAGED PROPERTY			2,422.33	0.00	0.00	2,422.33	304.07	2,118.26
027/514	DRIVER EDUCATION	5,690.00	4,428.50	38,778.31	5,690.00	4,428.50	40,039.81	16,068.80	23,971.01
027/515	EQUIP REPAIRS			400.00	0.00	0.00	400.00		400.00
027/516	GIFTS & GRANTS	9,032.00	1,550.00	70,107.92	9,032.00	1,550.00	77,589.92	32,219.45	45,370.47
027/517	LOST BOOKS	20.00		18,596.22	20.00	0.00	18,616.22	2,553.08	16,063.14
027/518	PARKING	215.00		4,539.15	215.00	0.00	4,754.13	8,873.65	(4,119.52)
027/519	PERFORMING ARTS			(1,122.11)	0.00	0.00	(1,122.11)		(1,122.11)
027/520	SCHOOL TECHNOLOGY			0.00	0.00	0.00	0.00		0.00
027/522	SUMMER SCHOOL			4,961.29	0.00	0.00	4,961.29		4,961.29
027/524	LOCKER FEES			18,442.30	0.00	0.00	18,442.30		18,442.30
027/151	STERLING EXTENDED DAY			282.48	0.00	0.00	282.48		282.48
027/151	PRINCETON EXTENDED DAY			20,627.68	0.00	0.00	20,627.68		20,627.68
027/151	DAVIS HILL EXTENDED DAY			0.00	0.00	0.00	0.00		0.00
028/000	ECC TUITION	23.55		8,184.35	23.55	0.00	8,207.90	11,555.16	(3,347.26)
028/550	SCHOOL CHOICE		50,000.00	0.00	0.00	50,000.00	(50,000.00)		(50,000.00)
028/551	CIRCUIT BREAKER			0.00	0.00	0.00	0.00		0.00
028/554	INSURANCE REIMBURSEMENTS			0.00	0.00	0.00	0.00		0.00
029	ADULT EDUCATION	0.04		72.04	0.04	0.00	72.08		72.08
040	PROGRAM INITIATIVES	13,615.00	14,656.78	96,413.12	13,615.00	14,656.78	95,371.34	3,537.74	91,833.60
050	STUDENT ACTIVITIES	14,603.68	35,723.00	452,936.12	14,603.68	35,723.00	431,816.80	20,149.31	411,667.49
060	TRUST FUND/SCHOLARSHIPS			201,910.20	0.00	0.00	201,910.20		201,910.20
<b>TOTALS</b>		<b>46,796.16</b>	<b>116,207.84</b>	<b>1,141,583.13</b>	<b>46,796.16</b>	<b>116,207.84</b>	<b>1,072,171.45</b>	<b>175,972.02</b>	<b>896,199.43</b>

## Attachment D



09/11/2019 11:29  
9820dde

Wachusett Regional School District  
FY20 REVENUES 9.11.19

P 1  
glytdbud

FOR 2020 13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001 GENERAL FUND						
0000 UNDESIGNATED						
001 401412 GF MIN LOCAL CONT -	0	-19,225,254	-19,225,254	.00	-19,225,254.00	.0%*
001 401413 GF MIN LOCAL CONT -	0	-4,397,455	-4,397,455	-1,099,363.25	-3,298,091.75	25.0%*
001 401414 GF MIN LOCAL CONT -	0	-3,565,466	-3,565,466	-891,366.50	-2,674,099.50	25.0%*
001 401415 GF MIN LOCAL CONT -	0	-7,226,608	-7,226,608	.00	-7,226,608.00	.0%*
001 401416 GF MIN LOCAL CONT -	0	-8,220,062	-8,220,062	.00	-8,220,062.00	.0%*
001 401422 GF OPER - HOLDEN	0	-7,306,064	-7,306,064	.00	-7,306,064.00	.0%*
001 401423 GF OPER - PAXTON	0	-1,466,595	-1,466,595	-366,648.75	-1,099,946.25	25.0%*
001 401424 GF OPER - PRINCETON	0	-948,577	-948,577	-237,144.50	-711,432.50	25.0%*
001 401425 GF OPER - RUTLAND	0	-3,614,910	-3,614,910	.00	-3,614,910.00	.0%*
001 401426 GF OPER - STERLING	0	-2,377,050	-2,377,050	.00	-2,377,050.00	.0%*
001 401432 GF TRANS ASSESS - HO	0	-2,204,518	-2,204,518	.00	-2,204,518.00	.0%*
001 401433 GF TRANS ASSESS - BA	0	-442,528	-442,528	-110,632.00	-331,896.00	25.0%*
001 401434 GF TRANS ASSESS - PR	0	-286,222	-286,222	-71,555.50	-214,666.50	25.0%*
001 401435 GF TRANS ASSESS - RU	0	-1,090,756	-1,090,756	.00	-1,090,756.00	.0%*
001 401436 GF TRANS ASSESS - ST	0	-717,246	-717,246	.00	-717,246.00	.0%*
001 401442 GF DEBT ASSESS- HOLD	0	-1,089,974	-1,089,974	.00	-1,089,974.00	.0%*
001 401443 GF DEBT ASSESS- PAXT	0	-237,436	-237,436	-59,359.00	-178,077.00	25.0%*
001 401444 GF DEBT ASSESS- PRIN	0	-153,566	-153,566	-38,391.50	-115,174.50	25.0%*
001 401445 GF DEBT ASSESS- RUTL	0	-587,031	-587,031	.00	-587,031.00	.0%*
001 401446 GF DEBT ASSESS- STER	0	-369,100	-369,100	.00	-369,100.00	.0%*
001 401450 GF CHAP 70 - REG SCH	0	-28,500,615	-28,500,615	.00	-28,500,615.00	.0%*
001 401451 GF CHAP 71 - REG SCH	0	-2,178,143	-2,178,143	.00	-2,178,143.00	.0%*
001 401452 GF CHAP 70 - CHARTER	0	-33,253	-33,253	.00	-33,253.00	.0%*
001 401453 GF TXFR - SCHOOL CHO	0	0	0	.00	.00	.0%*
001 401454 GF TXFR - UNRESERVED	0	0	0	.00	.00	.0%*
001 401455 GF - MEDICAID	0	-1,137,521	-1,137,521	.00	-1,137,521.00	.0%*
001 401460 GF INTEREST	0	-21,005	-21,005	-2,116.68	-18,888.32	10.1%*
001 401462 GF REVENUE - MISCELL	0	-439,250	-439,250	-7,547.42	-431,702.58	1.7%*
001 401464 GF REVENUE - INSUR R	0	0	0	.00	.00	.0%*
001 401466 GF PREMIUM - RAN	0	0	0	.00	.00	.0%*
001 401468 GF REVENUE - MSEA RE	0	0	0	.00	.00	.0%*
001 497100 GF REV - TRANSFER IN	0	0	0	.00	.00	.0%*
5400 SHORT-TERM INTEREST						
AFC784 401466 GF PREM - REV ANT	0	0	0	.00	.00	.0%*

# Attachment D



09/11/2019 11:29  
9820dde

Wachusett Regional School District  
FY20 REVENUES 9.11.19

P 2  
glytdbud

FOR 2020 13

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL GENERAL FUND	0	-97,836,205	-97,836,205	-2,884,125.10	-94,952,079.90	2.9%
TOTAL REVENUES	0	-97,836,205	-97,836,205	-2,884,125.10	-94,952,079.90	
GRAND TOTAL	0	-97,836,205	-97,836,205	-2,884,125.10	-94,952,079.90	2.9%

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



# Attachment E

## FY20 Revenue Projections Based Upon Final State Aide Numbers through August 2019

ORG	OBJ	ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	ESTIM REV ADJ	BUDGET ADJ	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE
001	401412	001-00-000-000-0000-0-401412-	GF MIN LOCAL CONT - HOLDEN	0	-19,225,254		-19,225,254	0.00	-19,225,254
001	401413	001-00-000-000-0000-0-401413-	GF MIN LOCAL CONT - PAXTON	0	-4,397,455		-4,397,455	-1,099,363.25	-3,298,092
001	401414	001-00-000-000-0000-0-401414-	GF MIN LOCAL CONT - PRI	0	-3,565,466		-3,565,466	-891,366.50	-2,674,100
001	401415	001-00-000-000-0000-0-401415-	GF MIN LOCAL CONT - RUTLAND	0	-7,226,608		-7,226,608	0.00	-7,226,608
001	401416	001-00-000-000-0000-0-401416-	GF MIN LOCAL CONT - STERLING	0	-8,220,062		-8,220,062	0.00	-8,220,062
001	401422	001-00-000-000-0000-0-401422-	GF OPER - HOLDEN	0	-7,306,064		-7,306,064	0.00	-7,306,064
001	401423	001-00-000-000-0000-0-401423-	GF OPER - PAXTON	0	-1,466,595		-1,466,595	-366,648.75	-1,099,946
001	401424	001-00-000-000-0000-0-401424-	GF OPER - PRINCETON	0	-948,577		-948,577	-237,144.50	-711,433
001	401425	001-00-000-000-0000-0-401425-	GF OPER - RUTLAND	0	-3,614,910		-3,614,910	0.00	-3,614,910
001	401426	001-00-000-000-0000-0-401426-	GF OPER - STERLING	0	-2,377,050		-2,377,050	0.00	-2,377,050
001	401432	001-00-000-000-0000-0-401432-	GF TRANS ASSESS - HOLDEN	0	-2,204,518		-2,204,518	0.00	-2,204,518
001	401433	001-00-000-000-0000-0-401433-	GF TRANS ASSESS - PAXTON	0	-442,528		-442,528	-110,632.00	-331,896
001	401434	001-00-000-000-0000-0-401434-	GF TRANS ASSESS - PRINCETON	0	-286,222		-286,222	-71,555.50	-214,667
001	401435	001-00-000-000-0000-0-401435-	GF TRANS ASSESS - RUTLAND	0	-1,090,756		-1,090,756	0.00	-1,090,756
001	401436	001-00-000-000-0000-0-401436-	GF TRANS ASSESS - STERLING	0	-717,246		-717,246	0.00	-717,246
001	401442	001-00-000-000-0000-0-401442-	GF DEBT ASSESS - HOLDEN	0	-1,089,974		-1,089,974	0.00	-1,089,974
001	401443	001-00-000-000-0000-0-401443-	GF DEBT ASSESS - PAXTON	0	-237,436		-237,436	-59,359.00	-178,077
001	401444	001-00-000-000-0000-0-401444-	GF DEBT ASSESS - PRINCETON	0	-153,566		-153,566	-38,391.50	-115,175
001	401445	001-00-000-000-0000-0-401445-	GF DEBT ASSESS - RUTLAND	0	-587,031		-587,031	0.00	-587,031
001	401446	001-00-000-000-0000-0-401446-	GF DEBT ASSESS - STERLING	0	-369,100		-369,100	0.00	-369,100
001	401450	001-00-000-000-0000-0-401450-	GF CHAP 70 - REG SCHOOL AID	0	-28,500,615	147,220	-28,647,835	0.00	-28,647,835
001	401451	001-00-000-000-0000-0-401451-	GF CHAP 71 - REG SCHOOL TRANS	0	-2,178,143	285,955	-2,464,098	0.00	-2,464,098
001	401452	001-00-000-000-0000-0-401452-	GF CHAP 70 - CHARTER REIMBURSE	0	-33,253	50,992	-84,245	0.00	-84,245
001	401455	001-00-000-000-0000-0-401455-	GF - MEDICAID	0	-1,137,521	(537,521)	-600,000	0.00	-600,000
001	401460	001-00-000-000-0000-0-401460-	GF INTEREST	0	-21,005	28,995	-50,000	-2,117	-47,883
001	401462	001-00-000-000-0000-0-401462-	GF REVENUE - MISCELLANEOUS	0	-439,250	(239,250)	-200,000	-7,547	-192,453
Total 001 GENERAL FUND				0	-97,836,205	(263,609)	-97,572,596	-2,884,125	-94,688,471
Revenue Total				0	-97,836,205	(263,609)	-97,572,596	-2,884,125	-94,688,471
							(263,609)		(263,609)
							(600,000)		(600,000)
							(863,609)		(863,609)

See note 1

See note 2

See note 3

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

Note 2: 600k needed for FDK

Note 3: Estimated revenue budget shortfall

Created 9.11.19

## Attachment F



09/12/2019 13:06  
9820dde

Wachusett Regional School District  
FY20 BUDGET REPORT APPROPRIATION 9.12.19

P 1  
glytdbud

FOR 2020 13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1 SALARIES & STIPENDS	62,064,715	0	62,064,715	4,097,387.26	56,307,927.26	1,659,400.48	97.3%
2 BENEFITS & INSURANCE	15,054,973	49,745	15,104,718	5,597,662.36	9,465,241.90	41,813.33	99.7%
3 INSTRUCTIONAL SUPPORT	3,322,090	3,839	3,325,929	971,820.29	1,246,212.20	1,107,896.94	66.7%
4 OPERATIONS & MAINTENANCE	3,606,166	1,000	3,607,166	424,182.16	2,498,422.67	684,561.17	81.0%
5 PUPIL SERVICES	51,241	0	51,241	14,175.19	29,516.27	7,549.54	85.3%
6 SPECIAL ED TUITIONS	3,123,545	2,731	3,126,276	623,142.20	2,302,569.77	200,563.69	93.6%
7 OTHER OPERATING COSTS	1,196,956	0	1,196,956	5.00	.00	1,196,951.00	.0%
8 TRANSPORTATION	6,919,413	0	6,919,413	298,603.93	2,734,200.11	3,886,608.96	43.8%
9 DEBT SERVICE	2,497,106	0	2,497,106	641,296.88	.00	1,855,809.12	25.7%
GRAND TOTAL	97,836,205	57,315	97,893,520	12,668,275.27	74,584,090.18	10,641,154.23	89.1%

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

Attachment G

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

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

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

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

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

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

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

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

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

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

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

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

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

**AGREEMENT**

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

## Attachment G

WRSD School Use Agreement  
Page 2.

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

## Attachment G

WRSD School Use Agreement  
Page 3.

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

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

## Attachment G

WRSD School Use Agreement  
Page 4.

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

**USER:**

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

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

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

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

By: Principal

## Attachment G

WRSD School Use Agreement...  
Page 5.

### Fee Schedule - FY20

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

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

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

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

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

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

July 2019

DRAFT FOR CONSIDERATION AT 4/1/2019 BUSINESS/FINANCE SUBCOMMITTEE MEETING

## Attachment G

WRSD School Use Agreement  
Page 6.

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

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

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

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

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

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

July 2019

DRAFT FOR CONSIDERATION AT 4/1/2019 BUSINESS/FINANCE SUBCOMMITTEE MEETING



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

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# ATTACHMENT H

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

## ATTACHMENT H

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

**POLICY RELATING TO BUDGET/FINANCE**

***BIDDING REQUIREMENTS***

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

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

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

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

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

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

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

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

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

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

# Attachment J

July 2018 revision

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

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

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

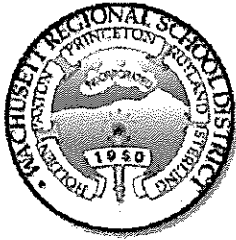
<sup>2</sup> M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016.

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

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

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

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



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

**To:** Darryll McCall  
Superintendent of Schools

**From:** Jeff Carlson  
Director of Human Resources

**Re:** August, 2019 Activity Report

**Date:** Wednesday, September 11, 2019

## **1. Personnel**

- *All vacant Teaching positions have been filled for the current school year. A Special Education Teacher for Houghton Elementary and a Speech Therapist for Chocksett Middle School have been hired to complete this process. Work will continue in this area to cover upcoming maternity leaves.*
- *HR is completing the process of Paraprofessional hiring for District schools. This year we had a number of Paraprofessionals assume Teaching positions within the District increasing vacancy rates in some schools.*
- *All Fall Coaching and Stipend positions have been processed.*
- *The ReadySub online substitute management system is being rolled out to District schools in the month of September. This involves the District Network Manager meeting with staff at the impacted schools and reviewing the system. In addition, there was a September 5<sup>th</sup> training session for District substitute personnel at Central Office.*
- *Human Resources will soon begin to process substitute personnel hires as new hire processing is ending.*

## **2. Collective Bargaining**

- *The Legal Affairs subcommittee met on September 10<sup>th</sup> and Members were assigned to act as School Committee representatives at upcoming bargaining sessions. The District has also received a letter from the Wachusett Administrators Association requesting to begin bargaining before November 1, 2019.*

## **3. Health Insurance**

- *District wide Flu Clinics will start on Wednesday, September 25<sup>th</sup> and run thru Thursday, October 17<sup>th</sup>. We are anticipating over 250 staff will receive the flu shot this year. The Flu Clinics are part of the Wellness benefits provided by Blue Cross and Blue Shield our health insurance carrier.*

## **4. Fingerprinting update**

- *Morpho Trust, the state finger printing vendor continues to fingerprint all new hires and existing staff. At this time, we are experiencing activity with pending Student Teachers that will be working within the District.*

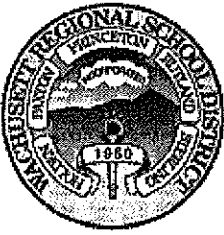
## **5. Teacher/ Administrator Licensure**

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

## **6. Human Resources / Business Office Meetings**

- *The Director is working with the Director of Business and Finance on issues impacting our two departments. This involves working collaboratively on the implementation of the FY 20 budget and the FY19 audit.*

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



## *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

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

### **Entry into WRSD**

There are many ways to conduct an entry plan and enter an organization. However, research suggests the most productive way to enter a school district is to actively listen and to engage with various stakeholders. I consider the various stakeholders as concentric rings around the center which is, of course, our students. To that end, I began my entry process by holding "Listening and Asking Sessions" with various stakeholders. I posted a welcome note on the main page of the software program that we use in special education. I offered to meet with any staff person who wanted time with me. I had conversations with paraprofessionals and teachers throughout the summer. I dove into supporting our children and staff in the Extended School Year Program. I met with contracted providers and I attended our District Leadership Retreat. I have met with District leadership, Union leadership, the Sped Task Force, ELL leadership, new teachers, school building leadership, and families. I have met with SEPAC in two "Meet and Greet" sessions. Additionally, I have read our program reviews from the past, talked with current Coordinators, and engaged families in deeper conversations about the success of their children in our specialized programs. Through all of these activities, I have learned more and more about where WRSD has been, how we do school in WRSD, and where we need to go in the future in WRSD.

### **Next Phase**

As the fall continues to arrive and the colors of my morning ride change from green to reds, yellows, and browns, and eventually to snowy white, I must continue to build conversations with all stakeholders where we move from the individual concern to the vision for all so that we all can see the concentric rings supporting all of the children. I will be hosting 14 meetings over the course of October into early November. I will hold one in each school at 10:00 AM and then one in the evening for anyone who could not make it during the day. I will then assimilate these conversations into a plan for staffing, a plan for program development, and a budget that will support the growth and needs of all children in WRSD. I will use the concentric circles that support and surround our children to find ways to ensure that all children are reaching for and meeting high expectations, are authentically valued by the community that surrounds them and that all members of the concentric circles have the resources to do the work we are compelled to do. I cannot do any of this work alone. Please join me.

**Mountview Middle School**- Cafeteria Wednesday, October 9th @ 10:00 AM

**Paxton Center School** - Cafeteria Friday, October 11th @ 10:00 AM

**Chocksett Middle School** - Library Monday, September 30th @ 10:00 AM

**Glenwood Elementary School** - Library Monday, October 7th @10:00 AM

**Thomas Prince School** - Library Friday, October 18th @10:00 AM

**Dawson Elementary School** - Location: TBD, October 23 @10:00AM

**Naquag Elementary School** - Library, October 21 @10AM

**Davis Hill Elementary School** - TBD

**Houghton School** - Cafeteria, October 28 @10:00AM

**Wachusett Regional High School** - TBD

**Central Tree Middle School** - Cafeteria, October 30 @10:00 AM



**Mayo Elementary School** - Library, November 1 @ 10:00AM

**Early Childhood Center** - Curriculum Center, October 2 @ 1:00 PM

Evening for all on Wednesday, October 30th at 6:00 at the Jefferson School Curriculum Center.

Please feel free to attend any session that fits into your schedule.