

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

Minutes

Regular Meeting #1335

Monday, December 9, 2019  
7:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

*Wachusett Regional School District Committee*

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

*Committee Members Absent:*

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

*Committee Members Participating Remotely:*

None

*Administration Present:*

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

*Student Representatives Present:*

Leah Michalowski

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

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

I. Public Hearing

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

II. Chair's Opening Remarks

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

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

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

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

III. Student Representatives' Reports

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

IV. Superintendent's Report

A. Discussion of Report

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

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

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

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

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

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

B. Recommendations Requiring Action by the School Committee

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

(R. Imber)

(S. Brown)

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

Vote:

*In favor:*

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

Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*  
None

The motion passed unanimously.

V. Unfinished Business

There was no unfinished business brought before the Committee.

VI. Secretary's Report

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

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

(R. Imber)  
(M. Weeks)

Vote:

*In favor:*

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

*Opposed:*  
None

The minutes were approved unanimously.

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

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

VII. Treasurer's Report/Financial Statements

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

VIII. Committee Reports

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

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

8:07 PM Student Representative Michalowski left the meeting.

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

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

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

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

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

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

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

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

(S. Brown)

(R. Imber)

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

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

(M. Lavoie)

(A. Silva)

More discussion took place.

Motion: To move the question.

(R. Imber)

(L. Long-Bellil)

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

Vote:

*In favor:*

Scott Brown

Maleah Gustafson

Sherrie Haber

Robert Imber

Linda Long-Bellil

Amy Michalowski

Megan Weeks

*Opposed:*

Kenneth Mills  
Melissa Ayala  
Matthew Lavoie  
Asima Silva  
Linda Woodland

The motion failed (7-5).

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

8:48 PM Superintendent McCall left the table.

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

8:50 PM Superintendent McCall returned to the table.

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

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

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

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

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

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

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

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

(M. Lavoie)  
(A. Silva)

Vote:

*In favor:*

Melissa Ayala  
Matthew Lavoie  
Asima Silva  
Linda Woodland

*Opposed:*

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

*Abstained:*

Kenneth Mills

The motion failed (4-7-1).

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

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

9:12 PM Superintendent McCall left the table.

Motion: To move the question.

(M. Weeks)  
(A. Silva)

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

Vote to move the question:

*In favor:*

Kenneth Mills



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

*Opposed:*  
None

The motion was unanimously passed.

Vote on main motion:

*In favor:*  
Scott Brown  
Amy Michalowski

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

*Abstained:*  
Kenneth Mills

The motion failed (2-9-1).

9:15 PM Superintendent McCall returned to the table.

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

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

(M. Weeks)

Vote:

*In favor:*

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

*Opposed:*

None

The motion was unanimously passed.

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

(M. Lavoie)  
(A. Silva)

Vote:

*In favor:*

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

*Opposed:*

None

The motion was unanimously passed.

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

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

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

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

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

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

- H. Ad Hoc Subcommittees

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

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

- I. Building Committees

1. Mountview Building Committee

Motion: To discharge the Mountview Building Committee.

(S. Brown)

(M. Weeks)

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

Vote:

*In favor:*

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

Amy Michalowski  
Asima Silva  
Megan Weeks  
Linda Woodland

*Opposed:*  
None

The motion was unanimously passed.

J. School Council Reports:

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

Member Woodland – Chocksett Middle School

Member Woodland – Early Childhood Center

Member Ayala – Houghton Elementary School

Member Long-Bellil – WRHS

Member Haber – Central Tree Middle School

Member Gustafson - SEPAC

IX. Public Hearing

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

X. New Business

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

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

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

XI. Adjournment

Motion: To adjourn.

(R. Imber)  
(S. Brown)

Vote:

*In favor:*

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

*Opposed:*

None

The motion was unanimously approved.

The meeting adjourned at 9:40 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

Attachments:

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

## Attachment 1

**Monday, December 9, 2019**

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

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

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

[illegible]

[illegible]



## FY21 Staffing Plan Priorities

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

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

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

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



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

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

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

**Article I - MEMBERSHIP**

**Section 1. *Name***

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

**Article II - ORGANIZATION**

**Section 1. *Power and Duties***

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

**Section 2. *Organizational Meeting***

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

**Section 3. *Chair/Vice-Chair***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 9. ***Committee Records***

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

**Article III - MEETINGS**

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

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

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

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

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

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

The vote to extend the meeting is not debatable.

Section 2. ***Special Meetings***

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

Section 3. ***Emergency Meetings***

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

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

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

Section 5. ***Agenda***

The agenda will be as follows:

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

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

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

## Article IV - PARLIMENTARY AUTHORITY

### Section 1. *Rules of Order*

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

### Section 2. *Conducting of Business*

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

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

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

## Article V - FINANCIAL AFFAIRS

### Section 1. *Contracts*

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

### Section 2. *Bidding Requirements*

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

### Section 3. *Disbursement of Funds*

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

### Section 4. *Financial Reporting*

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

### Section 5. *Payment of Bills*

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

### Section 6. *Annual Audit*

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

## Article VI - LEGAL

### Section 1. *Selection of Counsel*

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

Section 2. ***Policies***

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

## Article VII - BY-LAW REVISIONS

Section 1. ***Amendments***

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

Section 2. ***Repeal***

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

Section 3. ***Validity***

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

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