


# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 4, 2019

To: *Wachusett Regional School District Committee*

|                             |                   |
|-----------------------------|-------------------|
| Kenneth Mills, Chair        | Robert Imber      |
| Christina Smith, Vice-chair | Sarah LaMountain  |
| Scott Brown                 | Matthew Lavoie    |
| Thomas Curran               | Linda Long-Bellil |
| Michael Dennis              | Amy Michalowski   |
| Anthony DiFonso             | Benjamin Mitchel  |
| Rachel Dolan                | Michael Rivers    |
| Harriet Fradellos           | Asima Silva       |
| Stephen Godbout             | Megan Weeks       |
| Maleah Gustafson            | Charles Witkes    |
| Susan Hitchcock             | Adam Young        |

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

SUBJECT: Superintendent's Report

I want to begin this Report wishing all a happy and healthy 2019. I look forward to working together as we enter the new year.

## Resignation

We have received notification that Sterling Representative Susan Hitchcock will be resigning from the School Committee effective March 29, 2019 (attachment 1). I will miss Susan's presence at the table and her strong support of this district. Please join me in thanking Susan for her service on the Committee since 2014 and wishing her the best.

## Posting

Attached is the updated posting of School Committee, subcommittee, and SEPAC meetings for January, February, March, and April (attachment 2). Please note that the full School Committee meets twice a month in the months of January, March, and April. Also please make note that the second meeting in January will be **TUESDAY**, January 22nd, due to MLK Day observance on January 21st. At our second meeting in January, the 22nd, the full Committee will primarily focus on the FY20 budget. Though not billed as the Annual School Committee Budget Retreat, that meeting, with the discussions centered on the FY20 budget, will serve as our "retreat" and

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### **Jefferson School**

1745 Main Street, Jefferson, MA 01522

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

budget development meeting. I expect that the majority of the evening will be devoted to discussions revolving around the budget. If that proves to be the case, other items on the January 22<sup>nd</sup> agenda may be deferred to the regularly scheduled February School Committee meeting, which will be on February 11th.

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

## FY20 Budget Development

At Monday evening's meeting, I will share with the Committee action to date by the administrative team in terms of development of the District budget for Fiscal Year 2020. As has been done in the past with development of our annual budgets, we are using the WRSD Strategic Plan as the driver, connecting our budget priorities and plans with the Strategic Plan. For your reference, in my cover email I am providing you with a link to our Strategic Plan.

The budget priority review that will take place on Monday evening will be the beginning of our conversations around the FY20 WRSDC budget. At the next Business/Finance Subcommittee meeting, scheduled for January 14<sup>th</sup>, there will be further discussion on budget priorities and the FY20 budget process. At our next full School Committee meeting on January 22<sup>nd</sup>, I will share a more comprehensive overview of the proposed budget, which will be used for my meetings with officials from the five towns.

I am in the process of scheduling meetings with Member Town officials (Finance/Advisory Committees, Selectboards, Town Administrators), meetings similar to the past when the District administrative team visits each town to review, discuss, and consider our FY20 budget proposal, in advance of the Annual Budget Hearing and full School Committee vote on the budget (planned for March 11, 2019). As these meetings are scheduled, I will keep the Committee informed of the dates, time and locations of the meetings, and I encourage School Committee members who are able to attend the meetings.

## Turf Field

Last spring, the District brought forth to the towns a proposal for the replacement of the turf field at WRHS. The proposal required all five towns to approve a separate warrant article at May 2018 Annual Town Meetings, but unfortunately the article was defeated at the first meeting and thus failed.

It is imperative that we now move forward with a replacement plan that will accommodate high school students with a safe playing field that will provide years of athletic opportunities. At the next Business/Finance Subcommittee meeting, I will review our options and make a recommendation for next steps.

## Coordinated Program Review

The week of January 7<sup>th</sup> is when this district will be participating in a Coordinated Program Review (CPR) conducted by the DESE Office of Public School Monitoring (attachment 3). Deputy Superintendent Berlo and Interim Administrator of Special Education Lincoln Waterhouse have been managing preparation for this review, as District staff prepare documentation, records, and other pieces of evidence which will be reviewed and examined by DESE staff.

## Updated Websites

After several months of work and attention by members of the District's I. T. Department, the District and school websites have been revamped and launched. The updated sites are more secure and also mobile friendly. In my cover email, I will provide the link to the new website, which is now live. Using SchoolMessenger, I have been in contact with District families, students, and staff about the new website (attachment 4). I want to again commend Supervisor of Information Services Barry Sclar and Network Manager Ed McAuliffe on the great job they have done working through this very long and arduous process over the past eight months.

## Superintendent Goals

Following approval by the full Committee on December 10<sup>th</sup>, I am sharing my 2018 - 2019 goals (attachments 5 & 6). As I have done in the past, I will share with the Committee monthly updates, providing evidence of work done/being done towards achievement of these goals (attachment 7). As I am told Member Lavoie mentioned at the December meeting, at the regular School Committee meeting in February I will prepare a more detailed overview of progress on my goals.

## Tuition-free, Full-day Kindergarten Proposal

At Monday's meeting, I will be prepared to continue our conversation about implementation of tuition-free, full-day kindergarten. I have met with Holden town officials a second time to discuss space limitations, especially at Mayo Elementary School, and to talk about future plans to accommodate increasing enrollment in the Holden schools, especially at Mayo and specifically space to house another full-day kindergarten classroom in that building. We have come up with some creative suggestions, which I will discuss with District and building administration before making any final plans.

In light of several unknowns that revolve around space availability to move forward with tuition-free, full-day kindergarten across the District, we will continue past practice of conducting a full-day kindergarten lottery in March. Central Office staff are in the process of preparing for this lottery (postcards to families of incoming kindergarten students notifying parents of the lottery "process," updating full-day kindergarten information on the District website, updating the online full-day kindergarten registration link, etc.). IF we are able to align the many details and organizational tasks required to implement tuition-free, full-day kindergarten in all elementary schools for the 2019-2020 school year, as well as secure budgetary support from the Member

Towns at the May Annual Town Meetings, then the results of the lottery will be for naught and all kindergarten-eligible students will be enrolled in tuition-free, full-day kindergarten beginning with the 2019-2020 school year. IF implementation of this program cannot be finalized for the coming school year and needs to be delayed until the 2020-2021 school year, at least enrollment of students, determined by the March 2019 lottery, in tuition-based, full-day kindergarten will have been previously determined and parents can plan accordingly.

## Negotiations

Initial meetings with the three bargaining units with contracts to expire June 30, 2019 (clerical, custodial, food service) have taken place, ground rules have been reviewed and agreed upon, and next meetings have been scheduled. Members of the Legal Affairs Subcommittee will serve on the three negotiating teams and we are hopeful negotiations can be finalized by the spring. I will keep the full Committee apprised, in executive session, as these negotiations move forward.

## MASS/MASC Joint Conference

Member Weeks has shared her thoughts and take away from the November Joint Conference she attended (attachment 8).

## WRSDC Policy 8150 and Policy 8151

In response to an item under New Business brought before the full Committee in December, I am enclosing for your information two WRSDC policies that address complaints from the community and/or complaints about District personnel (Policy 8150 *Complaints from the Community* and Policy 8151 *Complaints about District Personnel* (attachments 9 & 10). On the agenda of the December 17, 2018 Management Subcommittee meeting there was an agenda item *Practice to be put in place/to follow when the School Committee is contacted by a stakeholder and how the Committee can be/should be kept informed about action by administration in response to issue/concern* addressing the new business items raised at the full Committee meeting in December. At the Management meeting, it was agreed that I will share a simple response with School Committee members to let them know that I have acknowledged receipt of an email and will respond to them directly.

## Substitute Payment Schedule

With the increase in minimum wage effective January 1, 2019, the District's substitute pay schedule has been adjusted to reflect the increase (attachment 11).

## Audit Advisory Board

In the November 8, 2018 edition of *The Landmark* there appeared an article about the Audit Advisory Board and the need for members to serve on this Board, representing the towns of Paxton, Princeton, and Rutland (attachment 12). Though the AAB has been quiet the past months, when District auditors (Melanson & Heath) have the draft audit ready for review, the AAB will be called upon to meet to review the audit documents.

## Policies

Attached you will find recently amended School Committee Policy 1312 *Evaluation of the Superintendent* and recently adopted Policy 6950 *School-Parent/Guardian Relations*. These policies can also be found on the District website. These policies and updated Tables of Contents have been sent electronically to the Member Towns, school principals, and District administration (attachment 13).

## Treasurer's Update

Treasurer Dunbar has submitted the Treasurer's Update and Cash Reconciliation for October 2018. Treasurer Dunbar's reports can be found in Google as separate attachments, and as separate links in my cover email.

## Quarterly Report on Reimbursements

Pursuant to Policy 5273.3 Policy Relating to Personnel Management *Employee Travel for Workshops, Conferences, Visitations* and Policy 5264.1 Policy Relating to Personnel Management *Payment or Reimbursement for Meals*, attached is the Report of Employee Travel for Workshops, Conferences, Visitations for the period October - December 2018 (attachment 14).

## Executive Staff Reports

- Director of Human Resources Jeff Carlson's Report to the Superintendent, dated January 3, 2019 (attachment B)

## Subcommittee Minutes

- Minutes of the October 9, 2018 meeting of the Management Subcommittee (Subcommittee Minutes attachment 1)
- Minutes of the October 15, 2018 meeting of the Education Subcommittee (Subcommittee Minutes attachment 2)
- Minutes of the November 27, 2018 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 3)

## Chair's Correspondence

- December 11, 2018 correspondence to David Gentleman (Chair's Correspondence 1)
- December 11, 2018 correspondence to Heidi Lahey (Chair's Correspondence 2)
- December 11, 2018 correspondence to Holden Garden Club (Chair's Correspondence 3)

Superintendent's Correspondence

- January 2, 2019 correspondence to Project 351 Ambassadors (Superintendent's Correspondence 1)

Should you have any questions, please contact me at your convenience.

cc: Executive Staff  
DM:rlp

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

*Agenda*

Regular Meeting #1321

Monday, January 7, 2019

7:00 PM

Media Center  
Wachusett Regional High School, Holden

- I. Public Hearing
- II. Chair's Opening Remarks
- III. Student Representatives' Reports (D. Ferdinand, R. Massoni-Nesman)
- IV. Superintendent's Report
  - A. Discussion of Report
    - Preliminary FY20 Budget Priority Review
    - Report on Tuition-free, Full-day Kindergarten Proposal
  - B. Recommendations Requiring Action by the School Committee
- V. Unfinished Business
- VI. Secretary's Report
  - A. Approval of #1320 Regular Meeting Minutes of the Wachusett Regional School District Committee held on December 10, 2018 – enclosed
- VII. Treasurer's Report/Financial Statements
- VIII. Committee Reports
  - A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, T. Curran, M. Dennis, S. Hitchcock, R. Imber, M. Lavoie)
  - B. Education Subcommittee (R. Imber, Chair, C. Smith, Vice-chair, A. DiFonso, R. Dolan, S. LaMountain, L. Long-Bellil, A. Silva)
    1. Amended Policy 6631 *Policy Relating to Pupil Services Non-discrimination* – first reading
  - C. Business/Finance Subcommittee (M. Dennis, Chair, C. Witkes, Vice-chair, M. Gustafson, L. Long-Bellil, B. Mitchel)

- D. Legal Affairs Subcommittee (S. Hitchcock, Chair, S. Brown, Vice-chair, H. Fradellos, S. Godbout, M. Rivers)
- E. Superintendent Goals and Evaluation Subcommittee (M. Lavoie, Chair, A. Michalowski, Vice-chair, K. Mills, M. Weeks)
- F. Facilities and Securities Subcommittee (T. Curran, Chair, , M. River, Vice-chair, A. Young)
- G. Audit Advisory Board (C. Witkes, Chair, B. Mitchel, Vice-chair)
- H. Ad Hoc Subcommittees
- I. Building Committees
  - 1. Mountview Building Committee
- J. School Council Reports:
  - Central Tree Middle School (M. Lavoie), Chocksett Middle School (S. Godbout), Davis Hill Elementary School (S. Brown), Dawson Elementary School (A. Young), Glenwood Elementary School (A. DiFonso), Houghton Elementary School (S. Godbout), Mayo Elementary School (T. Curran), Mountview Middle School (K. Mills), Naquag Elementary School (C. Witkes), Paxton Center School (B. Mitchel), Thomas Prince School (A. Silva), Wachusett Regional High School (A. Michalowski/C. Smith), Special Education Parent Advisory Council (M. Gustafson), Early Childhood Center (TBD)

IX. Public Hearing

X. New Business

XI. Adjournment

If you cannot attend the January 7, 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 #1320

Monday, December 10, 2018

7:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

*Wachusett Regional School District Committee*

|                             |                   |
|-----------------------------|-------------------|
| Kenneth Mills, Chair        | Robert Imber      |
| Christina Smith, Vice-chair | Matthew Lavoie    |
| Scott Brown                 | Linda Long-Bellil |
| Thomas Curran               | Amy Michalowski   |
| Michael Dennis              | Benjamin Mitchel  |
| Rachel Dolan                | Michael Rivers    |
| Stephen Godbout             | Megan Weeks       |
| Maleah Gustafson (7:25 PM)  | Adam Young        |
| Susan Hitchcock             |                   |

*Committee Members Absent:*

|                   |                |
|-------------------|----------------|
| Anthony DiFonso   | Asima Silva    |
| Harriet Fradellos | Charles Witkes |
| Sarah LaMountain  |                |

*Committee Members Participating Remotely:*

None

*Administration Present:*

Robert Berlo, Deputy Superintendent  
Jeff Carlson, Director of Human Resources  
Daniel Deedy, Director of Business and Finance  
Lincoln Waterhouse, Interim Administrator of Special Education  
Rebecca Petersen, Executive Secretary to the Superintendent

*Student Representatives Present:*

Donroy Ferdinand

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

Chair Mills called the meeting to order at 7:03 PM. He announced the meeting is being recorded but is not streaming or being shown live.

Chair Mills announced Superintendent McCall would not be in attendance, due to a family medical emergency out-of-state.

I. Public Hearing

Heidi Lahey, Holden resident and WREA member, read a prepared statement (attachment 2).

Margaret Watson, Holden Garden Club, read a prepared statement (attachment 3).

II. Chair's Opening Remarks

Chair Mills invited the WRHS Girls' Soccer Team to the podium and congratulated the team and the coaching staff for being State Champions the second year in a row. Chair Mills offered words of praise, encouragement, and good luck, after which Maddie Wilde and Coach David Gentleman said a few words. The team was given a round of applause, and then left the meeting.

7:22 PM Vice-chair Smith left the table.

Chair Mills turned the meeting over to Deputy Superintendent Berlo, who proceeded to present on Spring 2018 MCAS results (attachment 4).

7:24 PM Vice-chair Smith returned to the table.

7:25 PM Member Gustafson joined the meeting.

Deputy Superintendent Berlo reviewed and explained the slides and the information in his presentation, after which members were given the opportunity to ask questions, with many members participating in the Q & A opportunity.

Member Michalowski requested additional information connected with District priorities as related to MCAS testing, information Deputy Superintendent explained has been provided to principals and teachers, and he can provide to the School Committee in his next report. Member Michalowski also asked that the Committee be provided with information about dual enrollment opportunities for WRHS students and a report/information addressing the discrepancy in science curriculum across the District, noting this report/information being gathered and shared is not an immediate concern or request.

Additional questions were asked and answered before Deputy Superintendent Berlo's presentation concluded.

Continuing with Chair's Opening Remarks, Chair Mills took the opportunity to speak about quorum issues encountered at the last full School Committee meeting and also at subcommittee meetings. This will be a topic on the next Management Subcommittee agenda.

At Chair Mills' invitation, Vice-chair Smith, Member Gustafson, and Member Weeks spoke about their attendance at this November's MASS/MASC Joint Conference, thanking the Committee for supporting their attendance and providing the opportunity to participate in this worthwhile event. Member Gustafson's and Member Weeks' reports on the Joint Conference will be shared in the next Superintendent's Report.

### III. Student Representatives' Reports

Student Representative Ferdinand added his congratulations to the Girls' Soccer Team, reported there will be concerts at the high school the evenings of December 12<sup>th</sup> and 13<sup>th</sup>, winter sports have begun, winter break is fast approaching, and all is well at WRHS. Education Subcommittee Member Long-Bellil asked Student Representative Ferdinand his opinion about "Blizzard Bags," to which he answered "no."

With no objection from members, Chair Mills altered the agenda, bringing action on the Superintendent's 2018-2019 goals forward for action by the full School Committee.

Motion: Approval of the Superintendent's Goals 2018-2019.

(R. Imber)

(L. Long-Bellil)

At Chair Mills' request, Superintendent Goals and Evaluation Subcommittee Chair Lavoie spoke about the Superintendent's proposed goals, and at Member Dennis' request he explained the process used in the development of these goals (attachments 5 & 6). Some additional discussion took place.

#### Vote:

##### *In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Michael Dennis  
Rachel Dolan  
Stephen Godbout  
Maleah Gustafson  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel  
Michael Rivers  
Megan Weeks  
Adam Young

##### *Opposed:*

None

The motion passed unanimously.

IV. Superintendent's Report

A. Discussion of Report

In Superintendent McCall's absence, Chair Mills asked Deputy Superintendent if he wanted to speak about anything included in the Superintendent's Report. Deputy Superintendent Berlo mentioned that recent budget discussions have included implementation of tuition-free, full-day kindergarten. Member Michalowski asked if District administration could provide a general sense of class sizes at the high school.

At Member Long-Bellil's request, Chair Mills reported on the November 8, 2018 FY20 Budget Roundtable.

Member Hitchcock asked additional questions about implementation of tuition-free, full-day kindergarten.

8:34 PM Student Representative Ferdinand left the meeting.

B. Recommendations Requiring Action by the School Committee

Motion: To support the Resolution for Support for Full Funding of Our Public Schools

(R. Imber)

(S. Hitchcock)

Chair Mills read aloud the resolution (attachment 7). Member Imber spoke about having a five year plan to address class size concerns, dual enrollment at WRHS, etc. Member Lavoie requested/suggested the drafting of a resolution for full Committee review and approval, a resolution that would encourage/request the state to use new-found revenue to support/fund schools/education.

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Michael Dennis  
Rachel Dolan  
Stephen Godbout  
Maleah Gustafson  
Susan Hitchcock  
Robert Imber

Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel  
Michael Rivers  
Megan Weeks  
Adam Young

*Opposed:*  
None

The motion passed unanimously.

Motion: To accept donations to Davis Hill Elementary School and Leroy E. Mayo Elementary School from Holden Garden Club.

(M. Dennis)  
(B. Mitchel)

Vote:  
*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Michael Dennis  
Rachel Dolan  
Stephen Godbout  
Maleah Gustafson  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel  
Michael Rivers  
Megan Weeks  
Adam Young

*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 1318<sup>th</sup> Regular Meeting Minutes of the Wachusett Regional School District Committee held on October 15, 2018

Motion: To approve minutes of the regular meeting of the WRSDC held on October 15, 2018.

(L. Long-Bellil)

(S. Brown)

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Rachel Dolan  
Stephen Godbout  
Maleah Gustafson  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel  
Michael Rivers  
Megan Weeks  
Adam Young

*Opposed:*

None

*Abstained:*

Michael Dennis

The minutes were approved 16-0-1.

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, T. Curran, M. Dennis, S. Hitchcock, R. Imber, M. Lavoie)

Chair Mills reported this subcommittee has not met since the last School Committee meeting. He expects the subcommittee will meet sometime before the next School Committee meeting in January.

- B. Education Subcommittee (R. Imber, Chair, C. Smith, Vice-chair, A. DiFonso, R. Dolan, S. LaMountain, L. Long-Bellil, A. Silva)

Subcommittee Chair Imber reported this subcommittee met immediately before this full Committee meeting, and he gave an overview of items addressed at that meeting.

Motion: To approve the second reading of Draft Policy 6950 **Policy Relating to Pupil Services School-Parent/Guardian Relations**, waiving the reading.

(R. Imber)

(L. Long-Bellil)

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Michael Dennis  
Rachel Dolan  
Stephen Godbout  
Maleah Gustafson  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel  
Michael Rivers  
Megan Weeks  
Adam Young

*Opposed:*

None

The motion was unanimously approved.

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

Subcommittee Chair Dennis reported on the October 29, 2018 and November 26, 2018 meetings of this subcommittee.

8:46 PM Vice-chair Smith left the table.

Subcommittee Chair Dennis noted that since the subcommittee was not provided budget specific information about tuition-free, full-day kindergarten, discussion of this topic at the Business/Finance Subcommittee level was limited. Additional discussion ensued about OPEB (Other Post-Employment Benefits) and the projected deficit in Special Education Out-of-District tuitions.

8:55 PM Member Godbout left the meeting.

Member Dolan requested an update about audit procedural issues, specifically mentioning Student Activity Accounts and Gifts and Grants, and asked that this be include on Business/Finance Subcommittee meeting agendas.

D. Legal Affairs Subcommittee (S. Hitchcock, Chair, S. Brown, Vice-chair, H. Fradellos, S. Godbout, M. Rivers)

Motion: To approve the second reading of Amended Policy 1312 *Policy Relating to School Committee Operation Evaluation of the Superintendent*, waiving the reading.

(S. Hitchcock)  
(M. Weeks)

Vote:

*In favor:*

Kenneth Mills  
Scott Brown  
Thomas Curran  
Michael Dennis  
Rachel Dolan  
Maleah Gustafson  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel  
Michael Rivers  
Megan Weeks  
Adam Young

*Opposed:*

None

The motion was unanimously approved.

8:58 PM Vice-chair Smith returned to the table.



Subcommittee Chair Hitchcock reported this subcommittee has met twice since the last School Committee meeting. She reported negotiations with three of the District's bargaining units (clerical, custodial, food service) are getting underway.

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

Now that the Superintendent's 2018-2019 goals have been approved by the full School Committee, Subcommittee Chair Lavoie is expecting the Superintendent to provide the Committee with an update on actions towards completion of goals at the February meeting of the full Committee.

- F. Facilities and Security Subcommittee (T. Curran, Chair, M. Rivers, Vice-chair, A. Young)

Subcommittee Chair Curran reported on the December 4, 2018 meeting of this subcommittee, at which time an update on ALICE training District-wide was given, security camera systems were discussed, and the tuition-free, full-day kindergarten proposal was discussed and supported by the subcommittee. This subcommittee will meet next on January 16, 2019.

- G. Audit Advisory Board

AAB Vice-chair Mitchel reported the AAB has not met since the last School Committee meeting. Chair Mills again mentioned the need for representation on the AAB from the towns of Paxton, Princeton, and Rutland.

- H. Ad Hoc Subcommittees

- I. Building Committees

- 1. Mountview Building Committee

No report was made.

- J. School Council Reports:

Central Tree Middle School (M. Lavoie), Chocksett Middle School (S. Godbout), Davis Hill Elementary School (S. Brown), Dawson Elementary School (A. Young), Glenwood Elementary School (A. DiFonso), Houghton Elementary School (S. Godbout), Mayo Elementary School (T. Curran), Mountview Middle School (K. Mills), Naquag Elementary School (C. Witkes), Paxton Center School (B. Mitchel), Thomas Prince School (A. Silva), Wachusett Regional High School (A. Michalowski/C. Smith), Special Education Parent Advisory Council (M. Gustafson), Early Childhood Center

Member Brown – Mountview Middle School

Member Gustafson – SEPAC – *High School Special Education Program and Tour of Facilities* is scheduled for 6:00 PM December 11, 2018

Member Michalowski – WRHS

Member Curran – Mayo Elementary School

Chair Mills - indirect report on Davis Hill SIMCO meeting

#### IX. Public Hearing

Heidi Lahey, Holden resident and WREA member, addressed the Committee.

#### X. New Business

Member Rivers asked about minutes of subcommittee meetings being posted on the District website. Chair Mills will include this topic on the agenda for the next Management Subcommittee meeting.

Member Dennis asked what mechanism is or could be put in place to help close the loop when School Committee member(s) are contacted about a concern or an issue to assure School Committee member(s) are kept informed of action taken towards resolution of the concern or issue. Chair Mills will include this topic on the agenda for the next Management Subcommittee meeting.

Vice-chair Smith asked that the Committee be provided an update about or a presentation be made about Special Education, mentioning specifically the Language-based Disability programs.

#### XI. Adjournment

Motion: To adjourn.

##### Vote:

##### *In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Michael Dennis  
Rachel Dolan  
Maleah Gustafson  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel

Michael Rivers  
Megan Weeks  
Adam Young

*Opposed:*  
None

The motion was unanimously approved.

The meeting adjourned at 9:21 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

Attachments:

- Attachment 1 – Sign-in sheets
- Attachment 2 – public address – Heidi Lahey
- Attachment 3 – public address – Margaret Watson
- Attachment 4 – Spring 2018 MCAS presentation
- Attachment 5 – Superintendent Goal Plan 2018-2019
- Attachment 6 – Educator Plan Form
- Attachment 7 - Resolution for Support for Full Funding of Our Public Schools



**WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE**  
**Regular Meeting**  
**Monday, December 10, 2018**

PLEASE **PRINT** YOUR NAME AND YOUR TOWN

[illegible]

Good evening. Heidi Lahey, 166 Bullard Street, Holden. Resident, taxpayer, parent and educator in Wachusett Regional School District, and president of the Wachusett Regional Education Association.

This past Saturday, the MTA Board of Directors voted unanimously to begin work with our members across the state to address the critical issue of public education underfunding. Our members will be signing petitions in all of our schools in support of increased state funding for public education.

I've been teaching in Wachusett for nine years, and I've been the union president for half of those years. I don't even need to write new remarks to highlight the needs- because so many have not been met due to inadequate funds.

In the 2017 DESE report on per pupil in district spending, Wachusett remained far below the state average of \$15,458 with our in district per pupil spending at \$11,560. Simple subtraction shows we are \$3898 dollars below average. If we had the state average for our 7,327 in district students, we would have \$28.5 million dollars more.

If Wachusett had the same budget per pupil (\$13,999) as Worcester, we would have \$17.8 million dollars more.

If Wachusett had the same per pupil (\$12,529) as Shrewsbury, we would have \$7 million dollars more.

What could those resources do for our students, from the top notch to the severe needs?

How much more of their potential could be unlocked and developed?

How many future costs due to lesser educational outcomes could be avoided ? How long are we going to continue the long slow decline?

In December of 2014, WREA created an Inadequate Resources Report for teachers to track missing resources that impacted instruction. Over 10 school days, our members completed 300 reports. We collected information in two categories: staffing and materials. Among the staffing shortages,

there were 169 reports of missing aide time for inclusion or instruction, 41 teachers absent without subs, and prep time that was inadequate to meet workload.

A request for information for this year shows the same type of shortages. Thru the 10/26/18 Payroll, at the 11 District schools serving a K-8 population there were 170 call-outs K-8 without a designated substitute. In early November, our building representatives voted to bring this issue forward as a priority. In third week of November, the district did increase the daily rate by \$10 per day.

Due to a scarcity of available teacher subs, support staff are reassigned from direct student services to cover absences.

This is robbing Peter to pay Paul, necessitated by inadequate funding. It is the students and staff who pay in the short term- and our society as a whole pays in the long term when those students don't reach their full potential.

This fall, to address a need for more clerical support in special education at central office to support interim directors and to address concerns over timelines for certain functions, clerical tasks in special education were shifted back to the schools to handle. After making a demand to bargain the impact of the change on WREA members who were assigned to complete these additional tasks, I undertook a survey.

Of the 50 responses received:

66% stated that they were not proficient in the tasks that were being reassigned to them

68% needed dedicated and trained clerical staff in their schools

70% needed additional prep time to complete the added work

43% needed training in Esped

43% needed templates and examples of correct legal language for IEP documents

Robbing Peter to pay Paul-assigning educators to clerical tasks in a highly regulated area without adequate training-because there is a shortage of resources to add clerical staff at central office.

To repeat my exact words from January 12, 2015:

I believe that all of us who care deeply and are committed to educating the children of this district must work together in new and vital ways to access funding for improvements that are desperately needed. The students, teachers and staff of the District have been laboring for years with insufficient levels of funding. The flat MCAS scores and the growing achievement gap in special education are just two measurable data points revealing the impact of low funding levels on student achievement. The teachers have given their all but it is no longer enough to remediate for inadequate staffing and insufficient materials. The gap has grown too large.

Our needs for staffing and support are no surprise to most of you here tonight. But I suspect that there are parents and citizens in our towns who would be shocked and dismayed to hear the details of the ongoing shortages that we struggle to overcome every day. I firmly believe that in addition to educating children, my job is to advocate for children. It is in that spirit that I request this committee to engage openly with all the stakeholders in public education in creating and taking action. We need to join together to insist on adequate public education funding both locally and on the state level. We must work together if we are ever going to provide a quality education for the current children of this district. Today, we are falling far short of that goal. As the elected representatives of the towns to this committee, I urge you to support the resolution for Fully Funding our Schools.

The Superintendent's report in November listed 82 classes that exceed the School Committee's class size policy. The cost to staff according to the policy is estimated at \$1,925,000. If the state had implemented the recommendation of the Foundation Funding Review Committee, Wachusett would be receiving an additional \$2.9 million dollars, making those class



size improvements an attainable goal in the same budget as full day Kindergarten.

These goals are NOT beyond our reach, but we cannot achieve them without the engagement of our citizens to demand the state implement all of the recommendations from their own committee.

The austerity narrative that has pervaded every aspect of our public lives is a lie. Resources for the common good exist if we have the political will to access them. How long will we the people accept degradation of services in every aspect of public life: education, health-care, transportation, environment?

The children are counting on us. Let's not disappoint them.

**ADDRESS TO SCHOOL COMMITTEE— Margaret Watson, 12/ 10/ 18**

The Holden Garden Club is pleased to provide grant funding to two Holden public schools for the current year. This funding will help to provide hands-on experiences in gardening and horticulture for students beyond the classroom.

The Davis Hill Elementary School has been working with the Holden Community Garden Committee for three years in a joint effort to establish a working children's garden. A total of 8 raised bed have been built, two of which were placed an an Eagle Scout project. Composted systems are in also in place, and a perimeter fence has been erected, and with a previous contribution from the Holden Garden Club, a water collection was put into place for the conservation of water onsite.

This year the Holden Garden Club is pleased to award Davis Hill \$300. to improve the soil in the gardens so that fresh compost will top off the beds and also provide necessary organic amendments to improve the pH.

Also, the Holden Garden Club has awarded a sum to \$700. to the Leroy E. Mayo School allowing them to purchase materials to improve the student gardens on the school site. Second grade teachers, Andrew Hackett, Jennifer Tibbitt, and Alex Leith have worked for several years using HGC funding and help from other community groups to provide this hands-on horticultural experience to students at Mayo. The funding this year will improve the gardens through the purchase of butterfly bushes, soil, and garden edging.

The Gardening Committee at Mayo is composed of classroom teachers, town community garden members, and selectmen. The Holden DPW has assisted in the construction of the two garden areas. Jed's Hardware has generously provided additional plant donations. All food grown harvested in the Mayo Garden is donated to the Rutland Food Pantry.

In May of this year, the Mayo School Garden was awarded first honors by the Secretary's Award for Excellence in Energy and Environmental Education.

The schools gardens have been created through the efforts of several community groups and individuals. The Holden Garden Club is proud to have played a significant role in the development of the student gardens. The funding for the grants comes solely through the annual plant sale held near the Damon Building each year in May.



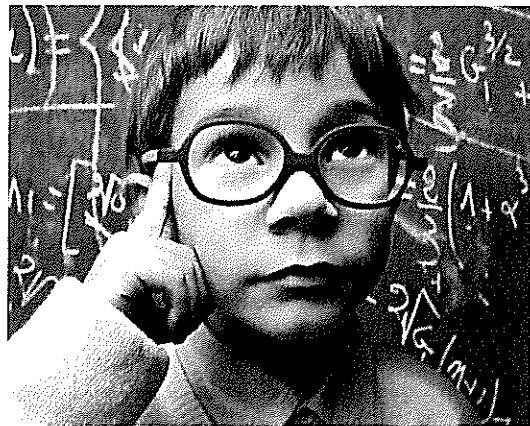
# The Next-Generation MCAS, the Accountability System and WRSD 2018 Results

November 5th WRSDC Meeting



## Agenda

1. Changes to MCAS
2. Changes to DESE Accountability System
3. Overview of WRSD Results



## 1. Next-Generation MCAS: Performance Categories

- On the legacy MCAS, the four scoring categories were
  - Advanced
  - Proficient
  - Needs Improvement
  - Warning/Failing.
- On the next-generation MCAS, the four scoring categories are:
  - Exceeding Expectations
  - Meeting Expectations
  - Partially Meeting Expectations
  - Not Meeting Expectations.

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These new categories emphasize readiness for higher-level work at the next grade level.



## 1. Next-Generation MCAS: Scaled Scores

- The next-generation MCAS uses a scale of 440 to 560.
- It should not be directly compared to the legacy MCAS, which used a scale of 200–280.

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The next-generation MCAS establishes high expectations to better reflect whether students are on track for the next grade level and ultimately for college and a career.



## 1. Next-Generation MCAS: The Assessment

- The next-generation MCAS is a new test with a different approach to assessing student performance.
  - Next-generation results cannot be compared to prior year's.
- The first year of this new assessment was 2017.
  - In 2017, grade 8 at WRSD took the new MCAS online, the rest of the grades were paper-based.
  - In 2018, grades 3–8 at WRSD took the assessment online.
- Students in 10th grade will take the next generation MCAS for the first time this spring.



## 2. Accountability System: Required Indicators

ESSA requires states to include the following indicators in an accountability system:

- Academic achievement based on annual assessments in English language arts (ELA), math, & science
- A measure of student growth or progress for elementary & middle schools
- Graduation rates for high schools
- Progress in achieving English proficiency for English learners
- At least one measure of school quality or student success



## 2. Accountability System: Highlights

- New system has additional accountability indicators
  - Provide information about school performance & student opportunities beyond test scores
- Normative & criterion-referenced components
  - Includes accountability percentiles & progress toward targets
- Emphasis placed on districts and schools to raise the performance of each school's lowest performing students
  - In addition to the performance of the school as a whole
- Discontinuation of accountability & assistance levels 1-5
  - Replaced with accountability categories that define the progress that schools are making & the type of support they may receive from the Department



## 2. Accountability System: English Language Proficiency Indicator

- New indicator in 2018
- Set students on a path to achieving English language proficiency in six years
- Set targets for each English learner based on:
  - Initial ACCESS for ELLs assessment results
  - Grade
  - Years in Massachusetts
- School & district performance will be measured based on the percentage of students meeting their targets each year



## 2. Accountability System: Indicators for Non-High Schools

| Indicator                    | Measure   |
|------------------------------|---|
| Achievement                  | <ul style="list-style-type: none"> <li>English language arts (ELA) average scaled score</li> <li>Mathematics average scaled score</li> <li>Science achievement (Composite Performance Index (CPI))</li> </ul>                           |
| Student Growth               | <ul style="list-style-type: none"> <li>ELA mean student growth percentile (SGP)</li> <li>Mathematics mean SGP</li> </ul>  |
| English Language Proficiency | <ul style="list-style-type: none"> <li>Progress made by students towards attaining English language proficiency (percentage of students meeting annual targets required in order to attain English proficiency in six years)</li> </ul> |
| Additional Indicator(s)      | <ul style="list-style-type: none"> <li>Chronic absenteeism (percentage of students missing 10 percent or more of their days in membership)</li> </ul>   |



## 2. Accountability System: Indicators for High Schools

| Indicator                    | Measure  |
|------------------------------|--|
| Achievement                  | <ul style="list-style-type: none"> <li>English language arts (ELA) achievement (Composite Performance Index (CPI))</li> <li>Mathematics achievement (CPI)</li> <li>Science achievement (CPI)</li> </ul>  |
| Student Growth               | <ul style="list-style-type: none"> <li>ELA mean student growth percentile (SGP)</li> <li>Mathematics mean SGP</li> </ul>   |
| High School Completion       | <ul style="list-style-type: none"> <li>Four-year cohort graduation rate</li> <li>Extended engagement rate (five-year cohort graduation rate plus the percentage of students still enrolled)</li> <li>Annual dropout rate</li> </ul>  |
| English Language Proficiency | <ul style="list-style-type: none"> <li>Progress made by students towards attaining English language proficiency (percentage of students meeting annual targets required in order to attain English proficiency in six years)</li> </ul>  |
| Additional Indicator(s)      | <ul style="list-style-type: none"> <li>Chronic absenteeism (percentage of students missing 10 percent or more of their days in membership)</li> <li>Percentage of 11<sup>th</sup> &amp; 12<sup>th</sup> graders completing advanced coursework (Advanced Placement, International Baccalaureate, dual enrollment courses, &amp;/or other selected rigorous courses)</li> </ul> |



## 2. Accountability System: Accountability Indicators

- Will use average scaled score for the science & high school test once all tests have transitioned to Next-Generation MCAS
- Accountability data may be negatively impacted by late or inaccurate district data submissions
  - Student Information Management System (SIMS)
    - Student enrollment/subgroup membership
    - Chronic absenteeism
  - Student Course Schedule (SCS)
    - Advanced coursework completion



## 2. Accountability System: Setting Targets

- For 2018 reporting, targets will only be set for one year
  - Long-term targets will be set in the future
- Targets for achievement indicators will be based on the assessment performance of schools that have demonstrated improvement in the past
- Targets for non-assessment indicators will be based on analysis of past trends & reasonable expectations for improvement





## 2. Accountability System: Classification of Schools

| Schools without required assistance or intervention<br>(approx. 85%)            |  |   | Schools requiring assistance or intervention<br>(approx. 15%)  |  |
|---|--|---|--|--|
| Schools of recognition  | Meeting targets  | Partially meeting targets                   | Focused/targeted support   | Broad/comprehensive support  |
| Schools demonstrating high achievement, significant improvement, or high growth | Criterion-referenced target percentage 75-100  | Criterion-referenced target percentage 0-74 | <ul style="list-style-type: none"> <li>•Non-comprehensive support schools with percentiles 1-10</li> <li>•Schools with low graduation rate</li> <li>•Schools with low performing subgroups</li> <li>•Schools with low participation</li> </ul> | <ul style="list-style-type: none"> <li>•Underperforming schools</li> <li>•Chronically underperforming schools</li> </ul> |
|   | 2018: Performance against targets reported in 2 categories (meeting & partially meeting)<br>2019: Performance against targets reported in 3 categories (meeting, partially meeting, & not meeting) |   |  |  |

**Notes:**

- School percentiles & performance against targets will be reported for all schools



## 2. Accountability System: Classification of Districts

- Districts will be classified based on the performance of the district as a whole
  - No longer categorized based on performance of lowest performing school
- District accountability percentiles will not be calculated
- Classified based on criterion-referenced component
  - Adjustments made for low graduation rates & low assessment participation
- Board may designate a district as underperforming or chronically underperforming



## 2. Accountability System: Classification of Districts

### Districts without required assistance or intervention

### Districts requiring assistance or intervention

| Meeting targets  | Partially meeting targets                              | Focused/targeted support   | Broad/comprehensive support  |
|--|--|--|--|
| <p>Criterion-referenced target percentage<br/>75-100</p>   | <p>Criterion-referenced target percentage<br/>0-74</p> | <ul style="list-style-type: none"> <li>•Districts with low graduation rate</li> <li>•Districts with low participation</li> </ul> | <ul style="list-style-type: none"> <li>•Underperforming districts</li> <li>•Chronically underperforming districts</li> </ul> |
| <p>2018: Performance against targets reported in 2 categories (meeting &amp; partially meeting)<br/>2019: Performance against targets reported in 3 categories (meeting, partially meeting, &amp; not meeting)</p> |  |  |  |

#### Notes:

- Performance against targets will be reported for all districts



## 3. MCAS Results: Accountability Classifications

### Organization Information

DISTRICT NAME  
Wachusett (07750000)  
REGION  
West/Central

TITLE I STATUS  
Title I District  
GRADES SERVED  
PK,K,01,02,03,04,05,06,07,08,09,10,11,12

### Accountability Information

Overall classification Not requiring assistance or intervention

### School Accountability Information

About the Data

| School                                     | Accountability classification            |
|--|--|
| <a href="#">Central Tree Middle</a>        | Not requiring assistance or intervention |
| <a href="#">Chocksett Middle School</a>    | Not requiring assistance or intervention |
| <a href="#">Davis Hill Elementary</a>      | Not requiring assistance or intervention |
| <a href="#">Dawson</a>                     | Not requiring assistance or intervention |
| <a href="#">Early Childhood Center</a>     | Insufficient data                        |
| <a href="#">Glenwood Elementary School</a> | Not requiring assistance or intervention |
| <a href="#">Houghton Elementary</a>        | Not requiring assistance or intervention |
| <a href="#">Leroy E. Mayo</a>              | Not requiring assistance or intervention |
| <a href="#">Mountview Middle</a>           | Not requiring assistance or intervention |
| <a href="#">Nagawong Elementary School</a> | Insufficient data                        |
| <a href="#">Paxton Center</a>              | Not requiring assistance or intervention |
| <a href="#">Thomas Prince</a>              | Not requiring assistance or intervention |
| <a href="#">Wachusett Regional High</a>    | Not requiring assistance or intervention |



### 3. MCAS Results: State Trends

Students across the state performed the lowest on the following tests:

•ELA:

- Grade 7
- Grade 6
- Grade 8

•Math:

- Grade 7
- Grade 5
- Grade 6

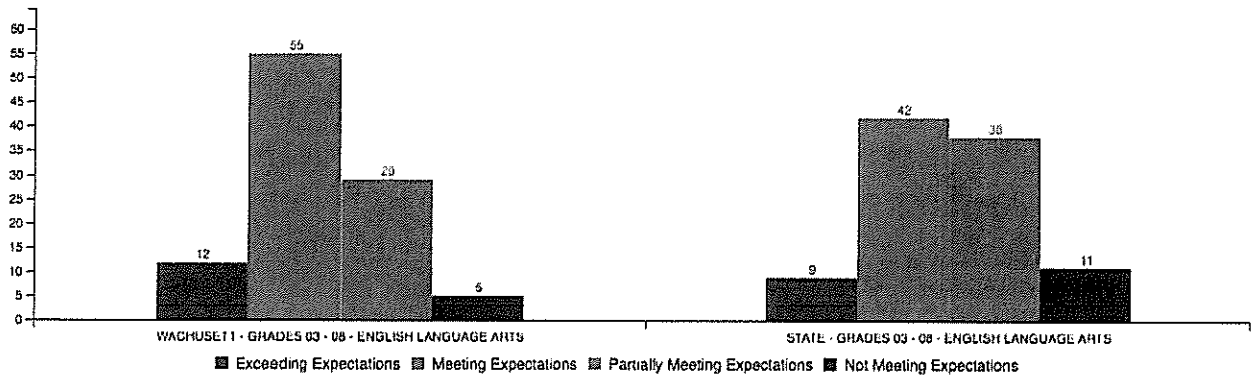


### 3. MCAS Results: WRSD and the State

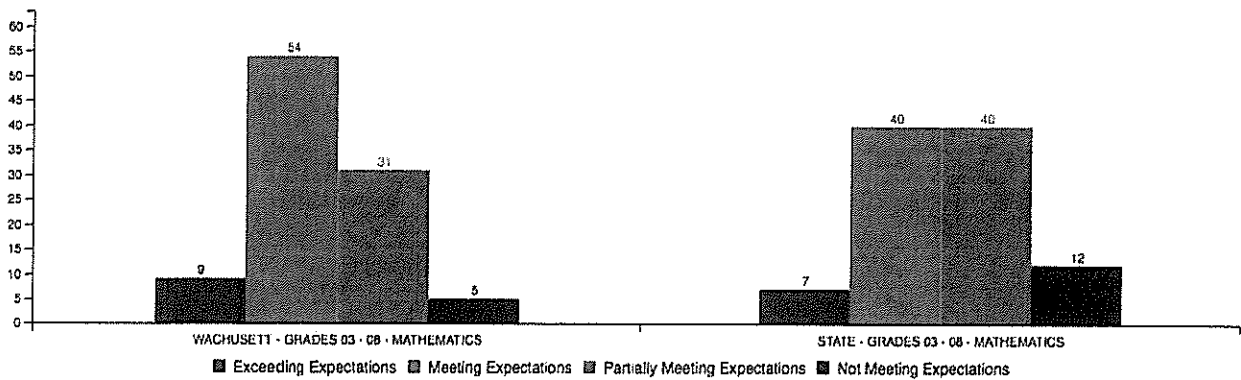
| Grade | ELA-District | ELA-State | Diff. | Math-District | Math-State | Diff. |
|-------|--------------|-----------|-------|---------------|------------|-------|
| 3     | 507.4        | 502.2     | +5.2  | 507.2         | 500.0      | +7.2  |
| 4     | 505.8        | 501.8     | +4.0  | 501.2         | 497.9      | +3.3  |
| 5     | 506.6        | 501.9     | +4.7  | 505.8         | 497.5      | +8.3  |
| 6     | 512.4        | 501.0     | +11.4 | 509.1         | 498.6      | +10.5 |
| 7     | 509.1        | 497.0     | +12.1 | 507.9         | 497.5      | +10.4 |
| 8     | 506.7        | 499.1     | +7.6  | 504.4         | 498.8      | +5.6  |
| 10    | 99.1*        | 96.2*     | +2.9  | 96.8*         | 89.5*      | +7.3  |

\*CPI

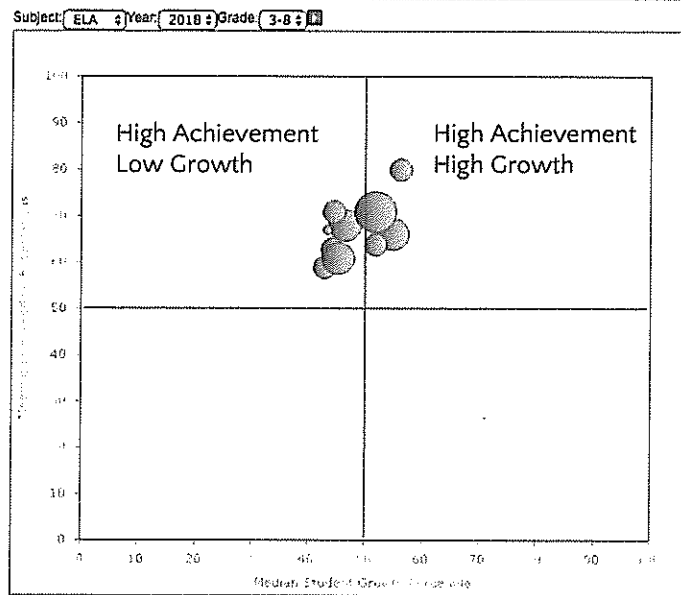
### 3. MCAS Results: Grades 3-8 ELA Achievement for WRSD



### 3. MCAS Results: Grades 3-8 Math Achievement for WRSD



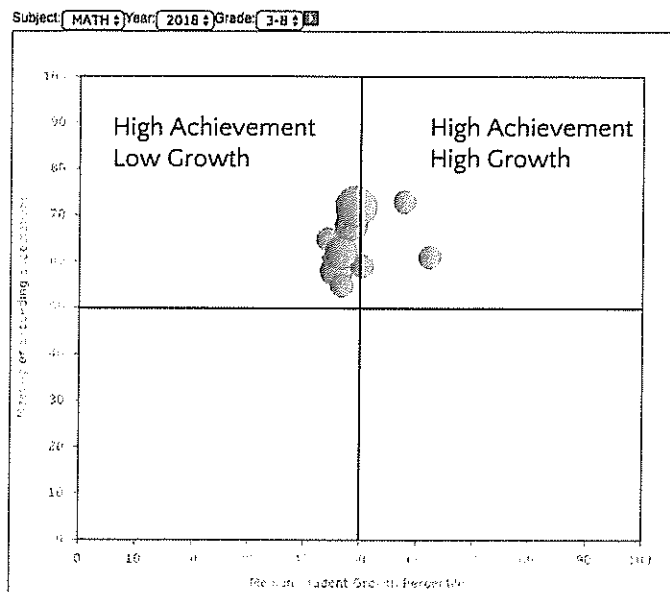
### 3. MCAS Results: Grades 3-8 ELA Growth for WRSD



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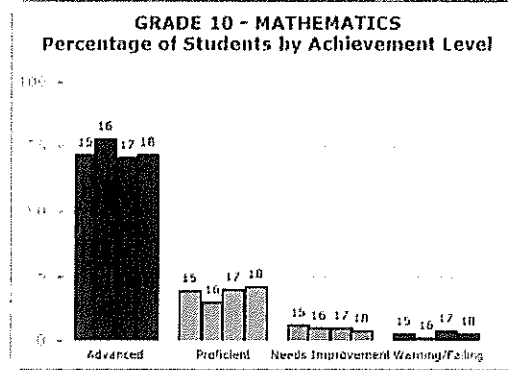
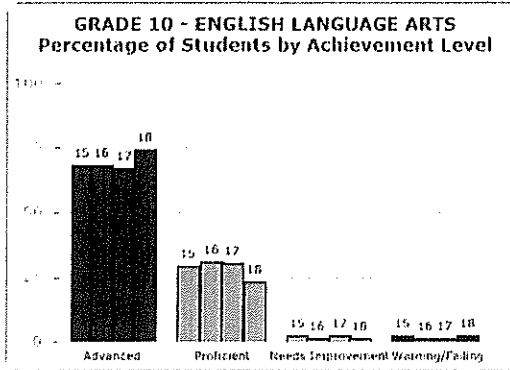
### 3. MCAS Results: Grades 3-8 Math Growth for WRSD



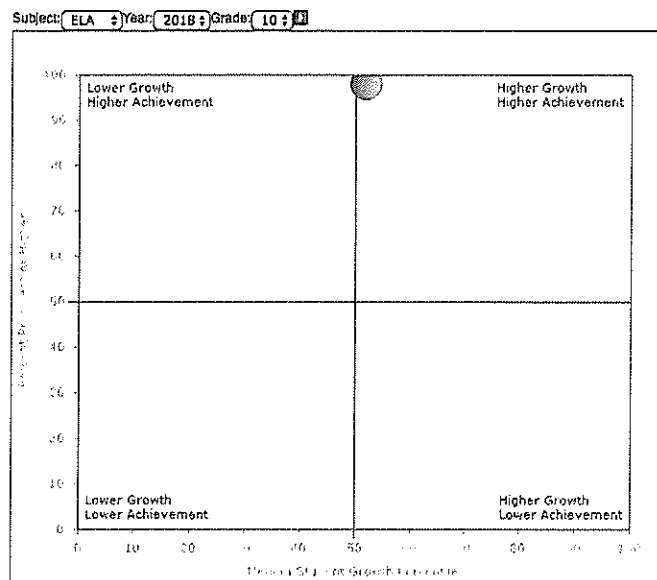
Massachusetts Department of Elementary and Secondary Education



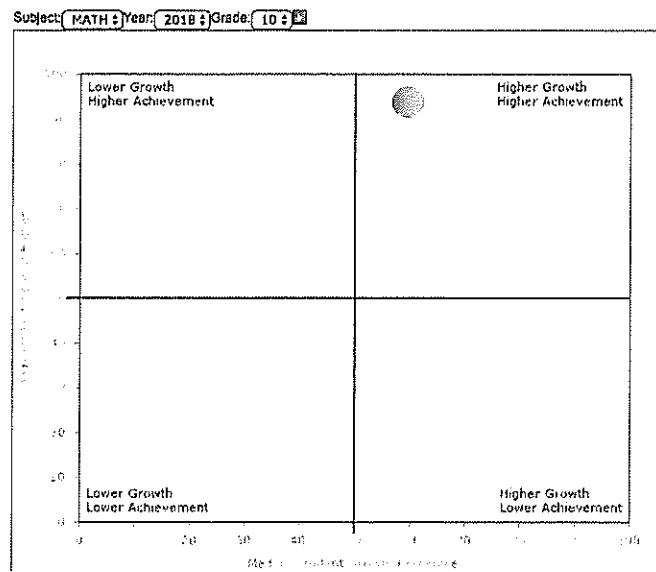
### 3. MCAS Results: Grade 10 ELA & Math Achievement for WRSD



### 3. MCAS Results: Grade 10 ELA Growth for WRSD



### 3. MCAS Results: Grade 10 ELA Growth for WRSD



Massachusetts Department of Elementary and Secondary Education

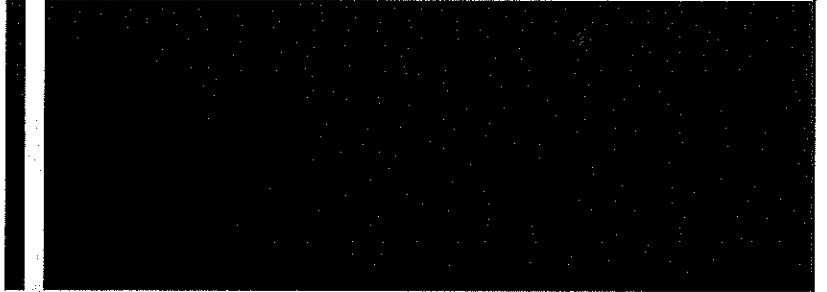


### 3. MCAS Results: District Support Plan

- Examine 2018 MCAS results to:
  - Identify areas of lower than expected performance for the aggregate and for subgroups (high needs, students with disabilities)
  - Identify areas of lower than state average growth for the aggregate and for subgroups
- Identify “at-risk” students for each grade level
- Establish learning goals for at risk students
- Monitor student progress
- Revise goals/supports

Massachusetts Department of Elementary and Secondary Education







**Superintendent Goal Plan 2018-2019 - DRAFT 10/15/2018**Educator—Name/Title: Darryll McCall, Ed.D, SuperintendentPrimary Evaluator—Name/Title: WRSDCCheck all that apply<sup>1</sup>:    ☒ Proposed Goals    ☐ Final Goals    Date: 10/15/18

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

| <b>Student Learning Goal</b><br><i>Check whether goal is individual or team;<br/> write team name if applicable.</i>   | <b>Professional Practice Goal</b><br><i>Check whether goal is individual or team;<br/> write team name if applicable.</i>  |
|--|--|
| <p>Individual<br/> <input checked="" type="checkbox"/> Team:</p> <ul style="list-style-type: none"> <li>- By June 2019, 100% of principals will utilize the Early Warning Indicator System (EWIS), with the superintendent leading district administrators to identify characteristics that will determine whether students are at-risk. Data protocol will be developed by the superintendent to be used for identification of, plan development for, and assessment of improvements in the performance of these students.</li> </ul> <p><b>Rationale</b> - At-risk students represent a demographic that requires defined support. The District must define data protocols in order to build capacity to support these students.<br/> <b>Alignment</b> - This goal aligns with Domains 2 and 3 of the WRSD Strategic Plan and Standard 1: Instructional Leadership</p> | <p><input checked="" type="checkbox"/> Individual<br/> Team:</p> <ul style="list-style-type: none"> <li>- The superintendent will develop leadership capacity in his administrative team by facilitating at least 8 administrative leadership meetings that focus on consistency of practice, vision for success, and support of the WRSD Strategic Plan. By June 2019 he will also develop an induction program for each category of administrators (principal, assistant principal, central office) to increase the confidence and success of new administrators to the district.</li> </ul> <p><b>Rationale</b> - With 3 new principals and 3 new Central Office administrators, it is necessary for support to be provided to these critical positions. This induction program will be leveraged into a more formal development program in future years.<br/> <b>Alignment</b> - This goal aligns with Domain 1 of the WRSD Strategic Plan and Standard I: Instructional Leadership and Standard IV: Professional Culture.</p> |

<sup>1</sup> If proposed goals change during Plan Development, edits may be recorded directly on original sheet or revised goal may be recorded on a new sheet. If proposed goals are approved as written, a separate sheet is not required.

| <p align="center"><b>District Improvement Goal</b><br/> <i>Check whether goal is individual or team;<br/> write team name if applicable.</i></p>   | <p align="center"><b>District Improvement Goal</b><br/> <i>Check whether goal is individual or team;<br/> write team name if applicable.</i></p>  |
|--|---|
| <p>Individual<br/> X Team:</p> <ul style="list-style-type: none"> <li>- By July 2019, ALICE training will be provided at all schools, with at least 80% of staff to be trained within year 1 of a three year roll-out and a comprehensive Emergency Operation Plan (EOP) will be developed for all schools.</li> </ul> <p><b>Rationale</b> - The safety of our students and staff remains at the forefront of our planning. The ALICE program will be rolled out to staff this year and next, with a goal of having all staff trained by the end of 2020.</p> <p><b>Alignment</b> - This goal aligns with Domains 2 and 5 of the WRSD Strategic Plan and Standard I: Instructional Leadership, Standard II: Management and Operations and Standard IV: Professional Culture.</p> | <p>Individual<br/> X Team:</p> <ul style="list-style-type: none"> <li>- By June 2019, create a protocol by which every school has a consistent approach to working with the Panorama data associated with students sense of belonging.</li> </ul> <p><b>Rationale</b> - After analyzing Panorama data, it has been noted that responses for students, particularly in grades 6 through 12, were below those of their peers nationally.</p> <p><b>Alignment</b> - This goal aligns with Domains 2 and 5 of the WRSD Strategic Plan and Standard 1: Instructional Leadership and Standard III: Family and Community Engagement.</p> |

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

**Educator Plan Form DRAFT** (10/15/2018)

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

Primary Evaluator—Name/Title: WRSDC

**Student Learning Goal***Check whether goal is individual or team; write team name if applicable.*

Individual

x Team:

- By June 2019, 100% of principals will utilize the Early Warning Indicator System (EWIS), with the superintendent leading district administrators to identify characteristics that will determine whether students are at-risk. Data protocol will be developed by the superintendent to be used for identification of, plan development for, and assessment of improvements in the performance of these students.

**Student Learning Goal(s): Planned Activities**

*Describe actions the educator will take to attain the student learning goal(s).  
Activities may apply to individual and/or team. Attach additional pages as needed.*

| Action  | Supports/Resources from School/District <sup>1</sup>   | Timeline or Frequency   |
|---|--|---|
| <ul style="list-style-type: none"> <li>At-risk students are identified</li> </ul>                     | <ul style="list-style-type: none"> <li>School administrative team</li> <li>Superintendent/District level administration</li> <li>Teachers</li> </ul> | <ul style="list-style-type: none"> <li>9/2018</li> </ul>            |
| <ul style="list-style-type: none"> <li>Teams meets to define outcomes for the year</li> </ul>         | <ul style="list-style-type: none"> <li>School administrative team</li> <li>Superintendent/District level administration</li> <li>Teachers</li> </ul> | <ul style="list-style-type: none"> <li>10/2018 - ongoing</li> </ul> |
| <ul style="list-style-type: none"> <li>At-risk students are assessed to establish baseline</li> </ul> | <ul style="list-style-type: none"> <li>School administrative team</li> <li>Superintendent/District level administration</li> <li>Teachers</li> </ul> | <ul style="list-style-type: none"> <li>10/2018</li> </ul>           |

|  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• At-risk students, when appropriate, have formative assessment.</li> </ul>           | <ul style="list-style-type: none"> <li>• School administrative team</li> <li>• District level administration</li> <li>• Teachers</li> </ul> | <ul style="list-style-type: none"> <li>• 1/2019</li> </ul> |
| <ul style="list-style-type: none"> <li>• Teams meets to assess mid-year growth and makes modifications as needed.</li> </ul> | <ul style="list-style-type: none"> <li>• School administrative team</li> <li>• District level administration</li> <li>• Teachers</li> </ul> | <ul style="list-style-type: none"> <li>• 2/2019</li> </ul> |
| <ul style="list-style-type: none"> <li>• At-risk students, when appropriate, have summative assessment.</li> </ul>           | <ul style="list-style-type: none"> <li>• School administrative team</li> <li>• District level administration</li> <li>• Teachers</li> </ul> | <ul style="list-style-type: none"> <li>• 5/2019</li> </ul> |

\*Additional detail may be attached if needed.

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

## Educator Plan Form

### Professional Practice Goal

*Check whether goal is individual or team; write team name if applicable.*

☒ Individual

☐ Team:

The superintendent will develop leadership capacity in his administrative team by facilitating at least 8 administrative leadership meetings that focus on consistency of practice, vision for success, and support of the WRSD Strategic Plan. By June 2019 he will also develop an induction program for each category of administrators (principal, assistant principal, central office) to increase the confidence and success of new administrators to the district.

### Professional Practice Goal(s): Planned Activities

*Describe actions the educator will take to attain the professional practice goal(s).  
Activities may apply to individual and/or team. Attach additional pages as needed.*

| Action  | Supports/Resources from School/District <sup>1</sup>  | Timeline or Frequency   |
|---|---|---|
| <ul style="list-style-type: none"><li>Meet with all district administrators to establish consistent goals</li></ul> | <ul style="list-style-type: none"><li>Superintendent/District level administration</li></ul>  | <ul style="list-style-type: none"><li>08/2018</li></ul>           |
| <ul style="list-style-type: none"><li>Monthly meetings with Principal Leadership Team (PLT)</li></ul>               | <ul style="list-style-type: none"><li>Superintendent/District level administration</li></ul>  | <ul style="list-style-type: none"><li>09/2018 - ongoing</li></ul> |
| <ul style="list-style-type: none"><li>Assignment of all first year administrators to a mentor</li></ul>             | <ul style="list-style-type: none"><li>School administrators</li><li>Superintendent/District level administration</li><li>DESE materials</li></ul> | <ul style="list-style-type: none"><li>10/2018</li></ul>           |
| <ul style="list-style-type: none"><li>Assignment of a support team that shall consist of a mentor and an</li></ul>  | <ul style="list-style-type: none"><li>School administrators</li><li>Superintendent/District level administration</li></ul>                        | <ul style="list-style-type: none"><li>10/2018 - ongoing</li></ul> |

<sup>1</sup> Must identify means for educator to receive feedback for improvement per 603 CMR 35.06(3)(d).

|   |  |   |
|---|--|---|
| <p>administrator qualified to evaluate administrators.</p> <ul style="list-style-type: none"> <li>• Provision for adequate time for the mentor and beginning administrator to engage in professional conversations on learning and teaching as well as building leadership capacity within the school community and other appropriate mentoring activities.</li> <li>• Meet with new administrators to assist with integration into the WRSD.</li> <li>• Provision for adequate time and resources to learn how to use effective methods of personnel selection, supervision, and evaluation that are included in the Professional Standards for Administrators.</li> <li>• Plan assessed through administrator feedback (including pre- and post-intervention assessment), defined, and organized for future implementation</li> </ul> | <ul style="list-style-type: none"> <li>• DESE materials</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> <li>• DESE materials</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> </ul> | <ul style="list-style-type: none"> <li>• 10/2018 - ongoing</li> <li>• 10/2018 - ongoing</li> <li>• 10/2018 - ongoing</li> <li>• 5/19</li> </ul> |
|---|--|---|

## Educator Plan Form

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

Primary Evaluator—Name/Title: WRSDC

### District Improvement

*Check whether goal is individual or team; write team name if applicable.*

Individual

x Team:

- By July 2019, ALICE training will be provided at all schools, with at least 80% trained within year 1 of a three year roll-out and a comprehensive Emergency Operation Plan (EOP) will be developed for all schools.

### District Improvement Goal: Planned Activities

*Describe actions the educator will take to attain the student learning goal(s).  
Activities may apply to individual and/or team. Attach additional pages as needed.*

| Action  | Supports/Resources from School/District <sup>1</sup>  | Timeline or Frequency                                     |
|---|---|---|
| <ul style="list-style-type: none"><li>• Meet with ALICE trained administrative team</li></ul>         | <ul style="list-style-type: none"><li>• Review materials</li><li>• School administrators</li><li>• Superintendent/District level administration</li></ul> | <ul style="list-style-type: none"><li>• 8/2018</li></ul>  |
| <ul style="list-style-type: none"><li>• Meet with local emergency officials</li></ul>                 | <ul style="list-style-type: none"><li>• Superintendent/District level administration</li><li>• Review materials</li></ul>                                 | <ul style="list-style-type: none"><li>• 8/2018</li></ul>  |
| <ul style="list-style-type: none"><li>• Administrators participate in ALICE online training</li></ul> | <ul style="list-style-type: none"><li>• School administrators</li><li>• Superintendent/District level administration</li></ul>                            | <ul style="list-style-type: none"><li>• 8/2018</li></ul>  |
| <ul style="list-style-type: none"><li>• School administrators are trained as trainers.</li></ul>      | <ul style="list-style-type: none"><li>• Building principals</li></ul>   | <ul style="list-style-type: none"><li>• 10/2018</li></ul> |

|   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• School administrators conduct training with building staff</li> <li>• Emergency Operation Plans are defined for each school</li> </ul> | <ul style="list-style-type: none"> <li>• School administrators</li> <li>• School staff</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> <li>• Local emergency officials</li> </ul> | <ul style="list-style-type: none"> <li>• ongoing</li> <li>• 6/2019</li> </ul> |
|---|---|---|

\*Additional detail may be attached if needed.



## Educator Plan Form

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

Primary Evaluator—Name/Title: WRSDC

### District Improvement

*Check whether goal is individual or team; write team name if applicable.*

Individual

x Team:

- By June 2019, a protocol will be created by which every school has a consistent approach to working with the Panorama data associated with students' sense of belonging.

### District Improvement Goal: Planned Activities

*Describe actions the educator will take to attain the student learning goal(s).  
Activities may apply to individual and/or team. Attach additional pages as needed.*

| Action   | Supports/Resources from School/District <sup>1</sup>  | Timeline or Frequency                                     |
|--|---|---|
| <ul style="list-style-type: none"><li>• Review of Panorama data</li></ul>  | <ul style="list-style-type: none"><li>• Superintendent/District level administration</li><li>• School administration</li><li>• Teachers</li><li>• Director of SEL</li></ul> | <ul style="list-style-type: none"><li>• 09/2018</li></ul> |
| <ul style="list-style-type: none"><li>• Goals are established for individual buildings</li></ul>   | <ul style="list-style-type: none"><li>• Superintendent/District level administration</li><li>• School administration</li><li>• Teachers</li><li>• Director of SEL</li></ul> | <ul style="list-style-type: none"><li>• 10/2018</li></ul> |
| <ul style="list-style-type: none"><li>• School based support teams meet to create action plan to address areas of focus in Panorama data</li></ul> | <ul style="list-style-type: none"><li>• School administration</li><li>• Teachers</li><li>• Director of SEL</li></ul>  | <ul style="list-style-type: none"><li>• 11/2018</li></ul> |

|   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• School based teams meet on an ongoing basis to assess progress</li> <li>• Students participate in the Panorama survey</li> <li>• Student data reviewed and protocol defined</li> </ul> | <ul style="list-style-type: none"> <li>• School administration</li> <li>• Teachers</li> <li>• Director of SEL</li> <li>• Students</li> <li>• School administration</li> <li>• Teachers</li> <li>• Director of SEL</li> <li>• Superintendent/District level administration</li> </ul> | <ul style="list-style-type: none"> <li>• 11/2018 - ongoing</li> <li>• 5/2019</li> <li>• 6/2019</li> </ul> |
|---|--|---|

\*Additional detail may be attached if needed.

**This Educator Plan is “designed to provide educators with feedback for improvement, professional growth, and leadership,” is “aligned to statewide Standards and Indicators in 603 CMR 35.00 and local Performance Standards,” and “is consistent with district and school goals.” (see 603 CMR 35.06 (3)(d) and 603 CMR 35.06(3)(f.))**

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Educator\* \_\_\_\_\_ Date \_\_\_\_\_

\* As the evaluator retains final authority over goals to be included in an educator's plan (see 603 CMR 35.06(3)(c)), the signature of the educator indicates that he or she has received the Goal Setting Form with the "Final Goal" box checked, indicating the evaluator's approval of the goals. The educator's signature does not necessarily denote agreement with the goals. Regardless of agreement with the final goals, signature indicates recognition that "It is the educator's responsibility to attain the goals in the plan and to participate in any trainings and professional development provided through the state, district, or other providers in accordance with the Educator Plan." (see 603 CMR 35.06(4))

## **Resolution in Support of Full Funding for Our Public Schools**

**WHEREAS**, free public schools available to all students without exception are foundational to our democracy and are required by the state constitution; and

**WHEREAS**, all of our students, no matter where they live, deserve high-quality public schools that teach the whole child and provide them with a rich school experience that addresses their academic, social and emotional needs;

**WHEREAS**, the state's foundation budget formula, which determines state aid to each district, has been woefully out of date for years, thereby underfunding our districts by more than \$1 billion a year for essential educational services; and

**WHEREAS**, an updated foundation budget formula would bring Wachusett Regional School District up to \$2,970,143 in additional state aid each year, allowing this district to move closer to providing all students with the education to which they are entitled as residents of the Commonwealth; and

**WHEREAS**, the Legislature failed to pass any foundation budget legislation in the last session, leaving districts, educators and students without the funds necessary to support the schools our students deserve in every district in the state;

**THEREFORE**, be it resolved that the Wachusett Regional School District Committee urges the Legislature to approve and fully fund a new foundation budget formula by May 1, 2019.

**Wachusett Regional School District Committee**

**Kenneth Mills, Chair, WRSDC**

11/5/2018

**POLICY RELATING TO PUPIL SERVICES**

**NON-DISCRIMINATION**

The WRSDC policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity, or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity, or disability, their complaint should be registered with a compliance officer.

The compliance officers' names and contact information may be obtained through the Superintendent's office or the District website.

**LEGAL REFS.:**

**Title VI, Civil Rights Act of 1964**

**Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972**

**Executive Order 11246, as amended by E.O. 11375**

**Equal Pay Act, as amended by the Education Amendments of 1972**

**Title IX, Education Amendments of 1972**

**Rehabilitation Act of 1973**

**Education for All Handicapped Children Act of 1975**

**M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)**

**M.G.L. 76:5; Amended 2011**

**M.G.L.76:16**

**BESE regulations 603 CMR 26.00 Amended 2012**

**BESE Regulations 603 CMR 28.00**

**MASC CROSS REFS.:**

**ACA, AC, ACE, Subcategories for Nondiscrimination**

**GBA: Equal Employment Opportunity**

**JB: Equal Educational Opportunities**

**POLICY RELATING TO PUPIL SERVICES****NON-DISCRIMINATION**

~~The Wachusett Regional School District does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, English Language Learner (ELL) status, housing status, or other protected status in the operation of the educational programs, activities, or employment policies, and no person will be excluded from or discriminated against in admission to its public schools, or in obtaining advantage and privileges in regards to courses of study and extracurricular programs of such public schools on account of race, color, sex, religion, age, national origin, sexual orientation, gender identity, disability, English Language Learner (ELL) status, housing status or other protected category.~~

First Reading: 09/12/94

Second Reading: 09/26/94

Amendment First Reading: 03/14/05

Amendment Second Reading: 04/11/05

Amendment First Reading: 03/11/13

Amendment Second Reading: 03/18/13

Amendment First Reading: 01/13/14

Amendment Second Reading: 01/27/14

Amendment First Reading:

Amendment Second Reading:

WRSDC Amended Policy 6631

1/2/2019

Attachment 1  
January 4, 2019

Town of Sterling

One Park Street

Sterling, MA 01564

978-422-8111 x2315

978-621-6662 Mobile

---

**From:** Susan Hitchcock <susan\_hitchcock@wrsd.net>  
**Sent:** Friday, December 28, 2018 11:19 AM  
**To:** Ross Perry <rperry@sterling-ma.gov>  
**Cc:** Kenneth Mills <Kenneth\_Mills@wrsd.net>; Darryll McCall  
<darryll\_mccall@wrsd.net>  
**Subject:** Resignation

Dear Mr. Perry,

I am writing to tender my resignation as a member of the Wachusett Regional School District Committee, effective March 29, 2019.

Thank you for the opportunity to serve the Sterling community and the district as a whole while collaborating with my colleagues from the five towns to enhance educational opportunities for all students.

Your support has been greatly appreciated. Please feel free to contact me if I may be of assistance in the future.

Best regards,

Susan T. Hitchcock

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When writing or responding, please be aware that the Massachusetts Secretary of the Commonwealth has determined that most email is a public record and, therefore, may not be kept confidential. However, the preceding email message (including any attachments) contains information that may, under specific circumstances, be confidential, may be protected by law or other applicable privileges, or may constitute non-public information. It is intended to be conveyed only to the designated recipient(s) named above. If you are not an intended recipient of this message, please notify the sender by replying to this message and then delete all copies of it from your computer system. Any use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

--

**Darryll McCall, Ed.D.**

Superintendent

*Wachusett Regional School District*

1745 Main St.

Jefferson, MA 01522

508-829-1670

darryll\_mccall@wrsd.net



Rebecca Petersen <rebecca\_petersen@wrsd.net>

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## Fwd: Resignation

1 message

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**Darryll McCall** <darryll\_mccall@wrsd.net>

Fri, Dec 28, 2018 at 2:38 PM

To: Rebecca Petersen <rebecca\_petersen@wrsd.net>

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

From: **Ross Perry** <rperry@sterling-ma.gov>

Date: Fri, Dec 28, 2018 at 11:54 AM

Subject: RE: Resignation

To: Susan Hitchcock <susan\_hitchcock@wrsd.net>

CC: Kenneth Mills <Kenneth\_Mills@wrsd.net>, Darryll McCall  
<darryll\_mccall@wrsd.net>

Susan:

Thank you for the notice, and thank you your service to the Town of Sterling.

I've forwarded a copy to the Selectmen and Town Clerk.

Best wishes.

Sincerely,

Ross Perry

Town Administrator



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Education Subcommittee

Monday, January 7, 2019  
6:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

**AGENDA:**

- I Call to Order
- II Approval of Minutes
- III Timeline for District Discussion/Review of Homework Practices
- IV Amended Policy 3450 Policy Relating to Education Instructional Materials Non-Discrimination of Educational Materials
- V Amended Policy 3323 Policy Relating to Education Home Assignments
- VI Honors, Advanced Placement, and Dual Enrollment in WRSD – Current Status and Needs
- VII School Recess
- VIII School Start Times
- IX Blizzard Bags
- X Old Business
  - Draft Policy 3341 Policy Relating to Education Curriculum Adoption
  - Policy 3240 Policy Relating to Education Ceremonies and Observances
- XI New Business
- XII 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, January 7, 2019  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

**AGENDA:**

- Public Hearing
- Chair's Opening Remarks
- Student Representatives' Reports
- Superintendent's Report
  - Discussion of Report
    - 1. Preliminary FY20 Budget Priority Review
    - 2. Report on Tuition-free, Full-day Kindergarten Proposal
  - Recommendations Requiring Action by the School Committee
- Unfinished Business
- Secretary's Report
  - Approval of 1320<sup>th</sup> Regular Meeting Minutes of the WRSDC held on 12/10/2018
- Treasurer's Report/Financial Statements
- Committee Reports
  - Management Subcommittee
  - Education Subcommittee
    - 1. Amended Policy 6631 Policy Relating to Pupil Services Non-discrimination– first reading
  - 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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Legal Affairs Subcommittee

Wednesday, January 9, 2019  
6:30 p.m.

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

AGENDA:

- I Call to Order
- II Approval of Minutes
- III Executive Session to discuss strategy for contract negotiations with bargaining units (Wachusett Cafeteria Association; AFSCME Council 93, Local 2885 – Custodial Employees; AFSCME, Council 93, Local 2885 – Clerical Employees), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to reconvene in public session
- IV. Review of WRSDC By-Laws
- V 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, January 14, 2019  
6:00 p.m.

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

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Business/Finance Subcommittee

Monday, January 14, 2019  
7:00 p.m.

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

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SEPAC Meeting

*Basic Rights Presentation*

Tuesday, January 15, 2019  
6:00 p.m.

Curriculum Center  
District Central Office  
1745 Main Street, Jefferson

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Facilities and Security Subcommittee

Wednesday, January 16, 2019  
7:00 p.m.

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

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Wachusett Regional School District Committee

Tuesday, January 22, 2019  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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Business/Finance Subcommittee

Monday, February 4, 2019  
7:00 p.m.

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

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Wachusett Regional School District Committee

Monday, February 11, 2019  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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Business/Finance Subcommittee

Monday, March 4, 2019  
7:00 p.m.

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

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Business/Finance Subcommittee

Monday, April 22, 2019  
7:00 p.m.

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

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Jeffrey C. Riley  
Commissioner

Attachment 3  
January 4, 2019

## Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

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

### MEMORANDUM

**To:** Darryll McCall, Superintendent  
Wachusett Regional School District

**From:** Russell Johnston, Senior Associate Commissioner

**CC:** Special Education Administrator  
Director of English Learner Education  
Title I Director  
Homeless Liaison

**Date:** October 23, 2018

**Re:** DESE Monitoring Reviews for the 2018-2019 School Year

The Department of Elementary and Secondary Education will be conducting required reviews of your school district during the 2018-2019 school year. The purpose of this memorandum is to provide you with information pertaining to each of these reviews, including the type of review, dates and Department chairperson. For your planning purposes about these upcoming reviews, please see the information below:

| Review Topic                     | Type of Review  | Week of Review  | Chairperson        |
|----------------------------------|---|-----------------|--------------------|
| Special Education & Civil Rights | Tier 2<br>Directed Improvement<br>Tiered Focused<br>Monitoring Review | January 7, 2019 | Tom Hidalgo        |
| English Learner Education        | Tier 1<br>Tiered Focused<br>Monitoring/<br>Desk Review                | January 7, 2019 | Sara Nino          |
| Educational Stability            | Desk Review   | TBD             | Sarah Slautterback |
| ESSA                             | Desk Review   | TBD             | Beth O'Connell     |

We look forward to working with you throughout this school year. If you need anything further, please contact Vani Rastogi-Kelly, Director, Office of Public School Monitoring, at [vrastogi-kelly@doe.mass.edu](mailto:vrastogi-kelly@doe.mass.edu) or 781-338-3728.



Rebecca Petersen <rebecca\_petersen@wrsd.net>

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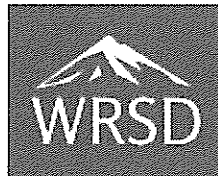
## New Websites

1 message

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**Darryll McCall** <noreply@wrsd.net>  
Reply-To: Darryll McCall <noreply@wrsd.net>  
To: Rebecca\_Petersen@wrsd.net

Wed, Jan 2, 2019 at 3:47 PM



Dear Wachusett community,

I am pleased to announce that we have launched new district and school websites ([www.wrsd.net](http://www.wrsd.net)). The new sites will automatically scale to fit any size display and are designed to provide easy access to the most commonly used content.

We hope that you like the new design and find the sites to be user-friendly. Should you encounter any trouble finding the information you need, or if you experience any technical problems with the new sites, please let us know by sending an email to the address below.

[webmaster@wrsd.net](mailto:webmaster@wrsd.net)

Sincerely,

Darryll McCall, Superintendent

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Get the WRSD Mobile App for Android or iOS today!

Wachusett Regional School District

## Superintendent Goal Plan 2018-2019 FINAL

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

Primary Evaluator—Name/Title: WRSDC

Check all that apply<sup>1</sup>:      Proposed Goals      ☒ Final Goals      Date: 12/10/2018

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

| <b>Student Learning Goal</b><br><i>Check whether goal is individual or team;<br/>write team name if applicable.</i>  | <b>Professional Practice Goal</b><br><i>Check whether goal is individual or team;<br/>write team name if applicable.</i>   |
|--|--|
| <p>Individual<br/><input checked="" type="checkbox"/> Team:</p> <ul style="list-style-type: none"><li>- By June 2019, 100% of principals will utilize the Early Warning Indicator System (EWIS), with the superintendent leading district administrators to identify characteristics that will determine whether students are at-risk. Data protocol will be developed by the superintendent to be used for identification of, plan development for, and assessment of improvements in the performance of these students.</li></ul> <p><b>Rationale</b> - At-risk students represent a demographic that requires defined support. The District must define data protocols in order to build capacity to support these students.<br/><b>Alignment</b> - This goal aligns with Domains 2 and 3 of the WRSD Strategic Plan and Standard 1: Instructional Leadership</p> | <p><input checked="" type="checkbox"/> Individual<br/>Team:</p> <ul style="list-style-type: none"><li>- The superintendent will develop leadership capacity in his administrative team by facilitating at least 8 administrative leadership meetings that focus on consistency of practice, vision for success, and support of the WRSD Strategic Plan. By June 2019 he will also develop an induction program for each category of administrators (principal, assistant principal, central office) to increase the confidence and success of new administrators to the district.</li></ul> <p><b>Rationale</b> - With 3 new principals and 3 new Central Office administrators, it is necessary for support to be provided to these critical positions. This induction program will be leveraged into a more formal development program in future years.<br/><b>Alignment</b> - This goal aligns with Domain 1 of the WRSD Strategic Plan and Standard I: Instructional Leadership and Standard IV: Professional Culture.</p> |

<sup>1</sup> If proposed goals change during Plan Development, edits may be recorded directly on original sheet or revised goal may be recorded on a new sheet. If proposed goals are approved as written, a separate sheet is not required.

| <b>District Improvement Goal</b><br><i>Check whether goal is individual or team;<br/> write team name if applicable.</i>   | <b>District Improvement Goal</b><br><i>Check whether goal is individual or team;<br/> write team name if applicable.</i>  |
|--|---|
| <p>Individual<br/> X Team:</p> <ul style="list-style-type: none"> <li>- By July 2019, ALICE training will be provided at all schools, with at least 80% of staff to be trained within year 1 of a three year roll-out and a comprehensive Emergency Operation Plan (EOP) will be developed for all schools.</li> </ul> <p><b>Rationale</b> - The safety of our students and staff remains at the forefront of our planning. The ALICE program will be rolled out to staff this year and next, with a goal of having all staff trained by the end of 2020.</p> <p><b>Alignment</b> - This goal aligns with Domains 2 and 5 of the WRSD Strategic Plan and Standard I: Instructional Leadership, Standard II: Management and Operations and Standard IV: Professional Culture.</p> | <p>Individual<br/> X Team:</p> <ul style="list-style-type: none"> <li>- By June 2019, create a protocol by which every school has a consistent approach to working with the Panorama data associated with students sense of belonging.</li> </ul> <p><b>Rationale</b> - After analyzing Panorama data, it has been noted that responses for students, particularly in grades 6 through 12, were below those of their peers nationally.</p> <p><b>Alignment</b> - This goal aligns with Domains 2 and 5 of the WRSD Strategic Plan and Standard 1: Instructional Leadership and Standard III: Family and Community Engagement.</p> |

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



## Educator Plan Form FINAL

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

Primary Evaluator—Name/Title: WRSDC

### Student Learning Goal

*Check whether goal is individual or team; write team name if applicable.*

Individual

x Team:

- By June 2019, 100% of principals will utilize the Early Warning Indicator System (EWIS), with the superintendent leading district administrators to identify characteristics that will determine whether students are at-risk. Data protocol will be developed by the superintendent to be used for identification of, plan development for, and assessment of improvements in the performance of these students.

### Student Learning Goal(s): Planned Activities

*Describe actions the educator will take to attain the student learning goal(s).  
Activities may apply to individual and/or team. Attach additional pages as needed.*

| Action  | Supports/Resources from School/District <sup>1</sup>   | Timeline or Frequency   |
|---|--|---|
| <ul style="list-style-type: none"><li>At-risk students are identified</li></ul>                     | <ul style="list-style-type: none"><li>School administrative team</li><li>Superintendent/District level administration</li><li>Teachers</li></ul> | <ul style="list-style-type: none"><li>9/2018</li></ul>            |
| <ul style="list-style-type: none"><li>Teams meets to define outcomes for the year</li></ul>         | <ul style="list-style-type: none"><li>School administrative team</li><li>Superintendent/District level administration</li><li>Teachers</li></ul> | <ul style="list-style-type: none"><li>10/2018 - ongoing</li></ul> |
| <ul style="list-style-type: none"><li>At-risk students are assessed to establish baseline</li></ul> | <ul style="list-style-type: none"><li>School administrative team</li><li>Superintendent/District level administration</li><li>Teachers</li></ul> | <ul style="list-style-type: none"><li>10/2018</li></ul>           |



|  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• At-risk students, when appropriate, have formative assessment.</li> </ul>           | <ul style="list-style-type: none"> <li>• School administrative team</li> <li>• District level administration</li> <li>• Teachers</li> </ul> | <ul style="list-style-type: none"> <li>• 1/2019</li> </ul> |
| <ul style="list-style-type: none"> <li>• Teams meets to assess mid-year growth and makes modifications as needed.</li> </ul> | <ul style="list-style-type: none"> <li>• School administrative team</li> <li>• District level administration</li> <li>• Teachers</li> </ul> | <ul style="list-style-type: none"> <li>• 2/2019</li> </ul> |
| <ul style="list-style-type: none"> <li>• At-risk students, when appropriate, have summative assessment.</li> </ul>           | <ul style="list-style-type: none"> <li>• School administrative team</li> <li>• District level administration</li> <li>• Teachers</li> </ul> | <ul style="list-style-type: none"> <li>• 5/2019</li> </ul> |

\*Additional detail may be attached if needed.

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

## Educator Plan Form

### Professional Practice Goal

*Check whether goal is individual or team; write team name if applicable.*

☒ Individual

☐ Team:

The superintendent will develop leadership capacity in his administrative team by facilitating at least 8 administrative leadership meetings that focus on consistency of practice, vision for success, and support of the WRSD Strategic Plan. By June 2019 he will also develop an induction program for each category of administrators (principal, assistant principal, central office) to increase the confidence and success of new administrators to the district.

### Professional Practice Goal(s): Planned Activities

*Describe actions the educator will take to attain the professional practice goal(s). Activities may apply to individual and/or team. Attach additional pages as needed.*

| Action  | Supports/Resources from School/District <sup>1</sup>  | Timeline or Frequency   |
|---|---|---|
| <ul style="list-style-type: none"><li>Meet with all district administrators to establish consistent goals</li></ul> | <ul style="list-style-type: none"><li>Superintendent/District level administration</li></ul>  | <ul style="list-style-type: none"><li>08/2018</li></ul>           |
| <ul style="list-style-type: none"><li>Monthly meetings with Principal Leadership Team (PLT)</li></ul>               | <ul style="list-style-type: none"><li>Superintendent/District level administration</li></ul>  | <ul style="list-style-type: none"><li>09/2018 - ongoing</li></ul> |
| <ul style="list-style-type: none"><li>Assignment of all first year administrators to a mentor</li></ul>             | <ul style="list-style-type: none"><li>School administrators</li><li>Superintendent/District level administration</li><li>DESE materials</li></ul> | <ul style="list-style-type: none"><li>10/2018</li></ul>           |
| <ul style="list-style-type: none"><li>Assignment of a support team that shall consist of</li></ul>                  | <ul style="list-style-type: none"><li>School administrators</li><li>Superintendent/District</li></ul>   | <ul style="list-style-type: none"><li>10/2018 - ongoing</li></ul> |

<sup>1</sup> Must identify means for educator to receive feedback for improvement per [603 CMR 35.06\(3\)\(d\)](#).

|   |  |   |
|---|--|---|
| <p>a mentor and an administrator qualified to evaluate administrators.</p> <ul style="list-style-type: none"> <li>• Provision for adequate time for the mentor and beginning administrator to engage in professional conversations on learning and teaching as well as building leadership capacity within the school community and other appropriate mentoring activities.</li> <li>• Meet with new administrators to assist with integration into the WRSD.</li> <li>• Provision for adequate time and resources to learn how to use effective methods of personnel selection, supervision, and evaluation that are included in the Professional Standards for Administrators.</li> <li>• Plan assessed through administrator feedback (including pre- and post-intervention assessment), defined, and organized for future implementation</li> </ul> | <p>level administration</p> <ul style="list-style-type: none"> <li>• DESE materials</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> <li>• DESE materials</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> </ul> | <ul style="list-style-type: none"> <li>• 10/2018 - ongoing</li> <li>• 10/2018 - ongoing</li> <li>• 10/2018 - ongoing</li> <li>• 5/19</li> </ul> |
|---|--|---|



|  |  |  |
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|  |  |  |
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## Educator Plan Form

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

Primary Evaluator—Name/Title: WRSDC

### District Improvement

*Check whether goal is individual or team; write team name if applicable.*

Individual  
x Team:

- By July 2019, ALICE training will be provided at all schools, with at least 80% trained within year 1 of a three year roll-out and a comprehensive Emergency Operation Plan (EOP) will be developed for all schools.

### District Improvement Goal: Planned Activities

*Describe actions the educator will take to attain the student learning goal(s). Activities may apply to individual and/or team. Attach additional pages as needed.*

| Action  | Supports/Resources from School/District <sup>1</sup>  | Timeline or Frequency                                    |
|---|---|--|
| <ul style="list-style-type: none"> <li>Meet with ALICE trained administrative team</li> </ul> | <ul style="list-style-type: none"> <li>Review materials</li> <li>School administrators</li> <li>Superintendent/District level administration</li> </ul> | <ul style="list-style-type: none"> <li>8/2018</li> </ul> |
| <ul style="list-style-type: none"> <li>Meet with local emergency officials</li> </ul>         | <ul style="list-style-type: none"> <li>Superintendent/District level administration</li> <li>Review materials</li> </ul>                                | <ul style="list-style-type: none"> <li>8/2018</li> </ul> |

|  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Administrators participate in ALICE online training</li> <li>• School administrators are trained as trainers.</li> <li>• School administrators conduct training with building staff</li> <li>• Emergency Operation Plans are defined for each school</li> </ul> | <ul style="list-style-type: none"> <li>• School administrators</li> <li>• Superintendent/District level administration</li> <li>• Building principals</li> <li>• School administrators</li> <li>• School staff</li> <li>• School administrators</li> <li>• Superintendent/District level administration</li> <li>• Local emergency officials</li> </ul> | <ul style="list-style-type: none"> <li>• 8/2018</li> <li>• 10/2018</li> <li>• ongoing</li> <li>• 6/2019</li> </ul> |
|--|---|--|

\*Additional detail may be attached if needed.

## Educator Plan Form

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

Primary Evaluator—Name/Title: WRSDC

### District Improvement

*Check whether goal is individual or team; write team name if applicable.*

Individual

x Team:

- By June 2019, a protocol will be created by which every school has a consistent approach to working with the Panorama data associated with students' sense of belonging.

### District Improvement Goal: Planned Activities

*Describe actions the educator will take to attain the student learning goal(s).  
Activities may apply to individual and/or team. Attach additional pages as needed.*

| Action   | Supports/Resources from School/District <sup>1</sup>  | Timeline or Frequency                                   |
|--|---|---|
| <ul style="list-style-type: none"><li>Review of Panorama data</li></ul>                        | <ul style="list-style-type: none"><li>Superintendent/District level administration</li><li>School administration</li><li>Teachers</li><li>Director of SEL</li></ul> | <ul style="list-style-type: none"><li>09/2018</li></ul> |
| <ul style="list-style-type: none"><li>Goals are established for individual buildings</li></ul> | <ul style="list-style-type: none"><li>Superintendent/District level administration</li><li>School administration</li></ul>  | <ul style="list-style-type: none"><li>10/2018</li></ul> |



|   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• School based support teams meet to create action plan to address areas of focus in Panorama data</li> <li>• School based teams meet on an ongoing basis to assess progress</li> <li>• Students participate in the Panorama survey</li> <li>• Student data reviewed and protocol defined</li> </ul> | <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Director of SEL</li> <li>• School administration</li> <li>• Teachers</li> <li>• Director of SEL</li> <li>• Students</li> <li>• School administration</li> <li>• Teachers</li> <li>• Director of SEL</li> <li>• Superintendent/District level administration</li> </ul> | <ul style="list-style-type: none"> <li>• 11/2018</li> <li>• 11/2018 - ongoing</li> <li>• 5/2019</li> <li>• 6/2019</li> </ul> |
|---|---|--|

\*Additional detail may be attached if needed.

**This Educator Plan is “designed to provide educators with feedback for improvement, professional growth, and leadership,” is “aligned to statewide Standards and Indicators in 603 CMR 35.00 and local Performance Standards,” and “is consistent with district and school goals.”** (see [603 CMR 35.06 \(3\)\(d\)](#) and [603 CMR 35.06\(3\)\(f\).](#))

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Educator\* \_\_\_\_\_ Date \_\_\_\_\_

\* As the evaluator retains final authority over goals to be included in an educator’s plan (see [603 CMR 35.06\(3\)\(c\)](#)), the signature of the educator indicates that he or she has received the Goal Setting Form with the “Final Goal” box checked, indicating the evaluator’s approval of the goals. The educator’s signature does not necessarily denote

agreement with the goals. Regardless of agreement with the final goals, signature indicates recognition that "It is the educator's responsibility to attain the goals in the plan and to participate in any trainings and professional development provided through the state, district, or other providers in accordance with the Educator Plan." (see [603 CMR 35.06\(4\)](#))



Superintendent's Goals – Update

*Superintendent's Report dated January 4, 2019*

**Goal 1 – Student Learning Goal**

Standard 1: Instructional Leadership; Domains 2 & 3: WRSD Strategic Plan

By June 2019, 100% of principals will utilize the Early Warning Indicator System (EWIS), with the Superintendent leading District administrators to identify characteristics that will determine whether students are at risk. Data protocol will be developed by the Superintendent to be used for identification of, plan development for, and assessment of improvements in the performance of these students.

**January 2019 update:**

All schools have incorporated the Early Warning Indicator System (EWIS) into their planning around students at-risk. Having met with all principals in the fall to discuss both goals and updates for individual school improvement plans, I have focused the attention of building level administrators on the support of at-risk students and how each school will create the necessary scaffolding to promote student growth. District level administration has met with all Principals to examine MCAS data trends, identify “at-risk” students, and establish improvement goals. Follow-up meetings with all principals will occur once we have completed the Compliance Program Review (CPR) and the FY20 budget process is closer to completion. These following up meetings will examine student progress and the need for revising/updating of student improvement goals.

February 2019 update:

March 2019 update:

April 2019 update:

## Superintendent's Goals – Update

*Superintendent's Report dated January 4, 2019*

### **Goal 2 – Professional Practice Goal**

**Standard 1: Instructional Leadership; Standard IV: Professional Culture; Domain 1: WRSD Strategic Plan**

The Superintendent will develop leadership capacity in his administrative team by facilitating at least eight (8) administrative leadership meetings that focus on consistency of practice, vision for success, and support of the WRSD Strategic Plan. By June 2019 he will also develop an induction program for each category of administrators (principal, assistant principal, Central Office) to increase the confidence and success of new administrators to the District.

#### **January 2019 update:**

During the school year, meetings with building leaders and Central Office staff are scheduled on a regular basis. Principal Leadership Team (PLT) meetings are scheduled between September 6, 2018 and May 30, 2019. PLT attendees are the 13 school principals, the Superintendent, the Deputy Superintendent, and other Central Office administrators as needed. Curriculum Meetings are also held (similar to PLT meetings – Thursday mornings, 7:45 – 10:00 AM, in the Curriculum Center at the District Central Office). Curriculum Meeting attendees include the 13 building principals, the Superintendent, Deputy Superintendent (who facilitates Curriculum Meetings), members of the Central Office Curriculum Team, and Central Office administrators as needed.

#### **February 2019 update:**

#### **March 2019 update:**

#### **April 2019 update:**

Superintendent's Goals – Update

*Superintendent's Report dated January 4, 2019*

**Goal 3 – District Improvement Goal**

**Standard I: Instructional Leadership; Standard II: Management and Operations; Standard IV: Professional Culture; Domains 2 & 5: WRSD Strategic Plan**

By July 2019, ALICE training will be provided at all schools, with at least 80% of staff to be trained within year one of a three year roll-out and a comprehensive Emergency Operations Plan (EOP) will be developed for all schools.

**January 2019 update:**

Currently, 79% of all staff have completed the online training component of ALICE, with staff continuing to take part in hands-on training completed in each of the schools. Building principals continue to work on updating their comprehensive Emergency Operations Plans (EOP), with some schools already having completed the process.

**February 2019 update:**

**March 2019 update:**

**April 2019 update:**

## Superintendent's Goals – Update

*Superintendent's Report dated January 4, 2019*

### **Goal 4 – District Improvement Goal**

**Standard I: Instructional Leadership; Standard III: Family and Community Engagement; Domains 2 & 5: WRSD Strategic Plan**

By June 2019, create a protocol by which every school has a consistent approach to working with the Panorama data associated with students' sense of belonging.

#### **January 2019 update:**

Principals are working closely with the Director of Social Emotional Learning and Guidance in completing the first of two Panorama surveys for the 2018-2019 school year. Students in grades 3-9 will be surveyed on SEL competencies and their sense of belonging in their schools in mid to late January. Principals will collaborate with each other and the Director through their PLC (Professional Learning Community) to review the survey data at a District and the school levels. They will discuss possible interventions that can be implemented during the winter and spring, targeting at least one competency, with a second survey being completed in June 2019 to measure effectiveness of the intervention(s). A timeline and interventions for the 2019-2020 school year, with a survey given at the start and end of that school year to monitor progress and effectiveness, will be decided upon by June.

February 2019 update:

March 2019 update:

April 2019 update:

**Megan Weeks - Wachusett Regional School District - MASS/MASC Report**

Overarching theme - need for improvement in Social and Emotional Learning

**Session 1: Collaborative Learning Experiences**

Meaningful work for students - working with the collaborative experience on summarizing. (CLE) Stop, slow down, pull out what we really want them to learn. Meaningful assessments. This year have expanded from humanities to SpecialEd and ELA.

- 200 educators in their District - every group of educators doing something intentionally to change their practice.
- Carving out time for PD went back and looked to find the time - so valuable to be tied in.
- Finding a couple people that work together and team up so that they can complement each other.
- CLE (32 hours) 10 hours of PD just on this. Everyone is involved in this.
- Teachers MUST work together

**Session 2 - Regional District Finances**

Margaret Hughes

- Important to understand Section D - Fiscal Management (MASC) and the Regional Agreement
- Receive monthly lists of bills for payment from SD funds. List will be certified.

Steve Hemman

- Statutory and Alternate Method for Budgets

**Session 3 - MTSS**

- Distinction - kid isn't Tier 1, Tier 2 or Tier 3. SpEd students should be getting services in all 3 tiers as do regular ed kids.
- Services that kids require and we say you don't "qualify". Must strip away the barriers students need to achieve.
- UDL is accepted within ESSA - UDL should be used in all 3 tiers in all areas where you're working with the students. In ways that are equitable for all. Culturally sustaining pedagogy.
- Toolkit released soon for MTSS - Planning protocols coming, scheduling kits coming, exemplars from Districts coming, PD options as well.
- Check out this link for full presentation! [goo.gl/kUX2ji](http://goo.gl/kUX2ji)

**Session 4 - School Funding**

How best to get information for budgetary matters to bring to meetings

- Understanding the state funding formula...Foundation Budget underfunding...using foundation budget information to inform...
- Local funding - how is the local contribution determined? Differs from community to community.
- Be transparent in order to help overrides go through

- Show the history over a period of time.
- Grants are shrinking - showing that history over time. Circuit breaker is dependent on choices you are making.
- Charter School Reimbursement -
- Revolving funds accounts - largest revenue source?
- Special Education Costs

**School Law 101** - Evaluations are public record - you can submit to a chair which makes it public record. If the aggregate is emailed to Boulder case law the school committee, it must be made public.

When interviewing for Superintendent you may do the first interview in exec session, but subsequent interviews must be public. CAN NOT choose just one.

### **Panorama**

- Feedback surveys
- SEL (growth mindset)
- For their surveys - you choose 4-6 topics and get to dig in deeper

**POLICY RELATING TO COMMUNICATION/PUBLIC RELATIONS**

***COMPLAINTS FROM THE COMMUNITY***

The School Committee welcomes constructive feedback concerning the operation of the Wachusett Regional School District.

All complaints made to School Committee members shall be brought promptly to the attention of the Superintendent who will address the problem. School Committee members shall be informed of resolutions when privacy issues are not compromised.

Complaints made regarding the Superintendent shall be referred directly to the School Committee chair.

|                 |          |
|-----------------|----------|
| First Reading:  | 09/12/94 |
| Second Reading: | 09/26/94 |

|                           |          |
|---------------------------|----------|
| Amendment First Reading:  | 03/13/06 |
| Amendment Second Reading: | 03/27/06 |

|                              |          |
|------------------------------|----------|
| Re-Amendment First Reading:  | 04/23/07 |
| Re-Amendment Second Reading: | 05/23/07 |

|                              |          |
|------------------------------|----------|
| Re-Amendment First Reading:  | 11/23/09 |
| Re-Amendment Second Reading: | 12/14/09 |

WRDSC Policy 8150

**POLICY RELATING TO COMMUNICATION/PUBLIC RELATIONS**

**COMPLAINTS ABOUT DISTRICT PERSONNEL**

The Wachusett Regional School Committee establishes the following to ensure that any complaint about District personnel is given respectful attention while maintaining the integrity of the educational program. "Complaint" in this case will be restricted in meaning to criticism of particular school employees by a citizen of the school district which includes or implies a demand for action by school authorities. Other comments and/or suggestions will be referred informally to affected personnel.

Any employee who receives a complaint should try to resolve the complaint through direct personal contact. If the complaint remains unresolved, the employee will refer the complainant to the building principal. The principal shall notify the employee of the complaint and will try to resolve the issue directly with the complainant at the building level.

If the complainant is not satisfied with the resolution at the building level, the complaint shall be directed to the Superintendent or his/her designee. The Superintendent or his/her designee will discuss the complaint with the complainant and will then address the issue with the appropriate personnel. The decision of the Superintendent is final.

If the complaint regards a principal, the complainant may refer the complaint directly to the Superintendent.

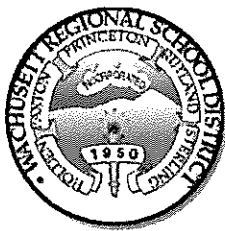
Additional information regarding complaints against personnel is included in the respective collectively bargained agreements.

|                 |          |
|-----------------|----------|
| First Reading:  | 08/11/97 |
| Second Reading: | 09/08/97 |

|                           |          |
|---------------------------|----------|
| Amendment First Reading:  | 03/22/10 |
| Amendment Second Reading: | 04/12/10 |

WRSDC Policy 8151





# Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

## PLEASE POST

### Wachusett Regional School District

#### Substitute Payment Schedule

Effective January 1, 2019

The following payment schedule is applicable to substitute teachers who work in the same teaching assignment with out a break in service for the number of days indicated below. Long term substitutes hired for the full year may be eligible to participate in the District's benefits programs.

The payment schedule is as follows:

|                      |   |
|----------------------|---|
| Day 1 to Day 20      | \$82.00 per day for non-degreed teacher |
| Day 1 to Day 20      | \$90.00 per day for degreed teacher     |
| Day 21 to day 40     | \$110.00 per day                        |
| Day 41 and beyond    | \$130.00 per day                        |
| Long Term Substitute | To be determined by Superintendent      |

#### Daily Substitute Schedule

The following payment schedule is applicable to substitute teachers who replace an absent employee on a daily basis.

The payment schedule is as follows:

|  |
|--|
| \$82.00 per day for non-degreed substitute |
| \$90.00 per day for degreed substitute     |

#### Issued pursuant to School Committee Policy P5410

The following payment schedule is applicable to the position listed below:

|  |
|--|
| \$12.00 per hour substitute food service associate     |
| \$12.00 per hour substitute paraprofessional           |
| \$12.00 per hour substitute school secretaries         |
| \$12.00 per hour substitute school custodian           |
| \$13.00 per hour for substitute ABA Program Assistants |
| \$30 .00 per hour substitute nurse                     |

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#### Jefferson School

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

## Audit advisory board seeks members

Posted Nov 8, 2018 at 5:07 PM

Updated Nov 8, 2018 at 5:07 PM

The Wachusett Regional School District is looking to add members from Paxton, Princeton and Rutland to its Audit Advisory Board. At the present time, only Holden and Sterling are represented on the board. Rutland has one member, Town Accountant Daniel Haynes, who has volunteered to serve on the board until a resident can be appointed.

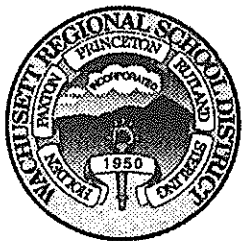
The Audit Advisory Board consists of seven voting members, one from each member town and two members of the Wachusett Regional School District Committee who serve as chair and vice-chair. Appointments are for three years. The school district's director of business and finance work with the Audit Advisory Board members.

The Audit Advisory Board will develop an understanding of the school district's financial reporting system through review the WRSDC Business/Finance Subcommittee meeting minutes, and meeting with the district's treasurer, superintendent and director of business and finance. They receive information about the timeline for the annual audit and recommend audit firms to the WRSD Committee, along with other tasks related to the annual audit.

Prospective members should not have an association with the school district's financial and reporting system.

Acceptable qualifications for members are: business management in the public or private sector, an understanding of generally accepted accounting practices, the ability to assess such principles in connection with accounting for estimates, accruals and reserves, experience preparing auditing, analyzing or evaluating financial statements comparable to those of the school district, an understanding of internal controls and procedures for financial reporting and an understanding of the Audit Advisory Board responsibilities and functions.

Anyone interested in the serving on the board should contact Wachusett Regional School Committee Chair Ken Mills at [kenneth\\_mills@wrsd.net](mailto:kenneth_mills@wrsd.net).



Attachment 13  
January 4, 2019

# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

December 11, 2018

TO: *Wachusett Regional School District Committee*  
*Principals*  
*Town Clerks*  
*Town Libraries*  
*School Libraries*  
*Executive Staff*  
*Wachusett Regional School District Treasurer*

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

Attached you will find a copy of a recently amended Wachusett Regional School District Committee policy and a recently adopted WRSDC policy:

*Policy Relating to School Committee Operations*

P1312 Evaluation of the Superintendent

*Policy Relating to Pupil Services*

P6950 School-Parent/Guardian Relations

These policies, as well as the updated Tables of Contents, should be placed in your Policy Book. All policies can also be accessed on the District website ([www.wrsd.net](http://www.wrsd.net)).

DM:rlp  
Enc.

## **1000. SCHOOL COMMITTEE OPERATION**

|            |  |
|------------|--|
|            | 1100. Legal Status   |
| 2/22/16    | 1110. Powers and Duties  |
| 2/22/16    | 1111. School Committee Member Responsibility                                 |
| 10/28/13   | 1112. Collective Bargaining  |
|            | 1120. Committee Elections  |
| 10/10/95   | 1122. Qualifications   |
| 10/10/95   | 1130. Committee Member Resignation   |
|            | 1140. Removal from Office  |
|            | 1150. Unexpired Term Fulfillment   |
| 6/23/14    | 1160. School Committee Member Ethics   |
|            | 1161. Conflict of Interest   |
|            | 1162. Speaking or Acting for the Committee                                   |
| 10/13/09   | 1170. Use of Electronic Messaging Between and Among School Committee Members |
|            | 1200. Organization of the Committee  |
|            | 1210. Organization Meeting   |
|            | 1220. Committee Officers   |
|            | 1230. Committee Subcommittees  |
|            | 1300. Attending Personnel  |
|            | 1310. Superintendent   |
| 4/23/07    | 1311. Committee-Superintendent Relationship                                  |
| 12/10/18   | 1312. Evaluation of the Superintendent                                       |
|            | 1320. Wachusett Regional School District Treasurer (see Policy 4650)         |
|            | 1321. Committee-Treasurer Relationship                                       |
|            | 1322. Evaluation of the Treasurer  |
|            | 1330. Auditor  |
| 10/15/13   | 1340. Legal Counsel  |
| 2/22/16    | 1350. Student Representative(s) to the Wachusett Regional School Committee   |
|            | 1400. Committee Member Services  |
| 2/9/09     | 1410. New Member Orientation   |
|            | 1420. Development Opportunities  |
|            | 1430. Compensation and Expenses  |
| 2/22/16    | 1431. Attendance at Conferences by School Committee Members                  |
| 4/14/08    | 1432. Reimbursement for Travel Expenses of School Committee Members          |
|            | 1440. Insurance  |
| 2/23/09    | 1500. Definition of Policy and Regulations                                   |
|            | 1510. Bylaws   |
| 2/22/16    | 1520. Policy Development   |
|            | 1521. Development  |
| 10/15/96   | 1522. Administration in Policy Absence                                       |
| 12/10/2018 |  |

## **1000. SCHOOL COMMITTEE OPERATION (continued)**

|         |   |
|---------|---|
| 3/8/99  | 1523. Distribution of School Committee Publications |
|         | 1530. Regulations                                   |
|         | 1600. Regular and Special Meetings                  |
|         | 1610. Times and Places                              |
| 2/24/14 | 1610.1 Remote Participation                         |
| 2/22/16 | 1620. Notice to Committee Members and Public        |
|         | 1630. Agenda Preparation and Dissemination          |
|         | 1640. Agenda Format                                 |
|         | 1650. Rules of Order                                |
| 1/26/09 | 1660. Public Participation                          |
| 6/23/14 | 1670. Executive Sessions                            |
| 2/22/16 | 1680. Minutes of School Committee                   |
| 2/22/16 | 1681.2 Recording of School Committee Meetings       |
|         | 1700. Goals and Objectives                          |
|         | 1710. Mission Statement                             |
|         | 1720. Goals   |

**POLICY RELATING TO SCHOOL COMMITTEE OPERATION**

***EVALUATION OF THE SUPERINTENDENT***

The Wachusett Regional District School Committee (WRSDC) shall evaluate the Superintendent annually. The evaluation process shall be conducted to assess the performance of the Superintendent and shall offer an opportunity for the WRSDC to formally review progress achieved in meeting the Goals of the District. It shall also provide guidance to the Superintendent to improve his/her performance. The WRSDC will utilize the DESE Educator Evaluation Framework to provide written input from both individual WRSDC Members and the participation of all standing subcommittee Chairs.

1. Prior to the evaluation cycle, the WRSDC Chair shall provide the WRSDC the written timelines for the evaluation process.
2. At the beginning of the evaluation cycle, each the WRSDC Member shall receive a copy of the DESE blank evaluation instrument.
3. Individual WRSDC Members shall complete the entire evaluation form according to the instrument directions, based upon the District's Strategic Plan, the District's and Superintendent's Goals, and evidence and artifacts submitted by the Superintendent. All Members shall submit the completed evaluation instrument to the WRSDC Chair by a date specified.
4. The WRSDC Chair shall consider all input.
5. The Chair, with input from all subcommittee Chairs, will then consider and cull all data, including ratings and comments, and present the composite evaluation narrative to the WRSDC for approval by April 30. If the evaluation process cannot be completed by this date, a special meeting shall be held prior to the first May town election.
6. The Superintendent's composite evaluation narrative shall be considered Public Information under the Open Meeting Law.
7. During each academic year, the WRSDC may provide three occasions for the Superintendent to discuss his/her performance during a regular meeting of the WRSDC at his/her request. WRSDC members may offer constructive suggestions at that time.
8. The evaluation of the Superintendent shall be conducted in accordance with M.G.L. c.69, §1B; c.71, §38 and Massachusetts Department of Elementary and Secondary Education Regulations 603 CMR 35.00.

**POLICY RELATING TO SCHOOL COMMITTEE OPERATION**

***EVALUATION OF THE SUPERINTENDENT (continued)***

|                              |          |
|------------------------------|----------|
| First Reading:               | 09/26/94 |
| Second Reading:              | 10/11/94 |
| Amendment First Reading:     | 08/21/95 |
| Amendment Second Reading:    | 09/11/95 |
| Re-amendment First Reading:  | 01/24/06 |
| Re-amendment Second Reading: | 02/13/06 |
| Re-amendment First Reading:  | 12/11/06 |
| Re-amendment Second Reading: | 01/08/07 |
| Re-amendment First Reading:  | 01/26/09 |
| Re-amendment Second Reading: | 02/09/09 |
| Re-amendment First Reading:  | 01/11/16 |
| Re-amendment Second Reading: | 02/22/16 |
| Re-amendment First Reading:  | 10/15/18 |
| Re-amendment Second Reading: | 12/10/18 |

WRSDC Policy 1312



## **6000. PUPIL SERVICES**

|          |  |
|----------|--|
|          | 6100. Admission to the District                                |
| 4/26/99  | 6110. Entrance Age Policy                                      |
|          | 6120. Other New Entry Students                                 |
| 9/11/17  | 6121. Student Residency Policy                                 |
| 9/17/18  | 6122. Homelessness   |
| 5/21/14  | 6130. School Choice  |
|          | 6140. Special Students   |
|          | 6150. Enrollment Projections                                   |
|          | 6160. Post-Graduate Students – Deleted 4/11/05                 |
| 6/7/99   | 6170. Foreign Students   |
|          | 6200. Assignment and Transfer within District                  |
| 7/15/96  | 6210. Districting of Schools and Programs                      |
|          | 6220. To Grade Levels  |
|          | 6221. Granting Credit from Non-Accredited or Uncharted Schools |
|          | 6230. To Teachers  |
|          | 6240. To Courses   |
|          | 6250. To Sections  |
| 1/22/07  | 6260. Assignment of Students to Classes                        |
|          | 6300. Attendance   |
|          | 6310. School   |
|          | 6311. Ages of Students   |
| 11/24/14 | 6312. Regular Attendance                                       |
|          | 6313. Access to School Buildings                               |
|          | 6314. Early Dismissal  |
|          | 6320. Class  |
|          | 6321. Regular Attendance                                       |
|          | 6322. Non-Attendance   |
|          | 6330. Student Accounting Records                               |
|          | 6340. Census   |
|          | 6350. Student Retention in School (Dropout Prevention)         |
| 10/9/07  | 6400. Behavior and Discipline                                  |
|          | 6410. Student Handbook   |
| 4/12/06  | 6411. Bicycle Helmet Usage                                     |
|          | 6420. Dress and Grooming                                       |
|          | 6430. Prohibitions   |
|          | 6431. Tobacco (see Policy 5241.5)                              |
|          | 6432. Drug Abuse -- merged with P6433 12/09/96                 |
| 10/9/07  | 6433. Substance Abuse  |
| 8/29/00  | 6434. Sexual Harassment  |
| 10/9/07  | 6435. Weapons  |
| 10/9/07  | 6436. Appreciation of Diversity                                |

**6000. PUPIL SERVICES (Continued)**

|          |         |   |
|----------|---------|---|
| 2/28/11  | 6437    | Promoting Civil Rights and Prohibiting Harassment, Discrimination and Hate Crimes |
| 9/12/16  | 6438    | Anti-Bullying   |
|          | 6450.   | Student Fines and Charges   |
|          | 6500.   | Activities  |
|          | 6510.   | Social Life   |
| 4/11/05  | 6515    | Student Publications  |
|          | 6520.   | School Photographs  |
|          | 6530.   | Display of Student Work   |
| 4/30/12  | 6531.   | Student Internet Access   |
| 3/16/15  | 6531.1  | Social Media  |
| 11/24/14 | 6531.2  | BYOD (Bring Your Own Device)  |
| 3/16/15  | 6532    | Videotaping and Photographing of District Students                                |
| 4/24/06  | 6540.   | Fundraising by Students   |
|          | 6541.   | For District Activities   |
|          | 6542.   | For Non-District Activities   |
|          | 6550.   | Class Gifts to Schools  |
|          | 6560.   | Parking -- merged with P6561 7/15/96  |
| 7/15/96  | 6561.   | Driving and Parking   |
| 4/11/05  | 6562.   | Alternate Student Transportation (was P7250)                                      |
|          | 6570.   | Activism  |
|          | 6580.   | Part-Time Employment  |
|          | 6581.   | During School Hours   |
|          | 6582.   | Outside of School Hours   |
| 4/7/14   | 6590.   | Athletic Participation and Other Extracurricular Participation                    |
|          | 6600.   | Welfare   |
| 9/26/94  | 6610.   | Health  |
| 3/16/15  | 6611.   | Student Immunizations   |
|          | 6612.   | Illness   |
|          | 6612.1. | Communicable Disease Control  |
|          | 6612.2. | Control of AIDS   |
|          | 6613.   | Accidents   |
| 4/11/05  | 6613.1. | Eye Protection  |
| 3/12/18  | 6613.2. | Athletic Head Injury and Concussion Policy  |
| 7/20/98  | 6614.   | Child Abuse/Neglect   |
|          | 6615.   | Examinations and Inoculations   |
| 4/11/05  | 6616.   | Insurance   |
| 1/8/07   | 6617.   | Administration of Medication  |
| 3/12/18  | 6618    | Nutrition and Wellness Policy   |
| 8/10/15  | 6619    | Life Threatening Allergies  |
|          | 6620.   | Safety  |

**6000. PUPIL SERVICES (Continued)**

|          |   |
|----------|---|
| 10/22/07 | 6621. Transportation Safety and Security Procedures |
|          | 6630. Civil and Legal Rights                        |
| 1/27/14  | 6631. Non-discrimination                            |
|          | 6632. Freedom of Speech                             |
|          | 6633. Search and Seizure                            |
|          | 6634. Questioning and Arrest                        |
|          | 6635. Education                                     |
|          | 6636. Pledge of Allegiance                          |
| 12/13/11 | 6637. Animals in Schools                            |
|          | 6640. Guardianship                                  |
| 4/11/05  | 6650. Confidentiality                               |
|          | 6700. Progress                                      |
|          | 6710. Course Load                                   |
|          | 6720. Grading                                       |
|          | 6730. Student Promotion                             |
|          | 6740. Kindergarten Retention                        |
|          | 6750. Acceleration                                  |
| 5/15/02  | 6760. Recognition of Outstanding Achievement        |
|          | 6800. Exit  |
|          | 6810. Graduation                                    |
|          | 6811. Requirements                                  |
| 3/25/03  | 6812. Diplomas for Veterans                         |
| 5/15/02  | 6813. Scholarships                                  |
|          | 6820. Withdrawal                                    |
|          | 6900. Records and Reporting                         |
| 3/8/10   | 6910. Student Records                               |
|          | 6911. Access  |
|          | 6920. Reporting to Parents                          |
|          | 6921. Formal  |
|          | 6921.1. Report Cards                                |
| 5/28/96  | 6921.2. Parent-Teacher Conferences                  |
|          | 6922. Informal                                      |
|          | 6930. Transcripts                                   |
|          | 6940. Adult   |
| 12/10/18 | 6950. School-Parent/Guardian Relations              |

**POLICY RELATING TO PUPIL SERVICES**

**SCHOOL-PARENT/GUARDIAN RELATIONS**

It is the goal of the Wachusett Regional School District (WRSD) to foster positive relations with parents/guardians, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents/guardians are individually responsible for their children, WRSD provides for the education, safety, and well-being of students during the time they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents/guardians regarding student progress and achievement, methods to enhance student development, and matters of correction.

Involvement of parents/guardians in the schools is encouraged through regular communication with the school Principal and staff, parent/teacher organizations, school volunteer programs, School Councils, and other opportunities for participation in school activities and District programs.

First Reading: 10/15/18  
Second Reading: 12/10/18

WRSDC Policy 6950

| REPORT OF EMPLOYEE TRAVEL FOR WORKSHOPS, CONFERENCES, VISITATIONS |                         |               |                   |   |              |          |          |          |               |
|---|-------------------------|---------------|-------------------|---|--------------|----------|----------|----------|---------------|
| For Period: October-December 2018                                 |                         |               |                   |   |              |          |          |          |               |
| CLASSIFICATION OF EMPLOYEE  | NAME                    | DATE          | DESTINATION       | PURPOSE                                       | REGISTRATION | MILES    | LODGING  | MEALS    | TOLLS/PARKING |
| Dir of SEL & Guidance   | Krol, Jon               | 10/26/2018    | Meredith, NH      | SEL Workshop                                  | \$ 295.00    | \$136.25 |          |          |               |
| Dir of SEL & Guidance   | Krol, Jon               | 10/25/2018    | Nonwood, MA       | Focus On EWIS Workshop                        | \$ 80.00     | \$70.52  |          |          |               |
| Dir of SEL & Guidance   | Krol, Jon               | 10/9/2018     | Franklin, MA      | SEL Curriculum Development                    | \$ 215.00    | \$54.72  |          |          |               |
| Dir of SEL & Guidance   | Krol, Jon               | 10/12 & 11/8  | Franklin, MA      | What Does SEL Looklike in My Classroom        | \$ 390.00    | \$54.72  |          |          |               |
| Dir of SEL & Guidance   | Krol, Jon               | 10/22/2018    | Franklin, MA      | Growth Mindset                                |              | \$54.72  |          |          |               |
| Sup. Info Tech Svs  | Sclaf, Barry            | 10/18/2018    | Foxborough, MA    | MASSCUE                                       |              | \$55.48  |          |          |               |
| Teacher   | Ward, Kerrie            | 10/29/2018    | Marlborough, MA   | Mass Council of Social Studies conference     | \$ 100.00    |          |          |          |               |
| Teacher   | Hunnewell, Paul         | 11/5 & 6/18   | Worcester, MA     | MAHPERD                                       | \$ 170.00    |          |          |          |               |
| Teacher   | Sherrill, Hannah        | 11/13/2018    | Worcester, MA     | Mass Down Syndrome Conference                 | \$ 250.00    |          |          |          |               |
| Teacher   | Morris, Julie           | 10/26/2018    | Springfield, MA   | MAFLA   | \$ 140.00    |          |          |          |               |
| Teacher   | Beaunier, Carolyn       | 10/11 & 12/18 | Amherst, MA       | BABAT Annual Conference                       | \$ 240.00    |          |          |          |               |
| Teacher   | Day, Kelley             | 10/5/2018     | Hartford, CT      | NCTM  | \$ 320.00    |          |          |          |               |
| Teacher   | Butterfield, Dianah     | 10/19/2018    | Nonwood, MA       | Social Thinking Conference                    | \$ 186.00    |          |          |          |               |
| Nurse   | Lavton, Christine       | 10/26/2018    | Worcester, MA     | Pediatric Primary Care                        | \$ 100.00    | \$13.63  |          |          |               |
| Teacher   | Lee, Jennifer           | 10/5/2018     | Hartford, CT      | NCTM  | \$ 296.00    |          |          |          |               |
| Teacher   | Jaffe, Scott            | 8/22/2018     | Petersham, MA     | Harvard Forest Workshop                       | \$ 50.00     |          |          |          |               |
| Teacher   | Vickstrom, Andrew       | 10/5/2018     | Hartford, CT      | NCTM  | \$ 296.00    |          |          |          |               |
| Teacher   | Lague, Michael          | 10/5/2018     | Hartford, CT      | NCTM  | \$ 296.00    |          |          |          |               |
| Teacher   | Walsh, Michael          | 11/5 & 6/18   | Worcester, MA     | MAHPERD                                       | \$ 150.00    | \$35.97  |          |          |               |
| Principal   | Cipro, Anthony          | 11/2-4/18     | Nashville, TN     | ASCD Leadership & Diversity Conference        |              |          | \$761.10 | \$121.81 |               |
| Teacher   | Wilde, Daniel           | 11/5 & 6/18   | Worcester, MA     | MAHPERD                                       | \$ 225.00    |          |          |          |               |
| Teacher   | LeBlanc, Ashley         | 11/5 & 6/18   | Worcester, MA     | MAHPERD                                       | \$ 225.00    |          |          |          |               |
| Teacher   | Lannonlagne, Jim        | 11/5 & 6/18   | Worcester, MA     | MAHPERD                                       | \$ 225.00    |          |          |          |               |
| Teacher   | Hanley, Carolyn         | 10/26/2018    | Springfield, MA   | MAFLA   | \$ 245.00    |          |          |          |               |
| Psychologist  | Ganone-Lancelotte, Lisa | 10/5/2018     | Marlborough, MA   | Understanding Gender Identity                 | \$ 179.00    |          |          |          |               |
| Psychologist  | Carlson, Margaret       | 10/12/2018    | Franklin, MA      | Using Google Apps in Counseling               | \$ 293.65    |          |          |          |               |
| Teacher   | McGee, Leslie           | 10/25/2018    | Hasthantucket, CT | International Dyslexia Association Conference | \$ 349.00    | \$37.17  |          |          |               |

|                       |                     |               |                  |   |    |        |             |  |  |         |
|-----------------------|---------------------|---------------|------------------|---|----|--------|-------------|--|--|---------|
| Teacher               | Barbale, John       | 11/5 & 6/18   | Worcester, MA    | MAHPERD                                       | \$ | 225.00 |             |  |  |         |
| Assistant Principal   | Wilde, Joy          | 11/2/2018     | Taunton, MA      | 504 Conference                                | \$ | 65.40  |             |  |  |         |
| Teacher               | Sullivan, William   | 11/5 & 6/18   | Worcester, MA    | MAHPERD                                       | \$ | 225.00 | \$39.24     |  |  | \$20.00 |
| Teacher               | Broudo, Emily       | 10/25/2018    | Mashanlucket, CT | International Dyslexia Association Conference | \$ | 349.00 |             |  |  |         |
| BCBA                  | McSweeney, Michael  | 10/10-12/18   | Amherst, MA      | BABAT Annual Conference                       | \$ | 375.00 | \$180.00    |  |  |         |
| BCBA                  | Bouvier, Danielle   | 10/10-12/18   | Amherst, MA      | BABAT Annual Conference                       | \$ | 375.00 |             |  |  |         |
| SPED Coordinator      | Walton, Dana        | 9/22/2018     | Manchester, NH   | NH Association of ABA's                       | \$ | 163.17 |             |  |  |         |
| Teacher               | Richard, Jennifer   | 11/2/2018     | Nonwood, MA      | Social Emotional Support                      | \$ | 150.00 |             |  |  |         |
| Teacher               | Reichert, Ericka    | 10/28 & 27/18 | Springfield, MA  | MAFLA   | \$ | 120.00 |             |  |  |         |
| Teacher               | Lee, Christine      | 11/9/2018     | Worcester, MA    | Transgender Youth                             | \$ | 179.00 |             |  |  |         |
| Assistant Principal   | Costa, Andrew       | 11/2/2018     | online           | Educational Podcasts                          | \$ | 108.57 |             |  |  |         |
| Teacher               | Lefebvre, Sarah     | 10/19 & 20/18 | Mansfield, MA    | NEATE   | \$ | 175.00 |             |  |  |         |
| Teacher               | Sasso, Linda        | 10/19/2018    | Mansfield, MA    | NEATE   | \$ | 115.00 |             |  |  |         |
| Teacher               | Spain, Robyn        | 10/26/2018    | Sturbridge, MA   | MAFLA   | \$ | 120.00 |             |  |  |         |
| Teacher               | Villnave, Lindsay   | 10/15 & 16/18 | Westborough, MA  | School Nurse Conference                       | \$ | 260.00 |             |  |  |         |
| Dir of SEL & Guidance | Krol, Jon           | 9/22/2018     | Franklin, MA     | SEL Workshop                                  | \$ | 215.00 | \$53.95     |  |  |         |
| Teacher               | Jelfcoat, Carole    | 9/12 & 13/18  | Worcester, MA    | Excel Training                                | \$ | 128.00 |             |  |  |         |
| Teacher               | Jourdain, Joseph    | 9/1/2018      | Boston, MA       | American Political Science Assoc              | \$ | 175.00 |             |  |  |         |
| Speech Tch            | Andrus, Kathryn     | 11/16/2018    | Boston, MA       | ASHA Convention                               | \$ | 295.00 | (240 grant) |  |  |         |
| Speech Tch            | Avakian, Crystal    | 11/16 & 17/18 | Boston, MA       | ASHA Convention                               | \$ | 390.00 | (240 grant) |  |  |         |
| Speech Tch            | Budness, Elizabeth  | 11/16/2018    | Boston, MA       | ASHA Convention                               | \$ | 295.00 | (240 grant) |  |  |         |
| Speech Tch            | Fraser, Joanna      | 11/16 & 17/18 | Boston, MA       | ASHA Convention                               | \$ | 390.00 | (240 grant) |  |  |         |
| Speech Tch            | Grondin, Lisa       | 11/16 & 17/18 | Boston, MA       | ASHA Convention                               | \$ | 390.00 | (240 grant) |  |  |         |
| Speech Tch            | Johnson, Jill       | 11/16/2018    | Boston, MA       | ASHA Convention                               | \$ | 295.00 | (240 grant) |  |  |         |
| Teacher               | Kasparian, Tracey   | 11/13/18W     | Worcester, MA    | Collaborative Classroom Learning              | \$ | 50.00  |             |  |  |         |
| Guidance              | Lee, Christina      | 11/9/2018     | Worcester, MA    | Technology & Leadership                       | \$ | 50.00  |             |  |  |         |
| Speech Tch            | McGee, Leslie       | 11/16/2018    | Boston, MA       | ASHA Convention                               | \$ | 295.00 | (240 grant) |  |  |         |
| Speech Tch            | McNamara, Sherie    | 11/16/2018    | Boston, MA       | ASHA Convention                               | \$ | 295.00 | (240 grant) |  |  |         |
| Teacher               | Possemato, Sasha    | 10/19/2018    | Mansfield, MA    | NEATE Conference                              | \$ | 125.00 |             |  |  |         |
| Speech Tch            | Potvin, Lori        | 11/16 & 17/18 | Boston, MA       | ASHA Convention                               | \$ | 390.00 | (240 grant) |  |  |         |
| Teacher               | Rubenstein, Susanne | 11/5 & 6/18   | Houston, TX      | NCTE Conference                               | \$ | 270.00 |             |  |  |         |
| Teacher               | Schlegl, Terry      | 11/5 & 6/18   | Worcester, MA    | MAHPERD                                       | \$ | 150.00 |             |  |  |         |



**WACHUSETT REGIONAL SCHOOL DISTRICT**

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

**MINUTES**

Management Subcommittee

Tuesday, October 9, 2018  
7:00 PM

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

In Attendance: Kenneth Mills, Chair, Christina Smith, Vice-chair (7:20 PM),  
Thomas Curran, Susan Hitchcock, Robert Imber, Matthew Lavoie

Absent: Michael Dennis

Administration: Darryll McCall

Others: Heidi Lahey, Amy Michalowski

I. Call to Order

Chair Mills called the meeting to order at 7:05 PM.

II. Public Hearing

Heidi Lahey reported the WREA passed the *Resolution in Support of Full Funding for Our Public Schools* (attachment 1).

III. Approval of Minutes

The draft minutes were edited, adding the following to the second paragraph under XV. New Business: .....due to issues with ticks, which has resulted in recess not being held outdoors or, if students do go outdoors play is limited to concrete areas.

Motion: To approve the minutes, as edited, of the September 4 2018 meeting.

(M. Lavoie)

(T. Curran)

The minutes were approved by consensus.

IV. Subcommittee Reports

Superintendent Goals and Evaluation Subcommittee Chair Lavoie discussed the evaluation process for Superintendent McCall. All members of the School



Committee will be invited to provide input/comments, before voting on Superintendent McCall's 2018-2019 goals.

Education Subcommittee Chair Imber reported the subcommittee is reviewing the home assignments policy, with input from Deputy Superintendent Berlo.

Legal Affairs Subcommittee Chair Hitchcock reported this subcommittee is continuing discussions about the Open Meeting Law, the Janus Decision, and will be looking at and review WRSDC By-Laws at a future meeting.

Chair Mills will ask that the Business/Finance Subcommittee respond to a letter that will be forthcoming from the Member Towns. OPEB (Other Post-Employment Benefits) will be on the agenda for Business/Finance Subcommittee and Subcommittee Chair Dennis will be asked to report back to the full Committee.

Facilities and Security Subcommittee Chair Curran and Superintendent McCall spoke about ALICE training and the SRO position (School Resource Officer). At the October 22, 2018 meeting of this subcommittee, the group will discuss the fields.

V. Discuss Communication between School Committee and the Central Office

Chair Mills mentioned Business/Finance Subcommittee Chair Dennis has voiced his concern about communication between the Business/Finance Subcommittee and the Central Office.

VI. Full-day Kindergarten Proposal

Superintendent McCall spoke about possible options for implementation of tuition-free, full-day kindergarten in this district. Superintendent McCall will be making a PowerPoint presentation at the October 15, 2018 regular School Committee meeting. Much discussion and conversation took place about the best and most doable option for implementation of full-day kindergarten.

VII. School Recess

Members had been provided with electronic copies of information about school recess, which Member Lavoie requested be shared in advance for discussion at this meeting. Discussion ensued, and Superintendent McCall will reach out to Director Krol to discuss recess and how to implement best practice for recess and SEL (social emotional learning).

VIII. Resolution for Support of Full Funding of Our Public Schools

Members reviewed the resolution developed and supported by the WREA. Chair Mills explained that the WREA is requesting that the full School Committee adopt the resolution titled *Resolution in Support of Full Funding for Our Public Schools*. Chair Mills asked that this resolution be included on

the agenda for the November 5, 2018 regular School Committee meeting. In advance of consideration by the School committee, District administration will review to be sure information and numbers are accurate.

Motion: To support the *Resolution in Support of Full Funding for Our Public Schools*.

(R. Imber)  
(S. Hitchcock)

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Thomas Curran  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie

*Opposed:*

None

The motion passed unanimously.

8:10 PM Vice-chair Smith left the meeting.

IX. Old Business

- Draft Policy 5263.2 *Policy Relating to Personnel Management Stipend Positions*

Deferred

- WRHS Mascot

Deferred

- Resolution on School Safety/Guns in Schools

Deferred

- Orientation to the School Committee

Deferred

- Amended Policy 3510 *Policy Relating to Education Class Size*

Deferred

- Amended Policy 1410 *Policy Relating to School Committee Operation*  
*New Member Orientation*

Deferred

- District Indicators

Deferred

X. New Business

There was no new business brought before the subcommittee.

XI. Adjournment

Motion: To adjourn.

(R. Imber)

(M. Lavoie)

Vote:

*In favor:*

Kenneth Mills

Thomas Curran

Susan Hitchcock

Robert Imber

Matthew Lavoie

*Opposed:*

None

The motion passed unanimously.

The subcommittee adjourned at 8:23 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

Attachments:

Attachment 1 - *Resolution in Support of Full Funding for Our Public Schools*

## **Resolution in Support of Full Funding for Our Public Schools**

**WHEREAS**, free public schools available to all students without exception are foundational to our democracy and are required by the state constitution; and

**WHEREAS**, all of our students, no matter where they live, deserve high-quality public schools that teach the whole child and provide them with a rich school experience that addresses their academic, social and emotional needs;

**WHEREAS**, the state's foundation budget formula, which determines state aid to each district, has been woefully out of date for years, thereby underfunding our districts by more than \$1 billion a year for essential educational services; and

**WHEREAS**, an updated foundation budget formula would bring Wachusett Regional School District up to \$2,970,143 in additional state aid each year, allowing this district to move closer to providing all students with the education to which they are entitled as residents of the Commonwealth; and

**WHEREAS**, the Legislature failed to pass any foundation budget legislation in the last session, leaving districts, educators and students without the funds necessary to support the schools our students deserve in every district in the state;

**THEREFORE**, be it resolved that the Wachusett Regional School District Committee urges the Legislature to approve and fully fund a new foundation budget formula by May 1, 2019.

**Wachusett Regional School District Committee**

**Kenneth Mills, Chair, WRSDC**

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

Monday, October 15, 2018

6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

In Attendance: Robert Imber, Chair, Christina Smith, Vice-chair (6:15 PM), Anthony DiFonso, Rachel Dolan, Asima Silva

Absent: Sarah LaMountain, Linda Long-Bellil,

Administration: Robert Berlo

Others: Jon Krol, Megan Keller

I. Call to Order

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

II. Minutes of September 17, 2018 Meeting

Motion: To approve the minutes of the September 17, 2018 meeting of the Education Subcommittee.

(R. Dolan)

(A. DiFonso)

The minutes were approved by consensus, with Member Silva abstaining.

III. Full-day Kindergarten Update

Because Superintendent McCall will be making a presentation on a tuition-free, full-day kindergarten proposal at the full School Committee meeting this date, this agenda item was passed over.

In lieu of update on full-day kindergarten, with no objection from members, Subcommittee Chair Imber added review of Draft Policy 6950 **Policy Relating to Pupil Services School-Parent/Guardian Relations** to the agenda. Deputy Superintendent Berlo explained that the draft policy had been reviewed by District Counsel and suggested edits to the draft policy have been incorporated into the draft policy to be brought before the full School Committee for a first reading.

6:15 PM Vice-chair Smith joined the meeting.

Motion: To confirm support of the deletion of the word “Goal” from the title of Draft Policy 6950 **Policy Relating to Pupil Services School-Parent/Guardian Relations**

(A. DiFonso)

(R. Dolan)

Vote:

*In favor:*

Robert Imber  
Christina Smith  
Anthony DiFonso  
Rachel Dolan  
Asima Silva

*Opposed:*

None

The motion passed unanimously.

IV. Amended Policy Language (MASC and Lexington Public Schools templates)

- Policy 6631 **Policy Relating to Pupil Services Non-Discrimination**

The subcommittee reviewed the MASC model policy language and the town of Lexington’s non-discrimination policy and discussion ensued (attachments 1 & 2). The Lexington policy was reviewed in detail, with comments made and edits suggested. Amending of Policy 6631 will continue at a future Education Subcommittee meeting.

V. Amended Policy 3323 **Policy Relating to Education Home Assignments**

Deferred

VI. Old Business

- Draft Amended Policy 3341 **Policy Relating to Education Curriculum Adoption**

Deferred

- Policy 3240 **Policy Relating to Education Ceremonies and Observances**

Deferred

VII. New Business

The subcommittee will be addressing the following:

- new policy based on MASC model policy IJ – Instructional Materials, and a review of WRSDC Policy 3450 *Non-Discrimination of Educational Materials*
- recess – how the District and the schools handle recess

- requested of administration, for the next Education Subcommittee meeting, to propose a timeline for discussion of the topic of homework across all grade levels and subjects

VIII. Adjournment

Motion: To adjourn.

(A. Silva)  
(R. Dolan)

Vote:

*In favor:*

Robert Imber  
Christina Smith  
Anthony DiFonso  
Rachel Dolan  
Asima Silva

*Opposed:*

None

The motion passed unanimously.

Subcommittee Chair Imber reminded members of the next subcommittee meeting Monday, November 5, 2018, 6:00 PM.

The meeting adjourned at 7:01 PM.

Respectfully submitted,

Robert Berlo  
Deputy Superintendent  
RB:rlp

Attachments:

- MASC Model Policy – Nondiscrimination (attachment 1)
- Lexington Policy Non-Discrimination (attachment 2)

# MASC MODEL POLICY

## Attachment 1

### File: AC - NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation, disability, pregnancy or pregnancy related condition., their complaint should be registered with the Title IX compliance officer.

SOURCE: MASC

UPDATED: June 2012

LEGAL REFS.: Title VI, Civil Rights Act of 1964

Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972

Executive Order 11246, as amended by E.O. 11375

Equal Pay Act, as amended by the Education Amendments of 1972

Title IX, Education Amendments of 1972



Rehabilitation Act of 1973

Education for All Handicapped Children Act of 1975

M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)

M.G.L. 76:5; Amended 2011

M.G.L.76:16

BESE regulations 603CMR 26:00 Amended 2012

BESE regulations 603CMR 28.00

CROSS REFS.: ACA- ACE, Subcategories for Nondiscrimination

GBA, Equal Employment Opportunity

JB, Equal Educational Opportunities

**NOTE: This category is for a general policy covering all types of nondiscrimination and relating to students, staff, and others. Federal and state laws apply.**

**If a policy relates to staff only, to students only, or a particular form of non-discrimination, it is better filed elsewhere. Appropriate codes for such statements are indicated by the cross-references.**

**Regulations pertaining to all forms of nondiscrimination -- or a procedure all persons can resort to for redress of grievances related to nondiscrimination -- would follow under code AC-R.**

**Law in most instances requires official School Committee approval of regulations in this area.**

## AC: NON-DISCRIMINATION

## Attachment 2

FILE: AC

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, gender identity, or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, religion, national origin, sexual orientation, gender identity, or disability, their complaint should be registered with the Title IX compliance officer.

The compliance officer's name and contact information may be obtained through the superintendent's office.

## LEGAL REFS.:

Title VI, Civil Rights Act of 1964  
 Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
 Executive Order 11246, as amended by E.O. 11375  
 Equal Pay Act, as amended by the Education Amendments of 1972  
 Title IX, Education Amendments of 1972  
 Rehabilitation Act of 1973  
Education for All Handicapped Children Act of 1975  
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)  
 M.G.L. 76:5; Amended 2011  
 M.G.L. 76:16  
 BESE regulations 603 CMR 26.00 Amended 2012  
 BESE Regulations 603 CMR 28.00

## CROSS REFS.:

ACA, AC, ACE, Subcategories for Nondiscrimination  
GBA: Equal Employment Opportunity  
JB: Equal Educational Opportunities

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Lexington Public Schools, Lexington, MA  
 Adopted by Lexington School Committee: July 2015

WACHUSETT REGIONAL SCHOOL DISTRICT

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

LEGAL AFFAIRS SUBCOMMITTEE

Tuesday, November 27, 2018

6:30 PM

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

Minutes

Subcommittee Members: Susan Hitchcock, Chair, Stephen Godbout, Michael Rivers

Absent: Scott Brown, Vice-chair, Harriet Fradellos

Administration: Jeff Carlson, Director of Human Resources

I. Call to Order

Subcommittee Chair Hitchcock called the meeting to order at 6:33 PM.

II. Approval of Minutes

Motion: To approve the minutes of the August 8, 2018 meeting of the Legal Affairs Subcommittee.

(S. Godbout)  
(M. Rivers)

The minutes were approved by consensus, with Member Godbout abstaining.

Motion: To approve the minutes of the August 13, 2018 meeting of the Legal Affairs Subcommittee.

(S. Godbout)  
(M. Rivers)

The minutes were approved by consensus, with Member Godbout and Rivers abstaining.

III. Tuition-free, Full-day Kindergarten Proposal

There was brief discussion of the tuition-free, full-day kindergarten proposal, as requested of each subcommittee by Chair Mills.

IV. Plans for Upcoming Negotiations (Clerical, Custodial, Food Service)

Director Carlson reported initial meetings with the three bargaining units are scheduled: Clerical and Custodial on December 6, 2018; Food Service on

December 12, 2018. At the initial meetings, ground rules will be reviewed and agreed upon. Those present were in agreement that representation by each side will be limited to four. Those present reviewed and agreed who would represent the Legal Affairs Subcommittee at the table during this year's negotiations.

- Custodial – Susan Hitchcock and Stephen Godbout
- Clerical – Susan Hitchcock and Stephen Godbout
- Food Service – Michael Rivers

At the initial meetings with these bargaining units, future negotiations sessions will be scheduled for January.

#### V. Introduction of the By-Laws Review Process

Members had been provided with a copy of the current WRSDC By-Laws for review in advance of the meeting. Director Carlson was asked to request Attorney Stonberg to review the current WRSDC By-Laws before the Legal Affairs Subcommittee proceeds with its review. Subcommittee Chair Hitchcock referenced a document MASC Executive Director Glenn Koocher had presented that addressed District By-Laws.

A meeting of the Legal Affairs Subcommittee will be posted for Monday, December 10, 2018 at 6:30 PM, immediately before the regular School Committee meeting. The subcommittee will also meet on January 9, 1029 at 6:30 PM.

Future agendas for Legal Affairs Subcommittee meetings will include executive session.

#### VI. Adjournment

Motion: To adjourn.

Vote:

*In favor:*

Susan Hitchcock  
Stephen Godbout  
Michael Rivers

*Opposed:*

None

The motion was unanimously approved.

The meeting adjourned at 7:20 PM.

Respectfully submitted,

Jeff Carlson  
Director of Human Resources  
JC:rlp

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

December 11, 2018

Mr. David Gentleman  
P. O. Box 926  
Rutland, MA 01543

Dear Coach Gentleman and members of the Girls' Soccer Team:

On behalf of the WRSDC, please accept my hearty thanks for your attendance at last evening's School Committee meeting, giving the Committee, District administration, and the public the opportunity to publicly congratulate you on your victorious season! The talent, hard work, dedication, and commitment of all players and coaching staff have paid off and you should all be very proud of your accomplishments.

Sincerely yours,

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

Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Darryll McCall, Superintendent of Schools  
William Beando, Principal, WRHS  
Jennifer Lynch, Curriculum Specialist – Athletics

KM:rlp

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

December 11, 2018

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 speaking so passionately about the need for sufficient funding for public education. On behalf of the District and the School Committee, I thank you and our district's teaching staff for the continued time and effort put into advocating for increased state funding for education. As the FY20 budget unfolds, we look forward to working alongside the WREA in our pursuit of additional funds from the state for the students of this district.

Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

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

KM:rlp

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

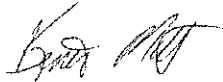
December 11, 2018

Holden Garden Club  
c/o Ms. Margaret Watson  
94 Doyle Road  
Holden, MA 01520

Dear Margaret:

Please accept my thanks on behalf of the School Committee for your attendance at our meeting last evening and for sharing with the Committee information about the Holden Garden Club's generous donations to the Leroy E. Mayo and Davis Hill Elementary Schools. Sharing stories of positive community involvement is always welcomed by the School Committee, and the generosity of Holden Garden Club is much appreciated.

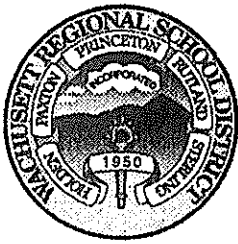
Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Darryll McCall, Superintendent of Schools  
Jay Norton, Principal, Davis Hill Elementary School  
Liz Garden, Principal, Leroy E. Mayo Elementary School

KM:rlp



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 2, 2019

Mr. Aiden Havens  
26 Keep Avenue  
Paxton, MA 01612

Dear Aiden:

Congratulations on your new role as a Project 351 ambassador, representing Paxton Center School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 8<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Gabriela, Sydney, Emma, and Kaelin would be at the beginning of the agenda.

I look forward to meeting you on April 8<sup>th</sup> if you are able to briefly attend our School Committee meeting.

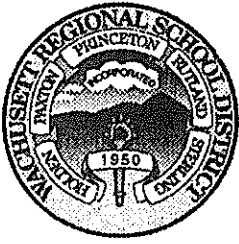
Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Shawn Rickan, Principal, Paxton Center School

DM:rlp





# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 2, 2019

Ms. Emma Jeffrey  
15 Cameron Drive  
Rutland, MA 01543

Dear Emma:

Congratulations on your new role as a Project 351 ambassador, representing Central Tree Middle School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 8<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Gabriela, Sydney, Aiden, and Kaelin would be at the beginning of the agenda.

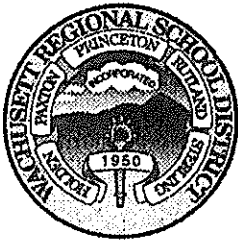
I look forward to meeting you on April 8<sup>th</sup> if you are able to briefly attend our School Committee meeting.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
David Cornacchioli, Principal, Central Tree Middle School

DM:rlp



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 2, 2019

Ms. Gabriela Hamburger Medailleu  
80 Avery Road  
Holden, MA 01520

Dear Gabriela:

Congratulations on your new role as a Project 351 ambassador, representing Mountview Middle School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 8<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Aiden, Sydney, Emma, and Kaelin would be at the beginning of the agenda.

I look forward to meeting you on April 8<sup>th</sup> if you are able to briefly attend our School Committee meeting.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Erik Githmark, Principal, Mountview Middle School

DM:rlp



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 2, 2019

Ms. Sydney Mentzer  
15 Catalpa Circle  
Holden, MA 01520

Dear Sydney:

Congratulations on your new role as a Project 351 ambassador, representing Thomas Prince School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 8<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Gabriela, Aiden, Emma, and Kaelin would be at the beginning of the agenda.

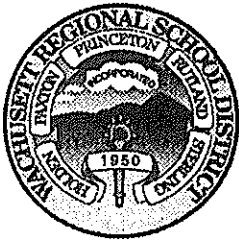
I look forward to meeting you on April 8<sup>th</sup> if you are able to briefly attend our School Committee meeting.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Tammy Boyle, Principal, Thomas Prince School

DM:rlp



# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

January 2, 2019

Ms. Kaelin Pousland  
39 Newell Hill Road  
Sterling, MA 01564

Dear Kaelin:

Congratulations on your new role as a Project 351 ambassador, representing Chocksett Middle School and the Wachusett District. Your year ahead should prove to be very exciting, inspirational, educational, and fun, and I wish you the very best as you take on this new challenge.

Members of the Wachusett Regional School District Committee would like the opportunity to meet you and the other Wachusett Ambassadors and to have the chance to congratulate you on being selected as an Ambassador. We hope that you and your parents might be able to join us at the April 8<sup>th</sup> regular meeting of the WRSDC. School Committee meetings are held in the Media Center at Wachusett Regional High School beginning at 7:00 PM, and introducing you, Gabriela, Sydney, Aiden, and Emma would be at the beginning of the agenda.

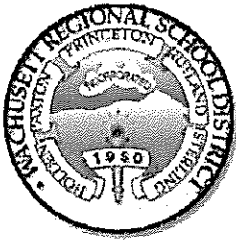
I look forward to meeting you on April 8<sup>th</sup> if you are able to briefly attend our School Committee meeting.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Christopher LaBreck Principal, Chocksett Middle School

DM:rlp



# *Wachusett Regional School*

## *district*

*Holden, Paxton, Princeton, Rutland, Sterling*

**To:** Darryll McCall  
Superintendent of Schools

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

**Re:** December, 2018 Activity Report

**Date:** Thursday, January 3, 2019

### **1. Personnel**

- *The BRYT Clinician position at the High School has been filled.*
- *A District – Wide Title I Tutor position has been posted.*
- *A part-time Office Aide position at Chocksett Middle School has been posted due to a pending retirement.*
- *Spring Athletic postings are being prepared for a posting date later this month.*
- *Substitute Teaching/Paraprofessional personnel are being added. In addition, Human Resources is beginning the process of evaluating a Frontline Absence and Substitute management program intended to automate our current substitute placement system.*
- *A long term substitute Math position at the High School has been posted.*
- *A Special Education Paraprofessional vacancy at Houghton Elementary School has been posted.*

## **2. Collective Bargaining**

- *The following dates have been established to begin collective bargaining-*

*Clerical – January 17 and January 23 - 4PM-6PM*

*Custodial- January 24 and January 28 -4PM-6PM*

*Café – January 30-2:30PM*

*The Legal Affairs subcommittee is scheduled to meet again on January 9, 2019 at 6:30PM.*

## **3. Health Insurance**

- *The PEC group met on December 17th to discuss the upcoming health insurance renewal bid process scheduled for January, 2019. Chris Powers from Risk Strategies reviewed claims experience and discussed the upcoming renewal. It is anticipated that we will have some preliminary rates by the end of January/ early February, 2019. Mr. Powers also discussed a short term disability program that the PEC had requested information on.*
- *The Wellness Committee is scheduled to meet on January 29 th at 4PM.*

## **4. Fingerprinting update**

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

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

- *The Director 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 license waivers and renewals.*

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

- *Human Resources staff have been working collaboratively with the Director of Business & Finance to assist in the development of the upcoming FY 20 budget.*
- *Changes in the state minimum wage law have been communicated to Payroll and Principals.*

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

**CASH RECONCILIATION OF CASHBOOK TO GENERAL LEDGER**  
**October 31, 2018**

| Bank                                       | Account # | Fund | Description                      | Cashbook<br>10/31/2018 |
|--|-----------|------|----------------------------------|------------------------|
| <b>CHECKING</b>                            |           |      |                                  |                        |
| Eastern Bank                               | -7310     | 001  | Payables reconciliation-clearing | 6,819.95               |
| Berkshire Bank                             | -4534     | 001  | Depository Account               | 1,756,296.20           |
| Eastern Bank                               | -0264     | 001  | Payroll Reconciliation           | 2,051,836.49           |
| Fidelity Bank                              | -1451     | 050  | checking - Paxton                | 2,514.85               |
| 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         | 2,516.22               |
| 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>3,838,745.11</b>    |
| <b>MONEY MARKET</b>                        |           |      |                                  |                        |
| Berkshire Bank                             | -2960     | 022  | Cafeteria revolving - Sterling   | 21,783.88              |
| Leominster Credit Union                    | -1029     | 050  | WRHS Student Activity Revolving  | 273,575.82             |
| Berkshire Bank                             | -3002     | 023  | Middle School Athletic Revolving | 114,206.85             |
| TD Banknorth, NA                           | -1032     | 001  | General Fund                     | 26,710.86              |
| Eastern Bank                               | -0363     | 001  | General Fund                     | 2,269,439.07           |
| Eastern Bank Debit Card                    | -6672     | 001  | General Fund                     | 483.98                 |
| Eastern Bank Tuition                       | -7357     | 001  | General Fund                     | 291,521.63             |
| Enterprise Bank                            | -3225     | 001  | General Fund                     | 39,733.15              |
| Avidia Bank                                | -8701     | 001  | General Fund                     | 33,142.12              |
| MMDT                                       | -4707     | 001  | Money Market                     | 6,100.21               |
| <b>TOTAL MONEY MARKET</b>                  |           |      |                                  | <b>3,076,697.57</b>    |
| <b>SAVINGS</b>                             |           |      |                                  |                        |
| Cornerstone Bank                           | -0132     | 022  | Cafeteria revolving - Naquag     | 7,994.22               |
| Cornerstone Bank                           | -0140     | 022  | Cafeteria revolving - CTMS       | 18,159.97              |
| Cornerstone Bank                           | -1230     | 022  | Cafeteria revolving - Glenwood   | 13,641.58              |
| Cornerstone Bank                           | -3092     | 022  | Student Activity - CTMS          | 21,125.02              |
| Cornerstone Bank                           | -9535     | 022  | Student Activity - Glenwood      | 21,442.59              |
| Cornerstone Bank                           | -3117     | 022  | Student Activity - Naquag        | 140.87                 |
| Fidelity Bank                              | -1908     | 022  | Cafeteria revolving - Princeton  | 13,717.74              |
| Fidelity Bank                              | -6479     | 022  | Cafeteria revolving - Paxton     | 10,897.05              |
| Berkshire Bank                             | -4569     | 022  | Cafeteria revolving - Dawson     | 13,671.05              |
| Berkshire Bank                             | -2944     | 022  | Cafeteria revolving - Davis Hill | 12,721.42              |
| Berkshire Bank                             | -4550     | 022  | Cafeteria revolving - Mayo       | 12,400.64              |
| Berkshire Bank                             | -2952     | 022  | Cafeteria revolving - Mountview  | 13,872.10              |
| Berkshire Bank                             | -4542     | 022  | Cafeteria revolving - WRHS       | 155,279.78             |
| Berkshire Bank                             | -2979     | 029  | Adult Education                  | 71.81                  |
| Fidelity Bank                              | -0736     | 050  | Student Activity Depository      | 41,095.76              |
| Leominster Credit Union                    | -6025     | 050  | Student Activity Revolving       | 154,689.24             |
| Berkshire Bank                             | -2987     | 023  | Athletic revolving               | 65,179.17              |
| Berkshire Bank                             | -2995     | 023  | Athletic transportation          | 76,405.61              |
| <b>TOTAL SAVINGS</b>                       |           |      |                                  | <b>652,505.62</b>      |
| <b>CDs (Investments)</b>                   |           |      |                                  |                        |
| Leominster Credit Union                    |           | 60   | Atlas                            | 10,794.03              |
| Leominster Credit Union                    |           | 60   | Bailey                           | 2,133.11               |
| Leominster Credit Union                    |           | 60   | Bradshaw                         | 14,465.92              |
| Leominster Credit Union                    |           | 60   | D'Errico                         | 3,506.66               |
| Leominster Credit Union                    |           | 60   | Finochio                         | 8,084.05               |
| Leominster Credit Union                    |           | 60   | Fitzgerald                       | 9,229.86               |
| Leominster Credit Union                    |           | 60   | Green                            | 6,761.65               |
| Leominster Credit Union                    |           | 60   | Griffin                          | 18,662.07              |
| Leominster Credit Union                    |           | 60   | Hayman                           | 3,236.55               |
| Leominster Credit Union                    |           | 60   | Hewson                           | 13,486.66              |
| Leominster Credit Union                    |           | 60   | Lionett                          | 8,141.24               |
| Leominster Credit Union                    |           | 60   | Ljungberg                        | 2,184.75               |
| Leominster Credit Union                    |           | 60   | Narolan                          | 10,900.31              |
| Leominster Credit Union                    |           | 60   | Shailale                         | 4,738.20               |
| Leominster Credit Union                    |           | 60   | Tarkiainen                       | 7,414.18               |
| Leominster Credit Union                    |           | 60   | Thibodeau                        | 4,525.04               |
| Leominster Credit Union                    |           | 60   | Wachusett #2                     | 59,704.90              |
| Leominster Credit Union                    |           | 60   | Wesley                           | 6,058.83               |
| Leominster Credit Union                    |           | 60   | White                            | 1,173.61               |
| <b>TOTAL CDs</b>                           |           |      |                                  | <b>195,201.62</b>      |
| <b>OPEB</b>                                |           |      |                                  |                        |
| Bartholomew and Company                    | -3593     | 70   | OPEB                             | 9,731.25               |
| <b>TOTAL OPEB</b>                          |           |      |                                  | <b>9,731.25</b>        |
| <b>TOTAL</b>                               |           |      |                                  | <b>7,772,881.17</b>    |
| A/P Checks Voided and Replaced in November |           |      |                                  | (6,501.84)             |
| <b>Adjusted Cashbook</b>                   |           |      |                                  | <b>7,766,379.33</b>    |
| <b>General Ledger</b>                      |           |      |                                  | <b>7,766,379.33</b>    |
| <b>Variance</b>                            |           |      |                                  | <b>0.00</b>            |
| <b>General Fund Total</b>                  |           |      |                                  | <b>6,482,083.66</b>    |



To: Wachusett Regional School District Finance Committee

From: James J. Dunbar, Treasurer

Date: December 18, 2018

Subject: Treasurer's Update – October 2018

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I have reviewed the bank statements, bank reconciliations, and reconciling items for the month ending October 31, 2018 and feel that Treasurers cash is accurately stated.

1. The October 31, 2018 bank balances are as shown on the attached sheet.
2. The warrants funded during the month of October 2018 were as follows:

| <u>Date</u> | <u>Description</u> | <u>Amount</u>   |
|-------------|--------------------|-----------------|
| 10/5        | Payroll Warrant    | \$ 2,050,298.08 |
| 10/12       | Payroll Warrant    | 970.65          |
| 10/15       | Warrant #8         | 3,587,851.28    |
| 10/19       | Payroll Warrant    | 2,633,118.47    |
| 10/19       | Payroll Warrant    | 97.33           |
| 10/22       | Warrant #9         | 81,839.18       |

Our excess general funds are currently earning the following rates:

|               |       |
|---------------|-------|
| Commerce Bank | 0.50% |
| Avidia Bank   | 0.15% |