

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

March 23, 2018

To: *Wachusett Regional School District Committee*

Kenneth Mills, Chair	Linda Long-Bellil
Christina Smith, Vice-chair	Lauren Maldonado
Scott Brown	Amy Michalowski
Thomas Curran	Benjamin Mitchel
Michael Dennis	Jon Edward Novak
Harriet Fradellos	Michael Rivers
Stephen Godbout	Asima Silva
Susan Hitchcock	Robin Van Liew
Robert Imber	Megan Weeks
Sarah LaMountain	Charles Witkes
Matthew Lavoie	Adam Young

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



SUBJECT: Superintendent's Report

Posting

Attached is the updated posting of School Committee meetings for March, April, May (attachment 1). You will see on the posting that a special meeting of the full Committee will be held at 6:30 PM Monday evening. Upon convening of the special meeting, the Committee will enter executive session to discuss the status of union contract negotiations. Upon adjournment of the executive session, the special meeting will return to public session in anticipation of ratifying a union contract that has been successfully negotiated. Contract ratification will be done in open session. Municipal Representative Sheila Dibb has been invited to the executive session (attachment 2).

Presentation to the Committee

At Monday's meeting, WRHS Guidance Department Head Jon Krol will address the School Committee, providing an overview of the various programs offered at our high school to help support SEL (Social Emotional Learning).

Wachusett Regional School District

School Safety

As I mentioned in my last Report, the District will be working with the ALICE Training Institute over the next several years to provide training and support for our staff and students around being prepared for potential emergencies. Last week, four District administrators took part in a train-the-trainer ALICE activity for two days, where they were trained with other local administrators and police officers on ALICE protocols. They noted that the training was beneficial and appreciated the opportunity to attend. We will be working with the ALICE Training Institute over the next several months to define a long term plan of action associated with a program specifically tailored to our district. We are anxious to continue with the training process and to begin to implement aspects of ALICE.

We will also continue with our tabletop exercises later this month with a comprehensive activity associated with a mock emergency at the high school that will involve local police and fire personnel as well as the Massachusetts State Police. This exercise was originally scheduled for the beginning of this month but had to be postponed due to weather.

Finally, Chief Armstrong of the Holden Police has helped to organize the start of supplying "lockdown buckets" for each classroom in the District. Through a generous donation from Home Depot, Chief Armstrong has obtained enough buckets for each classroom across the District and we will begin the process of supplying them with items to be utilized in case of a lockdown. I would like to thank Chief Armstrong for working on this project and getting it off of the ground.

NESDEC Enrollment Numbers

As separate attachments to this report, you will find our updated NESDEC enrollment numbers compiled using data provided to NESDEC in December 2017. This information helps us plan for future enrollment in our schools. The following highlights are worth noting:

- The Holden student count continues to increase over the next several years based upon actual births associated with the census. There has also been an increase in building permits issued.
- Paxton is projected to have over 100 less students by FY23. Further projections show the Paxton enrollment dropping to less than 500 students Pre-K-12 in ten years.
- Surprisingly, the Princeton student count will increase during the next several years, with the projections indicating that the Pre-K-12 overall numbers will increase by over 100 students in ten years.
- The Rutland numbers for students are constant, with births remaining consistent over the past several years.
- Sterling is projected to also have decreases in student enrollment, dropping to less than 1,000 students in the District in the next 5 years.
- Finally, projected enrollment in the District remains flat over the next five to ten years.

This information and documents will be shared with Member Town officials and building principals.

Wachusett Regional School District

Digital Connections Partnership Grant Award

The Wachusett Regional School District has been awarded funding for a WiFi expansion project at WRHS through the state's Digital Connections Partnership School Grant (DCPSG) Program. This project, scheduled to begin in April 2018, will provide increased WiFi coverage and performance in all academic areas and will help to ensure the continued success of the our 1:1 Chromebook program.

School Choice

This is the time of year when the Committee needs to consider the District's participation in the school choice program for the coming school year and I recommend that full Committee action on this be included on the agenda for our April 9th regular meeting. In my Report for the first meeting in April, I will provide you with current school choice data for your review in advance of School Committee action. As I have stated in the past, I understand the Committee's hesitation to participate in school choice the last two years, due to enrollment numbers in some schools and in some classrooms, but I do think it would be prudent for the Committee to allow, in certain instances, school choice at the discretion of the Superintendent.

Follow-up to Question Raised at 3/12/2018 Meeting

At our last meeting, there was a question concerning the current number of school choice students by school and classroom. I will be sharing that information with this group prior to our next meeting.

Full-day Kindergarten Lottery

Friday, March 16th, was the deadline to apply online for full-day kindergarten for the 2018-2019 school year and the lottery will be held Friday, March 30th, at 4:00 PM in the Curriculum Center at the District Central Office. This year, the number of "applications" for full-day kindergarten/to be included in the lottery is greater than the number of families who sought full-day kindergarten for this current school year. We are in the process of reviewing current staffing numbers as we seek to offer as many students as possible the opportunity to attend full-day kindergarten if they so choose.

Worcester Regional Science & Engineering Fair

The afternoon of Friday, March 9th, I was at WPI attending the Worcester Regional Science & Engineering Fair in support of twelve of our high schools students who were competing. Of the twelve students competing that Friday afternoon, eight placed, plus two WRHS students (Evan Mizerak and Chris Dwyer) qualify to attend the International Fair in Pittsburgh in May. Eight WRHS students, listed below, will be at MIT competing at the State Fair on May 4th & 5th.

Honorable Mention:

Rihanna Massoni-Nesman - The Effect of Tangerine Citric Acid on *P. barbarous*

Wachusett Regional School District

Third Place:

Timmarie Gallagher - Effect of Melatonin on Tachycardic Heart Rates of *Daphnia magna*

Elise Mizerak - What's in Your Water?

Emily LaBelle - Gray Water Recycler

Second Place:

Natalie Matis - The Effect of Growth Hormone on *Daphnia magna* Reproduction

Julia Danko - Ceasing Coral Bleaching

First Place:

Christopher Dwyer - How to "Fuel" your Fuel

Evan Mizerak- Isolation of Epigenetic Insights in Heritable Fertility Trends

Once again, I was absolutely astounded by the presentations made by the Wachusett students!

We are planning to invite these talented students to our May School Committee meeting, to give the Committee the opportunity to hear about their projects and to congratulate these hardworking and high achieving students.

WRSD Special Olympics 2018

On March 15th, 146 Wachusett students competed in the 5th annual Wachusett Special Olympics. This year's competitions included basketball, hockey, dash, skeetball, and bowling. Aside from the student-athletes, many others from across the District are involved in the coordination of this exciting event, including 117 high school student volunteers. All (student-athletes, student volunteers, District staff) who are involved in this competition are to be commended and thanked for making this now-annual event more exciting, more moving, more thrilling with each passing year.

Concussion Policy

On an annual basis, the District is required to report to the Division of Violence and Injury Prevention, Department of Public Health that the School Committee policy relating to concussion protocols is accurate and up-to-date. Attached is a copy of Policy 6613.2 *Policy Relating to Pupil Services Athletic Head Injury and Concussion Policy*, which was amended at our last meeting (attachment 3). We have received assurance from the Director of Athletics that this policy accurately reflects the position of the Wachusett Regional School District relating to concussion protocols. Affirmation of this policy is on the agenda for Monday's meeting. Upon

Wachusett Regional School District

School Committee vote, I will contact DPH to assure the state of this district's concussion protocols.

FY19 Assessment Letters

Following School Committee approval of the proposed FY19 Appropriation, voted at the last meeting, District Treasurer Dunbar sent assessment letters to the Member Towns (attachment 4).

FY19 Capital Budget Requests

Following the Committee votes at our March 12th meeting, Director Scanlon sent Member Town Administrators letters confirming action of the WRSDC on that date and providing the towns with language for articles that could be included on Annual Town Meeting warrants (attachment 5).

Ratified Contracts

Copies of the four recently ratified contracts (Clerical, Custodial, Food Service, and Wachusett Administrators bargaining units) are available as separate links in Drive.

Performance Evaluation of Director of Business and Finance

Attached is the evaluation narrative of Director of Business and Finance Joseph Scanlon, prepared by Business/Finance Subcommittee Chair Dennis with input from Business/Finance Subcommittee members and me (attachment 6).

Principals' Reports

The topic for the principal monthly reports is *Update on/Status of SIPs (School Improvement Plans)* (attachment 7). I am also sharing with this report a listing of upcoming events at the schools, should you be interested in attending any of these school activities (attachment 8).

Policy

Attached you will find recently amended School Committee Policies 3311 *Course Organization, Curriculum, and Course Credit*, 6613.2 *Athletic Head Injury and Concussion Policy*, and 6618 *Nutrition and Wellness Policy*. These policies can also be found on the District website. The amended policies and updated Tables of Contents have been sent electronically to the Member Towns, school principals, and District administration (attachment 9).

MASC Day on the Hill

The Massachusetts Association of School Committees' annual Day on the Hill will take place on Wednesday, April 25th, in Boston (attachment 10).

Wachusett Regional School District

Conflict of Interest Training

Most School Committee members have yet to provide evidence of completion of the online training program about the Conflict of Interest Law. You, as a School Committee member, might ask "Are you a municipal employee for conflict of interest law purposes?" The answer is "You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law." The District's Human Resources office prepared a Conflict of Interest Law Summary for new employees. I've attached a copy for your information (attachment 11).

Executive Staff Reports

- Deputy Superintendent Robert Berlo's Report to the Superintendent dated March 20, 2018 (attachment A)
- Director of Human Resources Jeff Carlson's Report to the Superintendent dated March 20, 2018 (attachment B)
- Administrator of Special Education Kimberly Merrick's Report to the Superintendent dated March 2018 (attachment C)

Subcommittee Minutes

- Minutes of the January 22, 2018 meeting of the Education Subcommittee (Subcommittee Minutes attachment 1)
- Minutes of the February 5, 2018 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 2)

Chair's Correspondence

- March 14, 2018 correspondence to Holden resident Maureen Floryan (Chair's Correspondence 1)
- March 14, 2018 correspondence to Holden resident Heidi Lahey (Chair's Correspondence 2)

Superintendent's Correspondence

- March 14, 2018 correspondence from Princeton Selectboard members (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

Special Meeting #318

Monday, March 26, 2018
6:30 PM

Media Center
Wachusett Regional High School
Holden

- I. Call to Order
- II. Executive Session to discuss strategy for contract negotiations with bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to return to public session
- III. Ratification of Collectively Bargained Contracts
- IV. Adjournment

If you cannot attend the March 26, 2018 Wachusett Regional School District Committee special meeting, please contact Rebecca Petersen at (508) 829-1670 Ext. 230.

WACHUSETT REGIONAL SCHOOL DISTRICT
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Agenda

Regular Meeting #1310

Monday, March 26, 2018

7:00 PM

Media Center
Wachusett Regional High School, Holden

- I. Public Hearing
- II. Chair's Opening Remarks

SEL (Social Emotional Learning) @ WRHS – Presentation by Jon Krol, Guidance Department Head, WRHS
- III. Student Representatives' Reports (Philip Baird, Donroy (DJ) Ferdinand)
- IV. Superintendent's Report
 - A. Discussion of Report
 - B. Recommendations Requiring Action by the School Committee
 - 1. Motion: To affirm accuracy of Policy 6613.2 *Policy Relating to Pupil Services Athletic Head Injury and Concussion Policy*
- V. Unfinished Business
- VI. Secretary's Report
 - A. Approval of #317 Special Meeting Minutes of the Wachusett Regional School District Committee held on February 12, 2018 - enclosed
 - B. Approval of Executive Session Minutes of the Wachusett Regional School District Committee held on February 12, 2018 - *copies of minutes to be distributed at the March 26, 2018 School Committee meeting*
 - C. Approval of #1309 Regular Meeting Minutes of the Wachusett Regional School District Committee held on March 12, 2018 – enclosed
 - D. Approval of Executive Session Minutes of the Wachusett Regional School District Committee held on March 12, 2018 - *copies of minutes to be distributed at the March 26, 2018 School Committee meeting*
- VII. Treasurer's Report/Financial Statements

VIII. Committee Reports

- A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, M. Dennis, S. Hitchcock)
- B. Education Subcommittee (C. Smith, Chair, M. Lavoie, Vice-chair, R. Imber, S. LaMountain, L. Maldonado, A. Silva, R. Van Liew, M. Weeks)
 - 1. Amended Policy 3311.1 Policy Relating to Education Graduation Requirements – first reading
- C. Business/Finance Subcommittee (M. Dennis, Chair, A. Young, Vice-chair, L. Long-Bellil, B. Mitchel, J. E. Novak, C. Witkes)
- D. Legal Affairs Subcommittee (S. Hitchcock, Chair, S. Brown, Vice-chair, T. Curran, H. Fradellos, Stephen Godbout, Michael Rivers)
- E. Superintendent Goals and Evaluation Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, S. LaMountain, M. Lavoie, A. Michalowski, M. Weeks)
- F. Audit Advisory Board (C. Witkes, Chair, B. Mitchel, Vice-chair)
- G. Ad Hoc Subcommittees
 - 1. Ad Hoc Subcommittee on Budget Sustainability (K. Mills, Chair, A. Young, Vice-chair, M. Lavoie, L. Long-Bellil)
- H. Building Committees
 - 1. Mountview Building Committee
- I. School Council Reports:
 - Central Tree Middle School (J. E. Novak), Chocksett Middle School (S. Godbout), Davis Hill Elementary School (A. Silva), Dawson Elementary School (A. Young), Glenwood Elementary School (M. Lavoie), Houghton Elementary School (S. Godbout), Mayo Elementary School (T. Curran), Mountview Middle School (S. Brown), Naquag Elementary School (C. Witkes), Paxton Center School (B. Mitchel), Thomas Prince School (M. Weeks), Wachusett Regional High School (S. LaMountain/M. Rivers), Special Education Parent Advisory Council (A. Young), Early Childhood Center (L. Maldonado)

IX. Public Hearing

X. New Business

XI. Adjournment

WACHUSETT REGIONAL SCHOOL DISTRICT

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DRAFT Minutes

Special Meeting #317
Monday, February 12, 2018
6:30 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Kenneth Mills, Chair	Amy Michalowski
Christina Smith, Vice-chair	Benjamin Mitchel
Scott Brown	Jon Edward Novak
Thomas Curran	Michael Rivers
Stephen Godbout	Asima Silva
Susan Hitchcock	Robin Van Liew (7:03 PM)
Robert Imber	Megan Weeks
Sarah LaMountain (6:34 PM)	Charles Witkes
Linda Long-Bellil	Adam Young (6:36 PM)
Lauren Maldonado (6:36 PM)	

Committee Members Absent:

Michael Dennis	Matthew Lavoie
Harriet Fradellos	

Committee Members Participating Remotely:

None

Administration Present:

Darryll McCall, Superintendent
Joseph Scanlon, Director of Business and Finance
Jeff Carlson, Director of Human Resources
Rebecca Petersen, Executive Secretary to the Superintendent

Others:

Joseph Bartulis, District Counsel

Student Representatives Present:

None

I. Call to Order

Chair Mills called the special meeting of the School Committee to order at 6:33 PM.

- II. Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to return to public session

Motion: To enter Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to return to public session

(R. Imber)

(T. Curran)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Scott Brown
Thomas Curran
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Michael Rivers
Asima Silva
Megan Weeks
Charles Witkes

Opposed:

None

The motion was approved unanimously.

The Committee adjourned to executive session at 6:36 PM

The Committee returned to public session at 7:06 PM.

III. Ratification of Collectively Bargained Contracts

Chair Mills spoke about discussions held in executive session, when contract proposals with four of the bargaining units (Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees) were reviewed and discussed. The proposed changes to each of the four contracts were outlined.

Chair Mills thanked members of the Legal Affairs Subcommittee for their time and attention negotiating these contracts.

Motion: To ratify the Memorandum of Agreement Between Wachusett School District and Wachusett Cafeteria Association, as presented (attachment 1).

(R. Imber)

(M. Rivers)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Scott Brown
Thomas Curran
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Michael Rivers
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

None

The motion was approved unanimously.

Motion: To ratify the Memorandum of Agreement Between Wachusett School District and Wachusett Administrators Association, as presented (attachment 2).

(R. Imber)

(T. Curran)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Scott Brown
Thomas Curran
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Michael Rivers
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

None

The motion was approved unanimously.

Motion: To ratify the Memorandum of Agreement Between Wachusett School District and AFSCME, Council 93, Local 2885 – Clerical Employees, as presented (attachment 3).

(R. Imber)

(C. Smith)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Scott Brown
Thomas Curran
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel

Jon Edward Novak
Michael Rivers
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

None

The motion was approved unanimously.

Motion: To ratify the Memorandum of Agreement Between Wachusett School District and AFSCME, Council 93, Local 2885 – Custodial Employees, as presented (attachment 4).

(R. Imber)

(S. Hitchcock)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Scott Brown
Thomas Curran
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Michael Rivers
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

None

The motion was approved unanimously.

IV. Adjournment

Motion: To adjourn.

(S. Brown)
(M. Weeks)

Vote:

In favor:

Kenneth Mills
Christina Smith
Scott Brown
Thomas Curran
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Michael Rivers
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

None

The motion was approved unanimously.

The special meeting adjourned at 7:11 PM.

Respectfully submitted,

Darryll McCall, Ed.D.
Superintendent of Schools

DM:rlp

- Attachment 1 – MOA Cafeteria
- Attachment 2 – MOA WAA
- Attachment 3 – MOA Clerical
- Attachment 4 – MOA Custodial

MEMORANDUM OF AGREEMENT
between the
Wachusett Regional School District and the
Wachusett Cafeteria Association

The negotiating subcommittees of the Wachusett Regional School District and the Wachusett Cafeteria Association have negotiated a successor collective bargaining agreement for the period covering July 1, 2017 through June 30, 2019. Except to the extent referenced in this MOA, the terms of the contract, covering July 1, 2015 through June 30, 2017 will remain in full force and effect and will be contained within the resultant successor bargaining agreement referenced herein for the period covering July 1, 2017 – June 30, 2019. The following represent the negotiated changes to the collective bargaining agreement, which will expire on June 30, 2019. The successor contract will have the date references changed where appropriate to reflect the terms of the new contracts. It is expressly understood that the members of both parties bargaining teams will recommend that their principals ratify the terms of this MOA.

1. Article IV – Sick Leave – 3.0- Change number from five (5) to ten (10) days only.
2. Article VI - Uniform Allowance. Change this entire section to read as follows “The District agrees to pay bargaining unit members a \$185 uniform allowance for the 2017-2018 school year and a \$250 uniform allowance for the 2018-2019 school year. Said payments will be made in the third regular paycheck of the school year minus applicable withholdings.”
3. Article VII – Other Leaves- 3.0 – Replace third sentence with the following “Such a request for two (2) of said personal days must include the reason for the leave, the reason need not be provided for the third personal day requested. The employee may choose which personal day requested he or she wishes to provide no reason.”
4. Article X – Hours and Conditions of Employment. Change “one hundred eighty (180) days” to “one hundred eighty one (181) days” in Section 4.0.
5. Article XI - Salary- Increase grids 1% effective July1, 2017 and 2% effective July 1, 2018.
6. Article XII – Duration – Replace with the following “This Agreement shall become effective July1, 2017 and shall continue in full force and effect until June 30, 2019.”
7. Article XIV – Insurance – Eliminate 2.0 and renumber remaining sections.
8. Article XV - Working out of Grade – Change “5” days to “3” days and “6th” day to “4th” day.
9. Article XVII - Probationary Period – Insert the word “working” after “(90)” and before “days”.
10. Article XIX - Reasonable Assurance of Employment - Add the phrase “or email” after the word “letter.”

Darryll McCall, Ed.D, Superintendent of Schools

Date: _____

Kenneth Mills, Chair, Wachusett Regional School District Committee

Date: _____

Michelle Goodacre, Union President

Date: _____

MEMORANDUM OF AGREEMENT
between the
Wachusett Regional School District and the
Wachusett Administrators Association

The negotiating subcommittees of the Wachusett Regional School District and the Wachusett Administrators Association have negotiated a successor collective bargaining agreement for the period covering July 1, 2017 through June 30, 2020. Except to the extent referenced in this MOA, the terms of the contract covering July 1, 2015 through June 30, 2017 will remain in full force and effect and will be contained within the resultant successor bargaining agreement referenced herein for the period covering July 1, 2017 – June 30, 2020. The following represent the negotiated changes to the collective bargaining agreement, which will expire on June 30, 2020. The successor contract will have the date references changed where appropriate to reflect the terms of the new contracts. It is expressly understood that the members of both parties bargaining teams will recommend that their principals ratify the terms of this MOA.

1. Article IX – General Conditions, F. Provisions for Professional Improvement, Replace 1. A. Workshops and Conferences with the following language: “Attendance at subject-area or educational workshops and conferences must be pre-approved for the cost incurred to be reimbursed as provided in the budget. The District agrees to provide each administrator with an annual benefit of \$500 to be used for the payment of fees, travel, or other costs for workshops or conferences that receive the prior approval of the administrator’s supervisor. The District agrees that approval of such requests shall not be unreasonably denied. This \$500 benefit shall not be accumulated from year to year but the \$500 benefit for each administrator will be available each year. The District will inform WAA on February 1 of total dollars not spent for professional development from July 1 through January 31. The unused dollars will be allocated to WAA members for professional development on a first come first serve basis not to exceed \$750 per member. Remaining dollars as of June 30 will be returned to the District.”
2. Article X – Salary B. - Increase grid 1% effective July 1, 2017; 2% effective July 1, 2018, and 2% effective July 1, 2019. Change last paragraph under Longevity to read as follows-“In addition to the above, those Members employed with the District for five (5) full school years, will receive an additional longevity payment of \$3,200 beginning in their 6th year with the School District.”
3. Any existing Memorandum of Agreements will be incorporated into the final Contract document.
4. Article XVI- Effective Period of Contract - Replace first sentence with the following – “This Contract shall continue in effect from July 1, 2017 to including June 30, 2020. By November 1, 2019, the Committee and the Association shall begin negotiations on a successor contract.”
5. This agreement is subject to ratification by the Wachusett Administrators Association and the Wachusett Regional School District Committee.

Darryll McCall, Ed.D, Superintendent of Schools

Date: _____

Trish O'Donnell, Union President

Date: _____

Kenneth Mills, Chair, Wachusett Regional School District Committee

Date: _____

MEMORANDUM OF AGREEMENT
between the
Wachusett Regional School District and the
AFSCME Council 93, Local 2885 - Clerical Unit

The negotiating subcommittees of the Wachusett Regional School District and AFSCME Council 93, Local 2885 - Clerical Unit have negotiated a successor collective bargaining agreement for the period covering July 1, 2017 through June 30, 2019. Except to the extent referenced in this MOA, the terms of the contract covering July 1, 2015 through June 30, 2017 will remain in full force and effect and will be contained within the resultant successor bargaining agreement referenced herein for the period covering July 1, 2017 – June 30, 2019. The following represent the negotiated changes to the collective bargaining agreement, which will expire on June 30, 2019. The successor contract will have the date references changed where appropriate to reflect the terms of the new contracts. It is expressly understood that the members of both parties bargaining teams will recommend that their principals ratify the terms of this MOA.

1. Article 26 – Wages - Increase adjusted grid 1% effective July 1, 2017; 2% effective July 1, 2018. Staff eligible to move a Step will do so each July 1 for the life of this Agreement.
2. Article 27 – Retirement – Replace first paragraph with the following – “Upon retirement, all members of the bargaining unit shall receive credit for unused sick leave and be paid \$10 per day for all unused sick days in excess of 80 days up to a maximum of \$1000.”
3. Article 29 – Duration - Replace first sentence with the following – “This Agreement shall become effective July 1, 2017 and shall continue in full force and effect until June 30, 2019.”

Darryll McCall, Ed.D, Superintendent of Schools

Date: _____

Kenneth Mills, Chair, Wachusett Regional School District Committee

Date: _____

Joel Bernier, Union President

Date: _____

Wendy Timmons, AFSCME

Date: _____

MEMORANDUM OF AGREEMENT
between the
Wachusett Regional School District and the
AFSCME Council 93, Local 2885 Custodial Unit

The negotiating subcommittees of the Wachusett Regional School District and AFSCME Council 93, Local 2885 - Custodial Unit have negotiated a successor collective bargaining agreement for the period covering July 1, 2017 through June 30, 2019. Except to the extent referenced in this MOA, the terms of the contract covering July 1, 2015 through June 30, 2017 will remain in full force and effect and will be contained within the resultant successor bargaining agreement referenced herein for the period covering July 1, 2017 – June 30, 2019. The following represent the negotiated changes to the collective bargaining agreement, which will expire on June 30, 2019. The successor contract will have the date references changed where appropriate to reflect the terms of the new contracts. It is expressly understood that the members of both parties bargaining teams will recommend that their principals ratify the terms of this MOA.

1. Article 5 - Job Posting and Bidding – Change the second to last sentence to read – “Three (3) bargaining unit members who meet the minimum entrance requirements will be given an interview.”
2. Article 13 – Vacation - Add the following sentence to paragraph 3 – “Employees hired after July 1, 2017 will have their vacation award prorated upon their termination.”
3. Article 26 – Wages - Increase existing grid 1% effective July 1, 2017; 2% effective July 1, 2018. Staff eligible to move a Step will do so each July 1 for the life of this Agreement.
4. Article 29 – Night Differential – Incorporate previously agreed to language into existing contract.
5. Article 32- Duration - Replace first sentence with the following – “This Agreement shall become effective July 1, 2017 and shall continue in full force and effect until June 30, 2019.”

Darryll McCall, Ed.D, Superintendent of Schools

Date: _____

Kenneth Mills, Chair, Wachusett Regional School District Committee

Date: _____

Joel Bernier, Union President

Date: _____

Wendy Timmons, AFSCME

Date: _____

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

DRAFT Minutes

Regular Meeting #1309

Monday, March 12, 2018

7:00 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Kenneth Mills, Chair	Lauren Maldonado
Christina Smith, Vice-chair	Amy Michalowski
Michael Dennis	Benjamin Mitchel
Stephen Godbout	Jon Edward Novak
Susan Hitchcock	Asima Silva
Robert Imber	Robin Van Liew
Sarah LaMountain	Megan Weeks
Matthew Lavoie	Charles Witkes
Linda Long-Bellil	

Committee Members Absent:

Scott Brown	Michael Rivers
Thomas Curran	

Committee Members Participating Remotely:

Harriet Fradellos	Adam Young
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Administration Present:

Darryll McCall, Superintendent
Robert Berlo, Deputy Superintendent
Joseph Scanlon, Director of Business and Finance
Jeff Carlson, Director of Human Resources
Kimberly Merrick, 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 7:06 PM. He announced the meeting is being shown live on Channel 194 and on HoldenTV.com. Chair Mills reported two members are participating remotely, Member Fradellos and Member Young; therefore, all votes will be by roll call.

I. Public Hearing

Maureen Floryan, Holden resident, addressed the School Committee.

Heidi Lahey, Holden resident, addressed the School Committee.

II. Chair's Opening Remarks

Chair Mills asked that a moment of silence be observed for the victims of the recent incident at the Marjory Stoneman Douglas School in Parkland, Florida.

7:12 PM Vice-chair Smith left the table.

III. Student Representatives' Reports

Student Representative Ferdinand reported the WRHS girls basketball team is playing in the semi-finals at Worcester State University this date. He also reported on a 17 minutes student walkout planned for March 14, 2018 at 10:00 AM, in honor of victims of the February 14, 2018 incident in Parkland, Florida.

7:13 PM Vice-chair Smith returned to the table.

IV. Superintendent's Report

A. Discussion of Report

Superintendent McCall thanked Student Representative Ferdinand for his eloquent and well-stated report.

It was noted that the School Committee will vote on the proposed FY19 appropriation at this meeting. Superintendent McCall reported on meetings with Member Town officials when the FY19 budget proposal was reviewed and discussed with town officials and Selectboard/Finance Committee members. He reported these meetings were generally positive, and he thanked School Committee members for their support and attendance at these meetings.

Chair Mills gave members the opportunity to ask questions about the Superintendent's Report, questions not related to the FY19 budget.

Member Lavoie requested school choice enrollment numbers, by classroom, by school, and he also requested full-day kindergarten enrollment numbers. At Member Lavoie's inquiry about kindergarten students who choice out for their kindergarten year, then return to a Wachusett school for first grade and on, Superintendent McCall explained that parents often will school choice to a city or town that offers full-day kindergarten and after kindergarten the child is enrolled in the Wachusett school in their town of residence. Superintendent McCall took the

opportunity to speak briefly about school choice, explaining his desire to have the option of accepting students for school choice, for the coming school year, on an individual basis, based on seat availability. He reported that the full Committee will be asked to act on school choice participation for the 2018-2019 school year at an upcoming School Committee meeting.

Member Novak requested reassurance from District administration that the student walkout planned for March 14, 2018 is not political, which Superintendent McCall confirmed the intent of this action is not political.

Member LaMountain spoke briefly about school safety and the March 14th student walkout.

B. Recommendations Requiring Action by the School Committee

Motion: To approve the *FY19 Appropriation* in the amount of \$94,209,452 and assessments including debt service to the Member Towns of:

Holden	\$28,087,047
Paxton	\$ 6,313,461
Princeton	\$ 4,863,870
Rutland	\$12,062,627
Sterling	\$11,343,738
Total for Towns	\$62,670,743
	(M. Weeks)
	(S. Hitchcock)

Discussion ensued. Member Novak and Member Lavoie asked about full-day kindergarten and space capacity. Superintendent McCall provided past history of research into possible implementation/potential offering of full-day kindergarten to all, District-wide. He spoke of research that was done by the former Supervisor of Pupil Personnel Services. Superintendent McCall explained that some schools, specifically stating Dawson Elementary and Mayo Elementary Schools, are very limited in space for additional classrooms. Superintendent McCall reported that the town of Holden is conducting an extensive population/planning study which will likely include information to help address the full-day kindergarten questions. Full-day kindergarten discussion continued, with Member Imber suggesting future implementation of full-day kindergarten be included under New Business. Chair Mills asked the members participating remotely if they wished to add to the discussions, which they did not.

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos

Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:
None

The motion was approved unanimously.

Director Scanlon approached the podium.

Motion: To authorize charging pro-rated amounts of employee related expenses for Medicare, Workers Compensation, Unemployment, Life Insurance and Health Insurance to the Title I grant in the total amount of \$17,538.24, to the Early Childhood SPED grant in the total amount of \$15,265.67, and to the Cafeteria Fund (by location) in the total amount of \$133,334.62, and to credit the applicable budgetary expense accounts in the General Fund in the total amount of (\$166,138.53).

(R. Imber)
(S. Hitchcock)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado

Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:
None

The motion was approved unanimously.

Motion: To request the Town of Holden undertake an FY2019 Capital Budget Project at the Mayo Elementary School for Improvements to the Energy Management System (EMS), with a projected budget cost of Thirty-Five Thousand Dollars (\$35,000.00).

(M. Weeks)
(J. E. Novak)

Director Scanlon gave a brief history of this project.

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:
None

The motion was approved unanimously.

Motion: To request the Town of Sterling undertake an FY2019 Capital Budget Project at the Houghton Chocksett School Facility to Convert Boiler Burners to Natural Gas and Replace Hot Water Heater, with a combined projected budget cost of One-Hundred and Ninety-Five Thousand Dollars (\$195,000).

(S. Hitchcock)

(B. Mitchel)

Director Scanlon gave a brief history of this project.

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

None

The motion was approved unanimously.

Motion: To request the Member Towns fund a turf field replacement project at the Wachusett Regional High School with a total project budget cost of Six-Hundred Thousand Dollars (\$600,000), with a breakdown by town as follows: Holden at \$257,040.00, Paxton at \$60,120.00, Princeton at \$42,720.00, Rutland at \$148,320.00 and Sterling at \$91,860.00.

(M. Dennis)

(J. E. Novak)

At Member Witkes' inquiry, Director Scanlon explained that all five Member Towns must approve to support this project in order for the project to move forward. Discussion ensued, with Superintendent McCall explaining this could be a summer 2018 project, if approved. Chair Mills spoke about meetings held with community representatives to discuss development and fund raising. Discussion continued, with many members of the Committee contributing to the conversation.

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

None

The motion was approved unanimously.

Motion: To request the Member Towns fund a parking lot repair project at the Early Childhood Center and District Office with a project budget of Fifty Thousand Dollars (\$50,000), with a breakdown by town as follows: Holden at \$22,470.00, Paxton at \$4,850.00, Princeton at \$3,105.00, Rutland at \$11,525.00 and Sterling at \$8,045.00.

(M. Weeks)

(B. Mitchel)

Director Scanlon spoke about the condition of the parking lot at 1745 Main Street, Jefferson (Central Office and Early Childhood Center building).

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

None

The motion was approved unanimously.

Motion: To implement changes to the District's Facilities Usage Rates, as presented, effective July 1, 2018.

(R. Imber)

(B. Mitchel)

Member Novak voiced concern that community residents and the towns have not been given the opportunity to review proposed rate increases and to provide input.

Motion: To table the motion on the floor to a time forward.

(J. E. Novak)

(M. Dennis)

Roll call vote:

In favor:

Christina Smith
Michael Dennis
Robert Imber
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado

Amy Michalowski
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Sarah LaMountain
Benjamin Mitchel

Abstained:

Kenneth Mills

The motion was approved 13-5-1.

V. Unfinished Business

There was no unfinished business brought before the School Committee.

VI. Secretary's Report

- A. Approval of 317th Special Meeting Minutes of the Wachusett Regional School District Committee held on February 12, 2018.

Deferred.

- B. Approval of Minutes of WRSDC Annual Budget Hearing held on February 12, 2018

Motion: To approve minutes of the WRSDC Annual Budget Hearing held on February 12, 2018

(J. E. Novak)
(S. Hitchcock)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain

Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:
None

Abstained:
Michael Dennis

The minutes were approved 18-0-1.

C. Approval of 1308th Regular Meeting Minutes of the Wachusett Regional School District Committee held on February 12, 2018

Motion: To approve minutes of the regular meeting of the WRSDC held on February 12, 2018.

(R. Imber)
(M. Weeks)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Benjamin Mitchel
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:
None

Abstained:
Michael Dennis

The minutes were approved 18-0-1.

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.

8:14 PM Member Mitchel left the meeting.

VIII. Committee Reports

- A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, M. Dennis, S. Hitchcock)

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

- B. Education Subcommittee (C. Smith, Chair, M. Lavoie, Vice-chair, R. Imber, S. LaMountain, L. Long-Bellil, L. Maldonado, A. Silva, R. Van Liew, M. Weeks)

Subcommittee Chair Smith reported this subcommittee met just before this School Committee meeting.

Motion: To approve the second reading of Amended Policy 6613.2 Policy Relating to Pupil Services Athletic Head Injury and Concussion Policy, waiving the reading.

(C. Smith)
(S. Godbout)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain

Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:
None

The motion was approved unanimously.

Motion: To approve the second reading of Amended Policy 6618 *Policy Relating to Pupil Services Nutrition and Wellness Policy*, waiving the reading.

(C. Smith)
(S. Godbout)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:
None

The motion was approved unanimously.

Motion: To approve the second reading of Amended Policy 3311 Policy Relating to Education Course Organization, Curriculum, and Course Credit, waiving the reading.

(C. Smith)

(M. Lavoie)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Jon Edward Novak
Asima Silva
Robin Van Liew
Megan Weeks
Charles Witkes
Adam Young

Opposed:

None

The motion was approved unanimously.

- C. Business/Finance Subcommittee (M. Dennis, Chair, Adam Young, Vice-chair, L. Long-Bellil, B. Mitchel, J. E. Novak, C. Witkes)

Business/Finance Subcommittee Chair Dennis reported this subcommittee has not met since the last School Committee. The subcommittee will meet on March 19, 2018.

- D. Legal Affairs Subcommittee (S. Hitchcock, Chair, S. Brown, Vice-chair, T. Curran, H. Fradellos, Stephen Godbout, Michael Rivers)

Subcommittee Chair Hitchcock reported this subcommittee will meet on March 26, 2018, before the School Committee meeting.

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

Chair Mills reported this subcommittee met on February 28, 2018 and the next meeting will be scheduled shortly.

F. Audit Advisory Board (C. Witkes, Chair, R. McCarthy)

AAB Chair Witkes reported the AAB has not met since the last School Committee meeting. Chair Mills voiced the need for representatives from Paxton and Rutland to serve on the Audit Advisory Board.

G. Ad Hoc Subcommittees

1. Ad Hoc Subcommittee on Budget Sustainability (K. Mills, Chair, A. Young, Vice-chair, M. Lavoie, L. Long-Bellil)

Chair Mills reported this ad hoc subcommittee is scheduled to meet on April 2, 2018.

H. Building Committees

1. Mountview Building Committee

Superintendent McCall reported this building committee has not met since the last School Committee meeting. He additionally reported that there are still some software integration issues that are being addressed.

I. School Council Reports:

Central Tree Middle School (J. E. Novak), Chocksett Middle School (S. Godbout), Davis Hill Elementary School (A. Silva), Dawson Elementary School (A. Young), Glenwood Elementary School (M. Lavoie), Houghton Elementary School (S. Godbout), Mayo Elementary School (T. Curran), Mountview Middle School (S. Brown), Naquag Elementary School (C. Witkes), Paxton Center School (B. Mitchel), Thomas Prince School (M. Weeks), Wachusett Regional High School (S. LaMountain/M. Rivers), Special Education Parent Advisory Council (A. Young), Early Childhood Center (L. Maldonado)

Member Young – Dawson Elementary School

Member Young – SEPAC (Special Education Parent Advisory Council)

Member Silva – Davis Hill Elementary School

IX. Public Hearing

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

X. New Business

Vice-chair Smith invited those interested to an advocacy workshop being presented by a representative from MASC (Massachusetts Association of School Committees) Thursday, March 15, 2018, 7:00 PM in the Media Center at WRHS.

Member Imber requested District administration prepare a plan and timeline for implementation of full-day kindergarten by the April 30, 2018 School Committee meeting. At Superintendent McCall's request, the date for preparing and sharing of this information will be pushed off to the May 2018 School Committee meeting.

Member Van Liew asked that the School Committee consider removal of the weapon that is a part of the WRHS mascot.

Administrator of Special Education Merrick reminded members of this year's Special Olympics to be held Thursday, March 15, 2018, at the high school.

XI. Executive Session

Motion: To enter executive session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Regional Nurses Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, not to return to public session.

(S. Hitchcock)
(J. E. Novak)

Roll call vote:

In favor:

Kenneth Mills
Christina Smith
Michael Dennis
Harriet Fradellos
Stephen Godbout
Susan Hitchcock
Robert Imber
Sarah LaMountain
Matthew Lavoie
Linda Long-Bellil
Lauren Maldonado
Amy Michalowski
Jon Edward Novak
Asima Silva
Robin Van Liew

Megan Weeks
Charles Witkes
Adam Young

Opposed:
None

The motion was approved unanimously.

XII. Adjournment

The meeting adjourned to executive session at 8:37 PM.

Respectfully submitted,

Darryll McCall, Ed.D.
Superintendent of Schools

DM:rlp

Attachments:

- Attachment 1 – sign-in sheets

Attachment 1

**Regular Meeting
Monday, March 12, 2018**

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

[illegible]

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE
Regular Meeting
Monday, March 12, 2018

PLEASE **PRINT** YOUR NAME AND YOUR TOWN

[illegible]

POLICY RELATING TO EDUCATION**GRADUATION REQUIREMENTS**

In order to graduate from Wachusett Regional High School, a student must have earned at least one hundred ten (110) credits and complied with all state accountability requirements. ~~Students who graduate from Wachusett Regional High School shall be prepared to enter college or the work force.~~

Credit Requirements:

Minimum requirements for graduation shall be as follows:

English	20 credits
Social Studies, including U.S. and World History	15 credits
History, U.S. Government	
Mathematics	15 credits
Science	15 credits
Physical Education/Health	10 credits
Foreign World Language sequence (same language)	
OR	10 credits
Specific Partnership Program	
Fine and Performing Arts	5 credits
Electives	<u>20 credits</u>
	110 credits

Students must schedule at least five (5) full credit courses each semester and must earn a minimum of one hundred ten (110) credits for graduation. ~~Full credit semester courses meet five (5) times per week and earn two and one half (2 1/2) credits per semester; full credit, full year courses meet five (5) times per week and earn five (5) credits per year.~~ Students shall be encouraged to take course work beyond the one hundred ten (110) credits required to meet the District minimum. All students must comply with **all state accountability requirements prior to receiving a diploma** ~~the Massachusetts Department of Education Massachusetts Comprehensive Assessment System (MCAS) regulations prior to receiving a diploma.~~

Technology Skills:

~~All students shall be required to demonstrate their ability to apply technology in order to acquire, analyze, and communicate information as determined by standards established by the District.~~

POLICY RELATING TO EDUCATION

GRADUATION REQUIREMENTS (continued)

Writing Skills:

~~The District shall develop writing standards that shall be met by all students prior to graduation. Standards shall include the preparation of a writing sample to be evaluated according to District standards.~~

Credit for Foreign Study Abroad:

Students who are away for a semester or a year to participate in a student exchange program, or otherwise study abroad, may receive credits toward high school graduation when:

1. Study plans are approved by the District in advance.
2. The institution where the study occurs submits a record of the student's work. In such instances, the District will evaluate the work and assign credit for it according to District standards.

Credit for Transfer Students:

The District shall determine credit for transfer students based on the appropriateness of ~~the said~~ students previous program as compared to District standards.

Summer School:

Credit earned in an approved summer school program may be applied toward graduation requirements. Students seeking such credits must receive **prior** District approval. ~~prior to taking the course.~~

POLICY RELATING TO EDUCATION***GRADUATION REQUIREMENTS (continued)*****Recognition:**

~~The Wachusett Regional School District shall develop recognition events for outstanding performance of graduates in the areas of academic studies, extra-curricular activities, and/or community service.~~

First Reading:	12/18/95
Second Reading:	01/11/96

Amendment First Reading:	02/08/99
Amendment Second Reading:	03/08/99

Re-Amendment First Reading:	05/29/03
Re-Amendment Second Reading:	06/09/03

Re-Amendment First Reading:	04/12/04
Re-Amendment Second Reading:	04/26/04

Re-Amendment First Reading:	03/13/07
Re-Amendment Second Reading:	03/26/07

Re-Amendment First Reading:	01/25/10
Re-Amendment Second Reading:	02/08/10

Re-Amendment First Reading:	
Re-Amendment Second Reading:	

WRDSC Amended Policy 3311.1

PLEASE POST

3/22/2018
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Legal Affairs Subcommittee

Monday, March 26, 2018
5:30 p.m.

CHANGE OF TIME

Media Center
Wachusett Regional High School
1401 Main Street, Holden

REVISED AGENDA:

- I Call to Order
- II Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to return to public session
- III Amended Policy 1312 Policy Relating to School Committee Operation Evaluation of the Superintendent
- IV 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

Wachusett Regional School District Committee

Special Meeting

Monday, March 26, 2018
6:30 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

AGENDA:

- I Call to Order
- II Executive Session to discuss strategy for contract negotiations with bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to return to public session
- III Ratification of Collectively Bargained Contract
- IV 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

Wachusett Regional School District Committee

Monday, March 26, 2018
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

AGENDA:

Public Hearing

Chair's Opening Remarks

SEL (Social Emotional Learning) @ WRHS – Presentation by Jon Krol, Guidance Department Head, WRHS

Student Representatives' Reports

Superintendent's Report

- Discussion of Report
- Recommendations Requiring Action by the School Committee
 1. Motion: To affirm accuracy of Policy 6613.2 Policy Relating to Pupil Services Athletic Head Injury and Concussion Policy

Unfinished Business

Secretary's Report

- Approval of Special Meeting Minutes of the WRSDC held on 2/12/2018
- Approval of Executive Session Minutes of the WRSDC held on 2/12/2018

-
- Approval of 1309th Regular Meeting Minutes of the WRSDC held on 3/12/2018
 - Approval of Executive Session Minutes of the WRSDC held on 3/12/2018
- Treasurer's Report/Financial Statements
- Committee Reports
- Management Subcommittee
 - Education Subcommittee
 - 1. Amended Policy 3311.1 Policy Relating to Education Graduation Requirements – first reading
 - Business/Finance Subcommittee
 - Legal Affairs Subcommittee
 - Superintendent Goals and Evaluation Subcommittee
 - Audit Advisory Board
 - Ad-Hoc Subcommittee
 - 1. Ad Hoc Subcommittee on Budget Sustainability
 - 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.

SEPAC Officers Meeting

Tuesday, March 27, 2018
6:00 p.m.

Curriculum Center
District Central Office
1745 Main Street, Jefferson

SEPAC Workshop

Sensory Diets
The Who, What, Where, When, Why and How
Claire Connor Groll, M.Ed, OTR/L, ATP
Registered Occupational Therapist

Tuesday, March 27, 2018
6:30 p.m.

Curriculum Center
District Central Office
1745 Main Street, Jefferson

Superintendent Goals and Evaluation Subcommittee

Monday, April 2, 2018
6:00 p.m.

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

Ad Hoc Subcommittee on Budget Sustainability

Monday, April 2, 2018
7:00 p.m.

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

REVISED AGENDA:

- I Call to Order
- II Approval of Minutes
- III Request for Naming Rights
- IV Review of Shrewsbury Five year Projection Documents/Direction to the Administration on how to proceed
- V Plan Development Strategy, including priority booklet
- VI Follow-up to Actions to State Auditor's Report
- VII Proposed Meeting Schedule/Timeline
- VIII Public Hearing
- IX Old Business
- X New Business
- XI Adjournment

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

Education Subcommittee

Monday, April 9, 2018
6:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Monday, April 9, 2018
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Regularly Scheduled, Monthly School Committee Meeting

SEPAC Officers Meeting

Tuesday, April 10, 2018
6:00 p.m.

Curriculum Center
District Central Office
1745 Main Street, Jefferson

Wachusett Regional School District Committee

Monday, April 30, 2018
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Regularly Scheduled, Monthly School Committee Meeting

SEPAC Workshop

Executive Functioning Skills
Jessica Padula, MS CCC-SLP
Speech and Language Specialties Inc.

Monday, May 7, 2018
7:00 p.m.

Curriculum Center
District Central Office
1745 Main Street, Jefferson

SEPAC Officers Meeting

Tuesday, May 8, 2018
6:00 p.m.

Curriculum Center
District Central Office
1745 Main Street, Jefferson

Wachusett Regional School District Committee

Thursday, May 24, 2018
7:00 p.m.

CHANGE OF DATE

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Organizational Meeting

AGENDA:

Call to Order
Election of Chairman
Election of Vice-Chairman
Adjournment

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

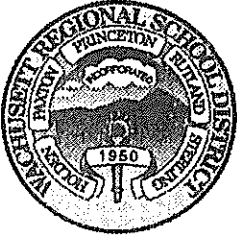
Wachusett Regional School District Committee

Thursday, May 24, 2018
7:00 p.m.

CHANGE OF DATE

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Regularly Scheduled, Monthly School Committee Meeting



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

Sent electronically and USPS

March 14, 2018

Mrs. Sheila Dibb
209 Pommogussett Road
Rutland, MA 01543

Dear Mrs. Dibb:

Please be advised that a special meeting of the Wachusett Regional School District Committee has been posted for 6:30 PM Monday, March 26, 2018, for the purpose of discussing strategies for negotiations. As the municipal representative, please attend this executive session if you are able. School Committee meetings are held in the Media Center at Wachusett Regional High School in Holden.

Sincerely,

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

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee

DM:rlp

POLICY RELATING TO PUPIL SERVICES

ATHLETIC HEAD INJURY AND CONCUSSION POLICY

The safety of students is a high priority for the Wachusett Regional School District. Students who sustain head injuries while in extracurricular athletic activities and those involved in their treatment must follow the protocol based on 105 C.M.R 201.000 (<http://www.mass.gov/eohhs/docs/dph/com-health/injury/105-cmr-201.pdf>) found online on the high school and middle schools' websites as well as in the student handbooks.

Students who have sustained a head injury must be appropriately evaluated according to the protocol. In order to resume athletic activity, a medical clearance and authorization form must be submitted indicating that the student has recovered. Return to academics will be consistent with the protocol.

District administration, athletic staff, and nursing staff will review the protocol annually to ensure that it is current and reflects best practice. The School Committee will review and revise this policy as needed, but at least bi-annually.

First Reading: 02/13/12

Second Reading: 02/27/12

Amendment First Reading: 02/22/16

Amendment Second Reading: 03/14/16

Amendment First Reading: 02/12/18

Amendment Second Reading: 03/12/18

WRSDC Policy 6613.2



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Office of the Treasurer

March 14, 2018

Ms. Sharon Lowder, Treasurer
Town of Holden
1204 Main Street
Holden, MA 01520

Re: **FY19 Assessment Letter \$94,209,452 Budget Approved 3/12/18**

Dear Ms. Lowder:

Pursuant to Massachusetts General Laws (M.G.L.) Ch. 71, S. 16B, I hereby certify that the FY19 assessment for the Town of Holden's membership to the Wachusett Regional School District is **\$28,087,047**. Attached are: (1) the FY19 Expenditure Budget; (2) the FY19 Revenue Budget; (3) the FY19 Debt Service worksheet.

Per M.G.L. Ch. 71 S. each member town in a regional district must vote on the total amount of the appropriations requested and shall not place any restriction on such appropriations.

Per the revised Regional Agreement the Town of Holden is to make assessment payments equaling one-quarter (25%) of the total annual assessment as follows:

<u>Date Due</u>	<u>Amount Due</u>
August 1st	\$7,021,762
November 1st	\$7,021,762
February 1st	\$7,021,762
May 1st	\$7,021,762

Very truly yours,

A handwritten signature in dark ink, appearing to read 'James J. Dunbar', is written over a horizontal line.

James J. Dunbar, Treasurer

cc: Kenneth Mills, Chairman, Wachusett Regional School Committee
Darryll McCall, Ed.D. Superintendent of Schools
Joseph Scanlon, Director of Business and Finance
Michelle White, Finance Manager
Peter Lukes, Holden Town Manager

Jefferson School

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



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Office of the Treasurer

March 14, 2018

Ms. Deidre Malone, Treasurer
Town of Paxton
697 Pleasant Street
Paxton, MA 01612

Re: **FY19 Assessment Letter \$94,209,452 Budget Approved 3/12/18**

Dear Ms. Malone:

Pursuant to Massachusetts General Laws (M.G.L.) Ch. 71, S. 16B, I hereby certify that the FY19 assessment for the Town of Paxton's membership to the Wachusett Regional School District is **\$6,313,461**. Attached are: (1) the FY19 Expenditure Budget; (2) the FY19 Revenue Budget; (3) the FY19 Debt Service worksheet.

Per M.G.L. Ch. 71 S. each member town in a regional district must vote on the total amount of the appropriations requested and shall not place any restriction on such appropriations.

Per the revised Regional Agreement the Town of Paxton is to make assessment payments equaling one-quarter (25%) of the total annual assessment as follows:

<u>Date Due</u>	<u>Amount Due</u>
July 1st	\$1,578,365
October 1st	\$1,578,365
January 1st	\$1,578,365
April 1st	\$1,578,365

Very truly yours,


James J. Dunbar, Treasurer

cc: Kenneth Mills, Chairman, Wachusett Regional School Committee
Darryll McCall, Ed.D. Superintendent of Schools
Joseph Scanlon, Director of Business and Finance
Michelle White, Finance Manager
Carol Riches, Paxton Town Administrator

Jefferson School

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



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Office of the Treasurer

March 14, 2018

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

Re: **FY19 Assessment Letter \$94,209,452 Budget Approved 3/12/18**

Dear Mr. Dunbar:

Pursuant to Massachusetts General Laws (M.G.L.) Ch. 71, S. 16B, I hereby certify that the FY19 assessment for the Town of Princeton's membership to the Wachusett Regional School District is **\$4,863,870**. Attached are: (1) the FY19 Expenditure Budget; (2) the FY19 Revenue Budget; (3) the FY19 Debt Service worksheet.

Per M.G.L. Ch. 71 S. each member town in a regional district must vote on the total amount of the appropriations requested and shall not place any restriction on such appropriations.

Per the revised Regional Agreement the Town of Princeton is to make assessment payments equaling one-quarter (25%) of the total annual assessment as follows:

<u>Date Due</u>	<u>Amount Due</u>
July 1st	\$1,215,968
October 1st	\$1,215,968
January 1st	\$1,215,968
April 1st	\$1,215,968

Very truly yours,

James J. Dunbar, Treasurer

cc: Kenneth Mills, Chairman, Wachusett Regional School Committee
Darryll McCall, Ed.D. Superintendent of Schools
Joseph Scanlon, Director of Business and Finance
Michelle White, Finance Manager
Nina Nazarian, Princeton Town Administrator

Jefferson School

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



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Office of the Treasurer

March 14, 2018

Ms. Rebecca Tuttle, Treasurer
Town of Rutland
250 Main Street
Rutland, MA 01543

Re: **FY19 Assessment Letter \$94,209,452 Budget Approved 3/12/18**

Dear Ms. Tuttle:

Pursuant to Massachusetts General Laws (M.G.L.) Ch. 71, S. 16B, I hereby certify that the FY19 assessment for the Town of Rutland's membership to the Wachusett Regional School District is **\$12,062,627**. Attached are: (1) the FY19 Expenditure Budget; (2) the FY19 Revenue Budget; (3) the FY19 Debt Service worksheet.

Per M.G.L. Ch. 71 S. each member town in a regional district must vote on the total amount of the appropriations requested and shall not place any restriction on such appropriations.

Per the revised Regional Agreement the Town of Rutland is to make assessment payments equaling one-quarter (25%) of the total annual assessment as follows:

<u>Date Due</u>	<u>Amount Due</u>
July 1st	\$3,015,657
October 1st	\$3,015,657
January 1st	\$3,015,657
April 1st	\$3,015,657

Very truly yours,

James J. Dunbar, Treasurer

cc: Kenneth Mills, Chairman, Wachusett Regional School Committee
Darryll McCall, Ed.D. Superintendent of Schools
Joseph Scanlon, Director of Business and Finance
Michelle White, Finance Manager
Margaret Nartowicz, Rutland Town Administrator

Jefferson School

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



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Office of the Treasurer

March 14, 2018

Ms. Victoria Smith, Treasurer
Town of Sterling
One Park Street
Sterling, MA 01564

Re: **FY19 Assessment Letter \$94,209,452 Budget Approved 3/12/18**

Dear Ms. Smith:

Pursuant to Massachusetts General Laws (M.G.L.) Ch. 71, S. 16B, I hereby certify that the FY19 assessment for the Town of Sterling's membership to the Wachusett Regional School District is **\$11,343,738**. Attached are: (1) the FY19 Expenditure Budget; (2) the FY19 Revenue Budget; (3) the FY19 Debt Service worksheet.

Per M.G.L. Ch. 71 S. each member town in a regional district must vote on the total amount of the appropriations requested and shall not place any restriction on such appropriations.

Per the revised Regional Agreement the Town of Sterling is to make assessment payments equaling one-quarter (25%) of the total annual assessment as follows:

<u>Date Due</u>	<u>Amount Due</u>
July 1st	\$2,835,935
October 1st	\$2,835,935
January 1st	\$2,835,935
April 1st	\$2,835,935

Very truly yours,

James J. Dunbar, Treasurer

cc: Kenneth Mills, Chairman, Wachusett Regional School Committee
Darryll McCall, Ed.D. Superintendent of Schools
Joseph Scanlon, Director of Business and Finance
Michelle White, Finance Manager
Ross Perry, Sterling Town Administrator

Jefferson School

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

WACHUSETT REGIONAL SCHOOL DISTRICT FY19 - EXPENDITURE BUDGET (3/12/2018)

<u>Appropriation Area</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>\$ Diff +/- vs. LY</u>	<u>% Diff</u>
Instruction	\$47,151,887	\$48,349,901	\$50,474,587	\$2,124,687	4.39%
Administration	\$2,031,453	\$1,952,318	\$2,097,318	\$145,000	7.43%
Support	\$6,698,138	\$6,845,675	\$7,010,813	\$165,138	2.41%
Total Salaries & Stipends	\$55,881,478	\$57,147,894	\$59,582,718	\$2,434,825	4.26%
Health Insurance Active	\$8,071,514	\$8,561,810	\$8,654,532	\$92,722	1.08%
Health Insurance Retired	\$2,237,073	\$2,544,165	\$2,470,184	(\$73,982)	-2.91%
Other Insurances & Benefits	\$1,381,852	\$1,653,908	\$1,612,532	(\$41,376)	-2.50%
Retirement Benefit	\$1,425,736	\$1,709,701	\$1,828,867	\$119,166	6.97%
Total Benefits & Insurance	\$13,116,175	\$14,469,584	\$14,566,115	\$96,531	0.67%
Administration	\$227,506	\$204,909	\$207,671	\$2,763	1.35%
Contract Services	\$682,964	\$605,533	\$678,485	\$72,953	12.05%
Technology	\$399,095	\$443,958	\$527,730	\$83,772	18.87%
Instructional	\$484,420	\$877,841	\$1,080,754	\$202,913	23.11%
Professional Development	\$127,748	\$139,005	\$139,005	\$0	0.00%
Network & Telephone	\$137,297	\$151,465	\$155,252	\$3,787	2.50%
Print Management	\$253,019	\$268,771	\$301,079	\$32,308	12.02%
Total Instructional Support	\$2,312,048	\$2,691,489	\$3,089,977	\$398,495	14.81%
Custodial Supplies & Services	\$233,237	\$141,512	\$175,342	\$33,830	23.91%
Building Maintenance	\$719,001	\$670,866	\$670,866	\$0	0.00%
Grounds Maintenance	\$445,046	\$466,768	\$474,843	\$8,075	1.73%
Utility Services	\$2,025,028	\$2,046,843	\$2,153,421	\$106,578	5.21%
Total Operation Maintenance	\$3,422,312	\$3,325,989	\$3,474,472	\$148,483	4.46%
Athletics General Fund	\$2,009	\$0	\$0	\$0	0.00%
Health Services	\$58,155	\$42,269	\$49,823	\$7,554	17.87%
District wide Charges	\$9,693	\$8,612	\$8,698	\$86	1.00%
Student Activity General Fund	\$4,514	\$4,514	\$4,514	\$0	0.00%
Total Pupil Services	\$74,371	\$55,395	\$63,035	\$7,640	13.79%
Tuition To Public School	\$834,267	\$1,092,714	\$1,203,869	\$111,155	10.17%
Tuition To Private School	\$1,013,436	\$1,283,839	\$1,437,412	\$153,573	11.96%
Tuition To Collaborative	\$260,145	\$160,577	\$271,963	\$111,386	69.37%
Total SPED Tuition	\$2,107,848	\$2,537,130	\$2,913,244	\$376,114	14.82%
Financing & Fixed Charges	\$5	\$5	\$5	\$0	0.00%
Tuition-Out School Choice	\$615,454	\$664,438	\$654,287	(\$10,151)	-1.53%
Tuition Out Charter School	\$446,432	\$465,039	\$527,418	\$62,379	13.41%
Tuition-Out Recovery School	\$22,673	\$23,391	\$23,391	\$0	0.00%
Total Other Oper. Costs	\$1,084,564	\$1,152,873	\$1,205,101	\$52,228	4.53%
Transportation - Regular Ed	\$3,512,148	\$3,748,425	\$3,906,929	\$158,504	4.23%
Transportation - Special Ed	\$2,788,769	\$2,738,713	\$2,934,004	\$195,291	7.13%
Total Transportation	\$6,300,917	\$6,487,138	\$6,840,933	\$353,795	5.45%
Principal Payment	\$1,840,000	\$1,860,000	\$1,895,000	\$35,000	1.88%
Interest Payment	\$711,056	\$650,894	\$578,856	(\$72,038)	-11.07%
Total Debt Service	\$2,551,056	\$2,510,894	\$2,473,856	(\$37,038)	-1.48%
Total Expenditures	\$86,875,664	\$90,378,379	\$94,209,452	\$3,831,072	4.24%

WACHUSETT REGIONAL SCHOOL DISTRICT FY19 - REVENUE BUDGET (3/12/2018)

<u>Min. Local Contrib.</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>% Diff +/- vs. LY</u>	<u>% Diff</u>
Holden	\$17,442,852	\$17,626,751	\$18,233,370	\$606,619	3.44%
Paxton	\$4,194,000	\$4,120,925	\$4,217,007	\$96,082	2.33%
Princeton	\$3,426,348	\$3,456,189	\$3,481,413	\$25,224	0.73%
Rutland	\$6,813,218	\$7,016,724	\$6,954,143	(\$62,581)	-0.89%
Sterling	\$7,982,763	\$8,145,271	\$7,944,064	(\$201,207)	-2.47%
Total Local Contrib.	\$39,859,181	\$40,365,860	\$40,829,997	\$464,137	1.15%
<u>Operational</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>% Diff +/- vs. LY</u>	<u>% Diff</u>
Holden	\$4,691,139	\$5,633,755	\$6,787,692	\$1,153,937	20.48%
Paxton	\$1,048,847	\$1,216,241	\$1,427,545	\$211,304	17.37%
Princeton	\$653,866	\$779,155	\$932,016	\$152,861	19.62%
Rutland	\$2,476,462	\$2,890,301	\$3,472,920	\$582,619	20.16%
Sterling	\$1,710,017	\$2,017,855	\$2,332,149	\$314,294	15.58%
Total Operational	\$10,580,331	\$12,537,307	\$14,952,322	\$2,415,015	19.26%
<u>Transportation</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>% Diff +/- vs. LY</u>	<u>% Diff</u>
Holden	\$1,573,421	\$1,884,700	\$2,004,018	\$119,318	6.33%
Paxton	\$351,775	\$406,878	\$421,473	\$14,595	3.59%
Princeton	\$219,308	\$260,656	\$275,171	\$14,515	5.57%
Rutland	\$830,621	\$966,913	\$1,025,355	\$58,442	6.04%
Sterling	\$573,536	\$675,047	\$688,551	\$13,504	2.00%
Total Transportation	\$3,548,661	\$4,194,194	\$4,414,568	\$220,374	5.25%
<u>Debt Service</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>% Diff +/- vs. LY</u>	<u>% Diff</u>
Holden	\$1,060,321	\$1,043,605	\$1,061,967	\$18,362	1.76%
Paxton	\$258,822	\$254,750	\$247,436	(\$7,314)	-2.87%
Princeton	\$177,139	\$174,357	\$175,270	\$913	0.52%
Rutland	\$644,062	\$633,937	\$610,209	(\$23,728)	-3.74%
Sterling	\$410,712	\$404,245	\$378,975	(\$25,270)	-6.25%
Total Debt Service	\$2,551,056	\$2,510,894	\$2,473,856	(\$37,038)	-1.48%
<u>Total for Towns</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>% Diff +/- vs. LY</u>	<u>% Diff</u>
Holden	\$24,767,733	\$26,188,811	\$28,087,047	\$1,898,236	7.25%
Paxton	\$5,853,444	\$5,998,794	\$6,313,461	\$314,667	5.25%
Princeton	\$4,476,661	\$4,670,357	\$4,863,870	\$193,513	4.14%
Rutland	\$10,764,363	\$11,507,875	\$12,062,627	\$554,752	4.82%
Sterling	\$10,677,028	\$11,242,418	\$11,343,738	\$101,320	0.90%
Total for Towns	\$56,539,229	\$59,608,255	\$62,670,743	\$3,062,488	5.14%
<u>State Aid</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>% Diff +/- vs. LY</u>	<u>% Diff</u>
Ch. 70 Aid	\$26,385,616	\$26,970,138	\$27,472,242	\$502,104	1.86%
Ch. 71 Transportation	\$2,413,662	\$2,221,659	\$2,426,365	\$204,706	9.21%
Ch. 70 Charter Aid	\$62,157	\$65,830	\$50,578	(\$15,252)	-23.17%
Total State Aid	\$28,861,435	\$29,257,627	\$29,949,185	\$691,558	12.83%
<u>Local Revenue</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>% Diff +/- vs. LY</u>	<u>% Diff</u>
Medicaid	\$950,000	\$897,748	\$987,523	\$89,775	10.00%
Interest	\$25,000	\$25,500	\$12,750	(\$12,750)	-50.00%
Misc Revenue	\$350,000	\$439,250	\$439,251	\$1	0.00%
Excess & Deficiency	\$150,000	\$150,000	\$150,000	\$0	0.00%
Total Local Revenue	\$1,475,000	\$1,512,498	\$1,589,523	\$77,025	5.09%
Total Revenue	\$86,875,664	\$90,378,379	\$94,209,452	\$3,831,072	4.24%

Wachusett Regional School District
FY19 Debt Service Worksheet 3-12-18

DEBT SERVICE HIGH SCHOOL

Based on high school enrollment by town

Type	Issue Date	Refinanced	Amount	TY Principal	TY Interest	TY Total
Bond (1)	01.15.04	1.15.14	\$11,215,000	\$1,090,000	\$267,000	\$1,357,000
Bond (2)	07.15.04	1.29.15	\$2,155,000	\$205,000	\$44,650	\$249,650
Bond	08.15.08		\$6,100,000	\$305,000	\$136,869	\$441,869
Bond (3)	10.15.09		\$1,134,000	\$58,000	\$25,428	\$83,428
Bond	01.28.11		\$3,094,275	\$165,000	\$89,400	\$254,400
			Totals	\$1,823,000	\$563,346	\$2,386,346

DEBT SERVICE SHARE PERCENTAGES

Based on high school enrollment by town

Type	Holden	Paxton	Princeton	Rutland	Sterling	Total
Share %	42.84%	10.02%	7.12%	24.72%	15.31%	100.00%
Bond (1)	\$581,299	\$135,954	\$96,566	\$335,438	\$207,743	\$1,357,000
Bond (2)	\$189,284	\$44,270	\$31,444	\$109,226	\$67,646	\$441,869
Bond	\$106,943	\$25,012	\$17,765	\$61,711	\$38,219	\$249,650
Bond (3)	\$108,978	\$25,488	\$18,103	\$62,885	\$38,946	\$254,400
Bond	\$35,738	\$8,358	\$5,937	\$20,623	\$12,772	\$83,428
Totals	\$1,022,241	\$239,082	\$169,815	\$589,883	\$365,325	\$2,386,346

DEBT SERVICE OIL REMEDIATION

Based on total district student enrollment

Type	Issue Date	Amount	Issue Date	Principal	Interest	Total
Bond (3)	01.15.04	\$1,000,000	10.15.09	\$72,000	\$15,510	\$87,510
Town	Holden	Paxton	Princeton	Rutland	Sterling	Total
Share%	45.40%	9.55%	6.23%	23.23%	15.60%	100.00%
Amount	\$39,726	\$8,355	\$5,455	\$20,326	\$13,649	\$87,510

TOTAL DEBT SERVICE

Town	Holden	Paxton	Princeton	Rutland	Sterling	Total
Total By Town	\$1,061,967	\$247,436	\$175,270	\$610,209	\$378,975	\$2,473,856

DISTRICT ENROLLMENT

Town	Total District 10/1/17		High School Only 10/1/17	
	Count	%Total	Count	%Total
Holden	3,219	45.40%	915	42.84%
Paxton	677	9.55%	214	10.02%
Princeton	442	6.23%	152	7.12%
Rutland	1,647	23.23%	528	24.72%
Sterling	1,106	15.60%	327	15.31%
Total	7,091	100.00%	2,136	100.00%

DEBT SERVICE ANNUAL COMPARISON

Town	High School	Jefferson	TY Total	LY Total	Diff
Holden	\$1,022,241	\$39,726	\$1,061,967	\$1,043,605	\$18,362
Paxton	\$239,082	\$8,355	\$247,436	\$254,750	(\$7,314)
Princeton	\$169,815	\$5,455	\$175,270	\$174,357	\$913
Rutland	\$589,883	\$20,326	\$610,209	\$633,937	(\$23,728)
Sterling	\$365,325	\$13,649	\$378,975	\$404,245	(\$25,270)
Total Debt Service	\$2,386,346	\$87,510	\$2,473,856	\$2,510,894	(\$37,038)

HISTORY OF BORROWING

High School	Orig. Amount	Issue Date	Issue Rate	Refinance #	Refinance %	Refinanced \$
Bond (1)	\$20,000,000	01.15.04	4.051%	1/15/2014	2.059%	\$11,215,000
Bond (2)	\$3,758,000	07.15.04	4.389%	1/29/2015	1.635%	\$2,155,000
Bond	\$6,100,000	08.15.08	4.238%			
Bond (3)	\$1,134,000	10.15.09	3.734%			
Bond	\$3,094,275	01.28.11	4.389%			

Jefferson	Orig. Amount	Issue Date	Issue Rate	Refinance #	Refinance %	Refinanced \$
Bond (3)	\$1,000,000	10.15.09	3.734%			



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

March 22, 2018

Mr. Peter Lukes, Town Manager
Town of Holden
1204 Main Street
Holden, MA 01520

Re: FY19 Capital Budget Requests

Dear Mr Lukes,

This letter is being sent to confirm that at their meeting of 3/13/18 the Wachusett Regional School District passed a number of resolutions seeking additional funds from member towns to address facility needs and priorities. Specifically for the Town of Holden there were three (3) resolutions:

- 1. Motion to request the Town of Holden undertake an FY 2019 Capital Budget Project at the Mayo Elementary School for Improvements to the Energy Management System (EMS), with a projected budget cost of Thirty-Five Thousand Dollars (\$35,000.00).**

This project is being submitted for this school which is owned by the Town of Holden. This is a capital budget request in accordance with the School Town Lease 7.1.3 Capital Improvements. This project qualifies as either an alteration or addition that improves functionality and extend the life of the asset. In accordance with Section 7.2. Lessor's Obligations the projected costs of this project is anticipated to exceed \$35,000 and the District is submitting a Capital Budget Request including written quotes that are net of any warranties, insurance coverage or grant monies.

The other two (2) requests relate to district-wide projects:

- 2. Motion to request the Member Towns fund a turf field replacement project at the Wachusett Regional High School with a total project budget cost of Six-Hundred Thousand Dollars (\$600,000) with a breakdown by Town of Holden at \$257,040.00, Paxton at \$60,120.00, Princeton at \$42,720.00, Rutland at \$148,320.00 and Sterling at \$91,860.00.**
- 3. Motion to request the Member Towns fund a parking lot repair project at the Early Childhood Center and District Office with a project budget of Fifty Thousand Dollars (\$50,000) with a breakdown by Town for Holden at \$22,470.00, Paxton at \$4,850.00, Princeton at \$3,105.00, Rutland at \$11,525.00 and Sterling at \$8,045.00.**

Jefferson School

1745 Main Street, Jefferson, MA 01522
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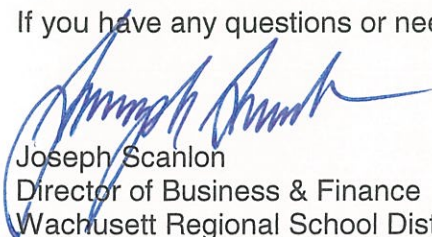
Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Re: FY19 Capital Budget Requests (continued)

These projects are being submitted in accordance with the Regional Agreement Section 4 Method of Apportioning Costs of The District, payment of all costs shall be apportioned and assessed to each Member Town based upon the prior October 1st student enrollment percentages. The District is requesting that these applications be listed as separate questions at Town Meeting. Enclosed is a written opinion from the attorney for the school district which states that for this funding to be authorized the individual requests will need to be approved at every individual town meeting.

If you have any questions or need any additional information feel free to contact me.



Joseph Scanlon
Director of Business & Finance
Wachusett Regional School District

Enclosure

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

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Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

March 22, 2018

Ms. Carol Riches, Town Administrator
Town of Paxton
697 Pleasant Street
Paxton, MA 01612

Re: FY19 Capital Budget Requests

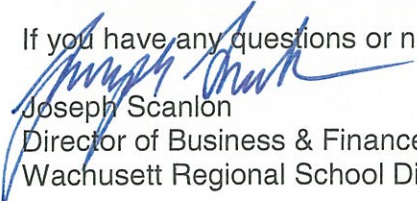
Dear Ms. Riches,

This letter is being sent to confirm that at their meeting of 3/13/18 the Wachusett Regional School District passed resolutions seeking additional funds from the member towns to address specific facility needs and priorities. For the Town of Paxton there were requests for two (2) districtwide projects:

- 1. Motion to request the Member Towns fund a turf field replacement project at the Wachusett Regional High School with a total project budget cost of Six-Hundred Thousand Dollars (\$600,000) with a breakdown by Town of Holden at \$257,040.00, Paxton at \$60,120.00, Princeton at \$42,720.00, Rutland at \$148,320.00 and Sterling at \$91,860.00.**
- 2. Motion to request the Member Towns fund a parking lot repair project at the Early Childhood Center and District Office with a project budget of Fifty Thousand Dollars (\$50,000) with a breakdown by Town for Holden at \$22,470.00, Paxton at \$4,850.00, Princeton at \$3,105.00, Rutland at \$11,525.00 and Sterling at \$8,045.00.**

These projects are being submitted in accordance with the Regional Agreement Section 4 Method of Apportioning Costs of The District, payment of all costs shall be apportioned and assessed to each Member Town based upon the prior October 1st student enrollment percentages. The District is requesting that these applications be listed as separate questions at Town Meeting. Enclosed is a written opinion from the attorney for the school district which states that for this funding to be authorized the individual requests will need to be approved at every individual town meeting.

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Director of Business & Finance
Wachusett Regional School District

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Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

March 22, 2018

Ms. Nina Nazarian, Town Administrator
Town of Princeton
6 Town Hall Drive
Princeton, MA 01541

Re: FY19 Capital Budget Requests

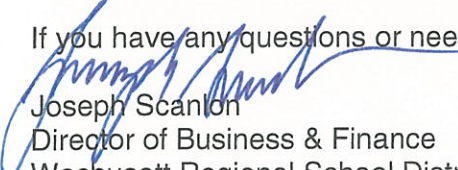
Dear Ms. Nazarian,

This letter is being sent to confirm that at their meeting of 3/13/18 the Wachusett Regional School District passed resolutions seeking additional funds from the member towns to address specific facility needs and priorities. For the Town of Princeton there were requests for two (2) districtwide projects:

- 1. Motion to request the Member Towns fund a turf field replacement project at the Wachusett Regional High School with a total project budget cost of Six-Hundred Thousand Dollars (\$600,000) with a breakdown by Town of Holden at \$257,040.00, Paxton at \$60,120.00, Princeton at \$42,720.00, Rutland at \$148,320.00 and Sterling at \$91,860.00.**
- 2. Motion to request the Member Towns fund a parking lot repair project at the Early Childhood Center and District Office with a project budget of Fifty Thousand Dollars (\$50,000) with a breakdown by Town for Holden at \$22,470.00, Paxton at \$4,850.00, Princeton at \$3,105.00, Rutland at \$11,525.00 and Sterling at \$8,045.00.**

These projects are being submitted in accordance with the Regional Agreement Section 4 Method of Apportioning Costs of The District, payment of all costs shall be apportioned and assessed to each Member Town based upon the prior October 1st student enrollment percentages. The District is requesting that these applications be listed as separate questions at Town Meeting. Enclosed is a written opinion from the attorney for the school district which states that for this funding to be authorized the individual requests will need to be approved at every individual town meeting.

If you have any questions or need any additional information feel free to contact me.


Joseph Scanlon
Director of Business & Finance
Wachusett Regional School District

Enclosure

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Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

March 22, 2018

Ms. Nargaret Nartowicz, Town Administrator
Town of Rutland
250 Main Street
Rutland, MA 01543

Re: FY19 Capital Budget Requests

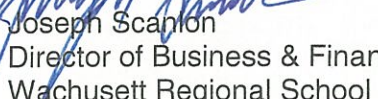
Dear Ms. Nartowicz,

This letter is being sent to confirm that at their meeting of 3/13/18 the Wachusett Regional School District passed resolutions seeking additional funds from the member towns to address specific facility needs and priorities. For the Town of Rutland there were requests for two (2) districtwide projects:

- 1. Motion to request the Member Towns fund a turf field replacement project at the Wachusett Regional High School with a total project budget cost of Six-Hundred Thousand Dollars (\$600,000) with a breakdown by Town of Holden at \$257,040.00, Paxton at \$60,120.00, Princeton at \$42,720.00, Rutland at \$148,320.00 and Sterling at \$91,860.00.**
- 2. Motion to request the Member Towns fund a parking lot repair project at the Early Childhood Center and District Office with a project budget of Fifty Thousand Dollars (\$50,000) with a breakdown by Town for Holden at \$22,470.00, Paxton at \$4,850.00, Princeton at \$3,105.00, Rutland at \$11,525.00 and Sterling at \$8,045.00.**

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Joseph Scanlon
Director of Business & Finance
Wachusett Regional School District

Enclosure

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Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

March 22, 2018

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

Re: FY19 Capital Budget Requests

Dear Mr. Perry,

This letter is being sent to confirm that at their meeting of 3/13/18 the Wachusett Regional School District passed a number of resolutions seeking additional funds from member towns to address facility needs and priorities. Specifically for the Town of Sterling there were three (3) resolutions:

- 1. Motion to request the Town of Sterling undertake an FY 2019 Capital Budget Project at the Houghton Chocksett School Facility for Convert Boiler Burners to Natural Gas and Replace Hot Water Heater, with a combined projected budget cost of One-Hundred and Ninety-Five Thousand Dollars (\$195,000).**

This project is being submitted for this school which is owned by the Town of Holden. This is a capital budget request in accordance with the School Town Lease 7.1.3 Capital Improvements. This project qualifies as either an alteration or addition that improves functionality and extend the life of the asset. In accordance with Section 7.2. Lessor's Obligations the projected costs of this project is anticipated to exceed \$35,000 and the District is submitting a Capital Budget Request including written quotes that are net of any warranties, insurance coverage or grant monies.

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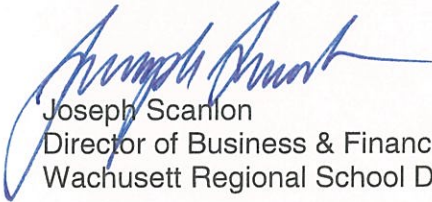
Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Re: FY19 Capital Budget Requests (continued)

These projects are being submitted in accordance with the Regional Agreement Section 4 Method of Apportioning Costs of The District, payment of all costs shall be apportioned and assessed to each Member Town based upon the prior October 1st student enrollment percentages. The District is requesting that these applications be listed as separate questions at Town Meeting. Enclosed is a written opinion from the attorney for the school district which states that for this funding to be authorized the individual requests will need to be approved at every individual town meeting.

If you have any questions or need any additional information feel free to contact me.



Joseph Scanlon
Director of Business & Finance
Wachusett Regional School District

Enclosure

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Performance Evaluation narrative of Joseph Scanlon, Director of Business and Finance

February 5, 2018

Introduction:

The Business and Finance Subcommittee is charged with the evaluation of the Director of Business and Finance including input from the Superintendent of Schools. The focus of this evaluation is his fiscal year 2017 performance covering the period July 1, 2016 through June 30, 2017. It has been prepared based on those questionnaires submitted by Business/Finance Subcommittee members, as well as both a questionnaire and narrative summary prepared by Superintendent McCall.

The following categories were included in the subcommittee evaluation tool:

- Budget Development
- Allocation of Resources
- Financial Management
- Accounting and Payroll Administration
- Purchasing Administration
- Resource Management
- School Committee Communications
- Monthly Tasks

Subcommittee members were asked to rate Director Scanlon using the following rubric:

- 5 – Delivered breakthrough performance
- 4 – Consistently surpassed performance standards
- 3 – Successfully achieved performance standards
- 2 – Met some performance standards
- 1 – Did not meet performance standards

As of this writing, the evaluation questionnaire was completed by three of the Business/Finance Subcommittee members, as well as the Superintendent and the ratings were averaged. The Chair of the Business/Finance Subcommittee, Michael Dennis, prepared this narrative based on comments included in those member evaluations as well as input provided by Superintendent McCall.

Budget Development (weight: 15%) – rating 2.71

Director Scanlon has worked to develop an improving budget book through a process that is participative with town administrators. He is encouraged to provide better forecasting in areas so as to minimize large transfer requests mid-year as was done with transfers out of textbook materials. Director Scanlon demonstrates an openness to continuously improve and refine the budget book and should continue to do so.

Allocation of Resources (weight: 5%) – rating 2.75

Director Scanlon's undertakes cost saving opportunities and works with other District administrators to maximize revenue through grants and other reimbursements. He is encouraged to provide timely updates on the allocation and disbursement of budget priorities such as textbook expenditures.

Financial Management and Oversight (weight: 20%) – rating 3.02

Director Scanlon has improved his focus on financial management and in grant management in particular. He provides thorough, detailed reports to the School Committee and can speak thoughtfully on variances and future projections. He is encouraged to continue his efforts on oversight of cafeteria accounts and alignment with School Committee policies.

Accounting and Payroll Administration (weight: 12.5%) – rating 3.08

Director Scanlon has successfully implemented a software upgrade to Munis and provided appropriate training to Business Office staff, and school administration staff as well.

Purchasing Administration (weight: 10%) – rating 3.06

Director Scanlon has provided expanded training to school-based personnel in purchasing procedures and needs to continue to do so as well as strengthening oversight of the process.

Resource Management (weight 5%) – rating 3.0

Director Scanlon has improved his oversight in the area of grant funding and student activity accounts. He meets regularly with grant management and is in the process of developing a plan to begin funding OPEB.

School Committee Communications (weight 12.5%) – rating 3.19

Director Scanlon puts tremendous effort and time into his preparation for and participation in School Committee meetings. He can speak in detail on virtually any topic. He is encouraged to clarify Committee members' requests if he is unsure of the intent or focus. He is also encouraged to leverage his office staff to preview meeting materials for clerical errors. His breadth and depth of knowledge is an asset to members in the respective committee deliberations.

Monthly Tasks (weight: 20%) – rating 3.0

Director Scanlon continues to do a satisfactory job in managing his monthly tasks. There are no areas of concern here.

Summary:

Overall Director Scanlon earned a rating of 3.0. He has, therefore, successfully achieved his performance standards as defined in the evaluation rubric.

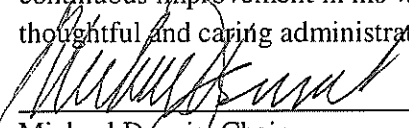
Areas in need of further improvement include the following:

- Improved budget forecasting in order to minimize large funding transfers mid-year
- Continue to improve school-based procedures and Central Office oversight of student activity accounts in alignment with School Committee policies and procedures
- Improving communication on of allocation of resources for budget priorities
- Ensuring committee materials are free from clerical error and meet the desired intent of the request or need.

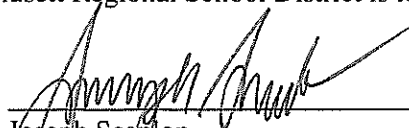
Areas of success include the following:

- Continued improvement in budget development and communication with stakeholders, particularly working with town administrators.
- Monitoring of federal grant expenditure to ensure maximum utilization of grants
- Upgrade of Munis and implementation of appropriate professional development for Business Office and school administration staff.

In conclusion, Director Scanlon continues to be an asset to the Business/Finance Subcommittee as well as to the School Committee in general. He is hard working, diligent, and thoughtful in the execution of his job duties. Joseph Scanlon clearly has the best interests of the District at heart and remains open to continuous improvement in his work product. The Wachusett Regional School District is lucky to such a thoughtful and caring administrator.


Michael Dennis, Chair
Business/Finance Subcommittee

3/19/2018


Joseph Scanlon
Director of Business and Finance

3/19/2018

Summary of Principals' Reports – March 2018

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

Early Childhood Center

Goal 1 Responding to Student Learning Needs

As indicated in prior updates, professional development has been planned for the 2017-2018 school year with an emphasis on MA Standards for Preschool Literacy and Math in the hopes of providing an aligned curriculum that articulates common, well-defined learning outcomes. The March 8th professional development day was cancelled due to weather, however the teachers read the assigned chapters entitled *Learning to Read and Early Literacy Learning* and *Understanding the Reading Process: Systems of Strategic Actions* and completed an activity on their own so that we could move along to the next skill. The next PD assignment will be to read Chapters 11, 12, 13 and 22 with a focus on shared reading and interactive read alouds. The teachers will implement what we have learned thus far during the 2018-2019 school year. Professional development plans for the following school year will be specific to the Fountas and Pinnell series with an emphasis on early writing behaviors, phonemic awareness, phonics, and inquiry.

Goal 2 Acting upon Student Learning Data

The mid-cycle benchmark assessments were administered on January 31st. The assessments were delayed a week due to weather. The group analyzed the results at a staff meeting and recommended Response to Intervention for some students which will be conducted in the general education classroom by teachers, paraprofessionals, and/or service providers. Students may participate in a fine motor group in an adjoining classroom with parent permission. The students receiving RTI will be informally assessed every four weeks.

Goal 3 Integrating Technology into Instructional Practices

We were unable to acquire additional devices through a grant earlier this year as we no longer qualified for the grant as a District. Chromebooks have been made available to teachers for classroom use. The students are using the Chromebooks primarily for research and skill reinforcement.

Goal 4 Improving the Social/Emotional and Health Needs of All Students

Several inclusion teachers have student-centered goals around social/emotional health. They collected pre-assessment data during the month of November 2017 regarding the student's ability to recognize emotion in others. They will promote prosocial behavior throughout the school year (mindfulness, Second Step, kindness hearts). Formative assessments occurred in January and summative assessments will occur in May 2018. The school psychologist is supporting the teachers by sharing weekly blogs, webinars, and literature in this regard.

Submitted by Pat Ottaviano, Principal

Wachusett Regional High School

1. Increase student performance on MCAS for the high needs students in science, math, and English.

The data team met in the start of the school year and has morphed into a MCAS group where we meet with department heads (math, ELA, science, and special education) in order to discuss and implement strategies. Department heads from these areas have met with teachers and disseminated plans and strategies for students to be as prepared as possible for the MCAS Exam. High needs students were identified and will receive “extra” instruction in ASR classes and after school MCAS Extra help.

This plan is currently in full force with staff receiving support materials to be taught, after school extra help sessions in ELA, the Special Education Department has created and shared a terrific MCAS Newsletter that is sent home weekly with strategies and tips.

2. Provide students with the knowledge and resources to cope and adjust to a variety of social and emotional challenges in their lives.

We have offered more “groups” led by school psychologists and our adjustment counselor that deal with social emotional difficulties.

On March 6th we had a “Wellness Evening” geared toward parents and students led by our Guidance Department Head and School Psychologist. The evening delivered lots of good and useful information in the area of mental health, how to identify issues with children, and where and how to get support. There was also an overview of high school services as well as an introduction to the upcoming SOS Program which will be taking place in Freshman Seminar.

3. Increase the effective use of technology in the educational process for all students. We have offered technology professional development on the full professional development day for all staff. During each of the half professional development days, departments are running PD based on their departmental goals which reflect one aspect of our SIP, in many cases this is Chromebook and technology usage. The freshmen class has been surveyed and resulting data depicts strong Chromebook usage throughout their classes.

Consistently sending staff to appropriate professional development in this area: This month, several math teachers will be attending a workshop titled, “Learn How to Utilize New Technologies to Enhance Math Instruction” at Worcester State University on March 22nd. The normal procedure for these workshops is upon completion the teachers will share information with their colleagues at the next department meeting.

4. Develop and implement Power Standards for all core academic courses. Power Standards have been introduced to all departments at a meeting in November. As a result, some departments have chosen to take this goal on sooner while others will address other goals first (such as technology). Several departments have fully engaged in this process and are making significant strides.

Submitted by Bill Beando, Principal

Davis Hill Elementary School

At this time, the Davis Hill SIMCO has not made any further edits to our School Improvement Plan (SIP) since January's monthly report. The following summary provides a brief overview of our progress in relation to the goals outlined in our SIP.

Goal 1: By June of 2020 100% of Davis Hill students will receive instruction by staff members who incorporate priority standards into weekly/bi-weekly lesson planning and have clearly defined expectations for mastery/proficiency as related to the standards across all grades and subject areas, as measured by classroom/grade level meeting observations.

Rationale: If Davis Hill School professional staff have common, well defined learning outcomes identified for all grade levels, then our staff will have the ability to monitor student learning with increased proficiency in order to ensure student growth.

Progress: As previously reported in January, Davis Hill staff continues to work on integrating priority standards into lesson planning and monitoring progress (student learning) via common and District assessments. Grade levels meet bi-weekly with building administration in order to support the integration of the priority standards into lesson and unit planning. This work has been focused on math standards and integrating ELA standards. Our focus is changing the discussion from a focus on coverage (i.e. Module 1), to a focus on skill development (students will be able to fluently add and subtract within 20). As a next step toward achieving this goal, our team will be introducing a new planning template (with the support of our School Improvement Team) for all staff to utilize, which will support our ability to work together as a staff and ensure that we are focused on targeting the WRSD prioritized learning standards. Our next Professional Development half-day will be focused on this topic.

Goal 2: 90% of Davis Hill students will meet K-5 grade level literacy and mathematics proficiency as measured by identified grade level benchmarks using DRA and building developed grade level post assessments.

Rationale: If Davis Hill staff members utilize common/ benchmark assessments to identify and support the use of highly effective instructional strategies and practices, then Davis Hill students will have improved ability to meet their targeted learning goals.

Progress: Our staff continues to focus on the development of common assessments to measure student progress and/or attainment of identified priority standards. This is a slow process; however, we continue to use the District benchmark assessments and our newer common assessments to evaluate student growth (and ideally use to support the use and refinement of highly effective instructional practices). Different grade levels are at different points in this process; however, we continue to work toward the same outcomes. In addition, the School Improvement Team planning template as previously described will also support our focus on consistent planning and monitoring of prioritized learning outcomes.

A review of winter benchmark data indicates that the majority of students are making progress toward this goal. Students who are not demonstrating progression are, in most cases, either identified special education students or those who are being referred to our Student Intervention Team for further consultation. Student progress will continue to be monitored as we move forward into the 4th quarter.

Goal 3: By June of 2019, 100% of grade level teams will report (Using survey developed with staff input) that they are provided with structures for collaboration. Structures for collaboration include: Meeting time, data, goals, opportunities to identify areas of need and support/ training mechanisms to increase skills.

Rationale: If Davis Hill staff members have a structured and consistent process for collaboration and professional learning, then staff utilization of highly effective instructional practices will increase, subsequently, leading to improved student learning outcomes.

Progress: Our focus for our grade level teams continues to follow the principles in the guide below:

<u>3 Big Ideas</u>	<u>4 Questions</u>
<ul style="list-style-type: none">• Our focus is on what students are learning and how they are progressing.• We agree to take collective responsibility for the success of all our students (Davis Hill K-5).• Results drive our actions (All educational practices are reviewed and assessed for effectiveness).	<ul style="list-style-type: none">• What do we expect our students to learn? (Priority standards, standards, benchmarks, outcomes)• How do we know if they have learned it? (Common assessments, mastery/ proficiency levels, observable outcomes-Students will be able to...)• How do we respond when some students do not learn? (RTI, supports, effective strategies)• How do we respond when some students already know it? (Enriching content, ensuring growth for all)

With this guide, our grade level teams meet regularly with shared agendas that are focused on the goals associated with this plan and are focused on student learning.

As a result of our ability to meet more frequently (as mentioned previously), our focus on strategic objectives and common assessment practices, we have made strong strides toward achieving this goal this year. Our meetings are focused, centered on student learning and geared toward building practices and procedures that will ensure that Davis Hill's professional culture is one that is focused on student learning objectives.

That said, it is also the opinion of the administration that Davis Hill will require an additional support mechanism to ensure that we have teacher representation supporting our ability to achieve our goals and map our future. To this end, we have created a Davis Hill Improvement Team. The following was sent out as a description for the team:

The ***Davis Hill School Improvement Team*** will use a collaborative small group approach geared towards consulting and creating improvements in our building, including but not limited to:

- Planning the steps necessary to achieve our School Improvement Plan goals
- Student achievement/assessment
- Scheduling (building wide)
- Pacing of curriculum
- Building needs (painting, usage of space)
- School-wide Social Emotional Learning needs/All School Meeting

The Improvement Team is comprised of four classroom teachers, one special education teacher, and the administration. The Improvement Team has convened, and is in the process of prioritizing objectives for the remainder of the year and beyond (the commitment for the team was through December of 2019 to support consistency into next year).

March Update:

The School Improvement Team has met weekly since January. The team has utilized survey information, and conducted 'root analysis' exercises to support our focus for next steps. After this work, the School Improvement Team has determined that our next step will be to support integrating a building-wide planning template to support the following building needs:

- Consistency in planning Tier 1 learning objectives within/ across grade levels.
- Ensuring that priority standards are incorporated into instructional planning.
- Ensuring that pre/post assessment information is utilized to support differentiated instruction for all learners.
- Supporting accountability between staff members.
- Ensuring that staff members have the time and resources to provide optimal learning opportunities for students.

Introducing the School Improvement Team's work and vision to the staff will be a focus for our 3/29 Professional Development Day.

Goal 4: By June of 2019, 100% of Davis Hill Teaching Staff members will utilize student survey information to provide targeted social emotional instruction and/ or support to students.

Rationale: If Davis Hill school staff implements cohesive, consistent and research based practices that promote a healthy school climate and support social-emotional learning and growth, then our students will maximize their learning potential.

Progress: Last year we made strides in achieving our SEL related goal. Our interim objectives included the following:

1. Staff will use consistent procedures for maintaining behavioral expectations for all school environments (hallway, recess equipment, cafeteria, etc.).
2. Staff will provide Tier 1 skill instruction using research based resources (RC, 2nd Step, Mind Up/etc.) to all students, K-5.

3. Staff will provide a system for supporting 'At-Risk' and/ or special needs students utilizing a tiered system of intervention support.

Our ability to firm up behavioral expectations for all school environments has been achieved. Staff rubrics for recess, cafeteria and duty expectations have been created and distributed to all staff. Our language (i.e. safe, kind, walking feet/indoor voices, calm bodies) is used consistently to remind students of general expectations. Our core value words (Pride, Respect, Responsibility and Excellence) are used to promote positive behavioral choices consistently. Staff members routinely utilize Responsive Classroom techniques, such as logical consequences and morning meeting. Second Step and Mind Up curriculum are being used to support Tier 1 skill development for the social competencies. Further, our Building Based Clinical Team, in combination with our Student Intervention Team, monitors 'at-risk' students, and with the support of our School Psychologist and teachers, work with students and parents to support student emotional and behavioral needs. While we have made strides, it is evident that more consistent use of Tier 1 and Tier 2 practices will need to be reviewed.

To this end, we did change the goal in the SIP to be related to the District's use of the Panorama survey tool. With this tool in place (or a similar survey mechanism), we hope to be able to use the results to structure our SEL support in a manner that will maximize the impact on our students. That may mean structuring different types of support; however, with the data at our disposal, ideally staff members will be able to target specific student needs for maximum impact. We are in the very early stages of this process, but we are excited about opportunity using this tool may provide.

Update: The results from our initial Panorama student survey have been released in the last few days. This data will be shared with grade level teams and used to support our planning for next steps.

Submitted by Jay Norton, Principal

Dawson Elementary School

Goal 1: Effective Instruction

By May of 2019, 90% of Dawson students in grades K-5 will meet grade level literacy proficiency as measured by DRA benchmark data.

On a daily basis this administrator observes Dawson educators implementing effective instruction to motivate their diverse classroom of learners. Dawson educators are continually stretching their educator knowledge and tools to expand their repertoire of strategies to meet the needs of their students. Teachers seek and participate in Professional Development opportunities, collaborate with grade level team members and specialists, collect and analyze data, maximizing the use of teacher resources and daily maintain high expectations for all learners.

Dawson has weekly SAT (Student Assistance Team) meetings to present on any student, school-wide that is not meeting grade level expectations or is exhibiting a learning deficient in any area including social-emotional and academic. The team consists of this

administrator, the Assistant Principal, the ELL Specialist, 2 Special Education teachers, the Speech Pathologist, Occupational Therapist, a general education teacher and the referring educator. The educator presents on the area of concern and at least 3 specific interventions are put into place to respond to the student's needs. A follow up meeting is scheduled within 6 to 8 weeks to evaluate the students' progress and next steps are determined based upon an evaluation of growth. These data meetings are used as a response to intervention for all students regardless of Special Education status. Careful data collection and tracking are utilized.

The Lexia Pilot which has been in the planning stages throughout the year was implemented in March on Thursday, March 15, and Thursday, March 22. Students spent 45 minutes applying their skills to the Lexile assessment tool which was given in two phases utilizing both a paper assessment tool and an online assessment tool referred to as the Rapid Assessment. Students in grades 1, 2, 3 and 5 all participated in this assessment. Dawson had significant support from its parent population in implementing this pilot program. This administrator corresponded with parents through the process, providing education to parents about the Lexia tool and the outcome that would result with Dawson student's participation. Following the collection of the Lexia Rapid Data, a representative from Lexia will provide onsite consultation to educators on how to interpret the ELA data in order to adjust their instructional practices to meet the needs of all of their learners. Additionally, the Dawson school will be able to continue to use this assessment tool throughout the school year to measure student growth. Beginning, September 2018 the Dawson school will have school-wide access to the Lexia CORE5 online learning tool for 12 months of use. This will allow students to utilize this technology reading tool both at school and at home using a home student login. This online learning resource will serve as a learning tool to meet the needs of all of our learners, those struggling with reading growth and those requiring enrichment.

In March Kindergarten educators will begin the training process for Fountas and Pinnell. This training is offered District-wide to train all Kindergarten teachers. Full day trainings will take place on March 21, April 12, May 14, and May 31. The training will include an overview of the Fountas and Pinnell Program, how to Implement the Benchmark Assessment (BAS), Guided Reading and Fountas and the Pinnell Literacy Continuum. Teacher's will be provided collaborative learning time at the Dawson school to investigate their program further and to allow teachers time to assimilate resources into their teaching practices and classroom. Phase two of this program will be to purchase the Fountas and Pinnell curriculum resources for Grade 1 and implement the same Professional Development for all Grade 1 educators.

Teachers in all grades continue to facilitate DRA and Aimsweb Assessments to collect data on student reading growth. Teachers have re-established leveled reading groups, provided response to intervention and have individualized instruction to respond to struggling learners. Teachers in all grade levels will implement the DRA and Aimsweb again in the spring to measure those students who did not meet grade level during the January benchmark assessment period. Students who did not meet grade level benchmark in January will continue to participate in a variety of instructional

interventions including reading groups which will target individual areas of need specific to the student's learning. Such groups may focus on letter recognition/sounds, automaticity, fluency, phonics, or comprehension. The grade K-3 Special Education teacher is collaborating with classroom teachers to respond to individual student needs and is available to provide RTI learning opportunities for specific learners.

Dawson educators are being provided time for vertical collaboration to support curriculum mapping in the content areas of Math, ELA, Social Studies, and Science. Our school improvement team which focuses on curriculum and instruction meets monthly.

This administrator attended a Literacy Training targeting interventions for struggling readers. This was attended also by the grade K-3 Special Education teachers. Newly learned teaching strategies are already being implemented and shared with grade level teams.

Goal 2: Collaboration as Professional Learners

By May 2019, 100% of Dawson teachers will collaborate regularly to form Professional Learning Communities (PLC) to analyze student data and calibrate effective instructional practices in all areas of K-5 curriculum.

Grade level teams meet weekly or biweekly to calibrate instructional lessons and analyze student data and growth. These Professional Learning Communities provide opportunities for educators to share instructional practices, intervention strategies, calibrate lessons, and share teaching resources.

Vertical collaboration opportunities occur during monthly staff meetings and during half day Professional Development days. The upcoming March 29 half day PD date will consist of vertical teams in each of the 4 content areas, ELA, Math, Science, and Social Studies meeting to initiate curriculum mapping and alignment with updated state standards. Teachers at Dawson frequently request vertical collaborative learning time and are looking forward to this opportunity.

Monthly, each of the School Improvement Teams (SIP) meets to actively participate in responding to each of the 4 School Improvement goals. Collaboration, idea sharing, planning, and learning occurs in each collaborative meeting. An example of an outcome of the Social Emotional SIP Team is the planning and implementation of our Dawson monthly all school assemblies which each target a different Dawson High Five character trait expectation.

Staff meetings are an additional opportunity for staff collaboration. Educators are encouraged to submit agenda items, share instructional practices, and have collaborative time throughout our meetings.

This administrator offers a monthly paraprofessional staff meeting to address Para concerns, gain Para input and to share school updates. It is the goal of this administrator to prioritize time for continued educator collaboration both grade based and in vertical

teams. Educators have found this model highly useful for curriculum planning and standard alignment.

Goal 3: Social-Emotional Learning

By May 2019, 90% of Dawson students surveyed will be able to demonstrate proficient knowledge of the five social-emotional character values of the Dawson High Five.

Dawson implements monthly all school assemblies which target each of the 5 Dawson High Five character traits. The trait is defined through student participation in a variety of mediums. Students are encouraged to write plays, sing songs, or present videos which educate our student population on the expected character traits. The traits consist of “Respect”, “Responsibility”, “Honesty”, “Kindness”, and “Integrity”. On April 25, students will participate in a Performance by the TIGER group from Plymouth State College. The title of the assembly is “Just Between Friends” and focuses on the important trait of being kind to others.

Teachers regularly award “Dawson High Five Awards” and continually teach and model expected social-emotional responses between peers. The Second Step curriculum is utilized in the classroom as a learning tool in each grade level, with lessons provided that target the development readiness of students. RTI classroom lessons are provided by specialists in the building using the “Mind Up” curriculum and the social thinking curriculum, Super Flex. Common language is taught and reinforced for the purpose of creating a safe, inclusive and respectful learning environment.

During the month of January and February, all students in grades 3-5 at the Dawson School participated in the District-wide initiative “Panorama Survey” to collect data on Social Emotional Learning. This data was shared with building principals. Collaboration will occur to analyze the data from this survey to support the Dawson school in being impactful in its efforts to respond to the social emotional needs of our students. Additionally, data collected from the state from a newly implemented questionnaire on the grade 5 MCAS has been shared with all schools. This data has been reviewed and shared with educators and will also be included in developing a responsive plan.

Two School Improvement (SIP) PLC teams continue to meet monthly to focus on social-emotional learning. One of the PLC teams plans and implement all school assembly and the other team focuses on defining expected behavior as modeled in hallways, bus lines, on the bus, and in the classroom.

Goal 4: Technology Integration

By May 2019, 100% of Dawson teachers will use technology daily in the classroom to engage student learning through innovative instructional practices.

With the support of our dedicated PTA, the Dawson school benefited from the purchase of an additional Chromecart, bringing Dawson’s total resources to 6 carts. The technology team had the cart up and usable within days of arrival. We made adjustments to how the carts are utilized to maximize usage by implementing a school-wide Google

Calendar for each cart, allowing all carts to be accessible to all educators and specialists rather than assigning the carts to a specific grade. We have observed the rise in usage since implementing this new calendar system.

Students and educators are participating in classroom training on how to administer the state MCAS assessment using the Chromebook as a facilitation tool. Collaboration with the District-wide technology team and this school administrator have been highly effective in providing the necessary training for teachers to make them feel prepared for implementation days. The MCAS testing window is from April 2-May 25 at which time a technology support person will be available on all testing days at Dawson.

Students in all grades are using technology integration in their learning on a regular basis. Following the January 25 half day PD on Technology training, this administrator has observed educators implementing new online learning tools acquired during the training. Teachers report that they are developing a deeper understanding of the Google online tools and are trying new applications in their classrooms. Several educators have attended technology trainings in the community which have increased their knowledge of online learning tools and resources. We plan to continue to prioritize collaborative staff time for educators to share their new knowledge through teacher-teacher learning. The SIP Technology team meets monthly to share new technology resources, support and respond to educator technology questions, and is an important resource for our school.

In February this administrator purchased an online Science curriculum called "Mystery Science." This online teaching resource allows for educators to access online grade level lessons that are standards based aligned and highly engaging for students.

Submitted by Shannon Bischoff, Interim Principal

Mayo Elementary School

Mayo's SIMCO and staff have concluded a review and revision of our School Improvement Plan, and Mayo's SIMCO has approved the revised plan.

SIP Revisions (stated in January's report): Dates of implementation have been changed to 2017 - 2020 school years. Changes reflect the state's shift in MCAS scoring and reporting. Now that the state uses performance designations of Not Meeting Expectations, Partially Meeting Expectations, Meeting Expectations, and Exceeding Expectations, our academic goals are reworded to state: The percent of students Meeting and Exceeding Expectations on MCAS testing will increase by 5% each year.

Science remains as our third goal.

Our 4th goal has been altered to reflect a focus on advancing teachers' expertise and comfort with technology tools so that students can develop the skills necessary to navigate our changing expectations for academics and future work.

Year 1 progress:

We have made steady progress through our Year 1 goals stated in Mayo's SIP.

Goal 1: Academic Success for All.

- Teachers have been integrating Responsive Classroom techniques and routines on a daily basis, which supports SEL and engagement, leading to academic growth.
- A protocol for managing discussions during Child Study meetings has helped manage time, build expertise among the teachers, and monitor student learning through Tiered Instruction.
- A PLC (Professional Learning Community) regarding Fountas and Pinnell's materials was provided for interested teachers District-wide.
- Many staff goals related to the use of Fountas and Pinnell materials for instruction and assessment.
- Professional Development regarding differentiation, Fountas and Pinnell materials, and language based learning disabilities has been provided.

Goal 2: Positive School Culture

- Teachers employ Responsive Classroom Techniques.
- Mayo's PAWS initiative, which was introduced last year, has been modified to fit developmental needs of each grade level. Students are recognized for their efforts to Prepare for Learning, Act with Kindness, Work Hard, and Show Leadership.
- Many fifth graders are involved in "5GL" (Fifth Grade Leadership). They have helped raise money to purchase ukuleles for the music department, raised almost \$2,000 for an elementary school affected by Hurricane Harvey, organized spirit days, and help younger students during recess.
- Our Assistant Principal has attended a workshop regarding sensory integration.
- Our School Psychologist has provided information about mood monitoring, anxiety, and executive function.
- Students completed a survey through Panorama.
- Professional development has been provided regarding executive function and routines that support student success.

Goal 3: Science in our School

- A Mayo teacher has provided a District-wide PLC regarding Next Generation Science expectations.
- Teachers were asked to incorporate science in their regular weekly schedule.
- Next steps will be to conduct a survey regarding teachers' level of comfort and expertise and needed materials and resources.

Goal 4: Use of technology for learning and assessment

- Five Chromebook carts are available for instruction. Students use Chromebooks on a regular and increasing basis.
- Central Office IT staff have provided professional development on the use of Google Classroom. Teachers are using this resource more consistently and efficiently.
- Next steps include completion of a survey to determine technology needs.

Submitted by Julie Carter, Principal

Mountview Middle School

Technology Integration: Mountview Middle School is fortunate to have 720 student Chromebooks and a Chromebook for each faculty member. We are also fortunate to have a robust and reliable WiFi network in our new school. We found that the key to Chromebook use was to distribute the hardware to faculty members first so that they could appreciate the ease of use and to start to discover the many applications that tie in to Google and Google Classroom prior to the opening of our new school in April of 2016. As a result of these initial steps, faculty members quickly adopted Chromebook use for themselves using them for grading, posting to classroom websites and exploring instructional and productivity applications.

When students were given access to Chromebooks in April of 2016, they were literally utilized on the first day of school in the new building. Faculty members quickly discovered the benefits of using Google Classroom and began to utilize those classroom pages to post assignments, collect homework assignments electronically, and to use some of the instructional applications within the classroom setting.

While students and faculty members have made great strides in the use of Chromebooks, there is still so much more available to explore. On a professional development day held in the spring, several of our faculty members taught staff how to use programs such as Google Forms, Flubaroo to assist in correcting student work, and Edulastic to create online assessments. Use of technology is widespread at Mountview and the best part is that it is so seamlessly used that it is simply part of their routine each day.

March Update: Chromebooks are being utilized on a daily basis in a wide variety of subjects and applications.

Student Social-Emotional and Health Need:

Grade 7 SOS Training will take place this month. We are excited to have an outside consultant come to Mountview for our March 29th and May 25th half day PD days to present to staff on the topic of Social Emotional Learning. This presenter will also be giving a parent workshop on the same subject on March 29th at 6:30 PM. The Mountview PTA has generously paid the fee for the two PD days and for the parent workshop.

Mathematics Improvement: Mountview has been relatively successful with regard to MCAS results.

With MCAS 2.0 and computer-based testing taking place, we aim to continue our tradition of success. A particular focus for us this year is to best support students who are considered “High Needs” meaning that they fall under one or more of the following subgroups: students with disabilities, English language learners (ELL) and former ELL students, or low income students (eligible for free/reduced price school lunch). We are measured by the growth each student demonstrates on MCAS testing. Our specific focus is to have our “High Needs” students receive a student growth percentile of 51 or higher on the 2018 MCAS test. To move Mountview students toward that goal involves the creation of student watch lists, holding meetings with groups and individual mathematics teachers to discuss student progress and challenges to reaching that goal.

March Update: A significant challenge for us right now is to maintain instructional momentum having had so many snow days and delayed openings or early releases. Time management is critical to ensure that adequate time is devoted to our core academic classes in preparation for the upcoming round of MCAS testing in early May.

Curriculum Alignment: Ensuring that the curriculum is aligned and fully taught in each subject area is our final goal. Staff began this process reviewing the curriculum for their respective grade level and subject area and identified key concepts that were deemed of highest value. Teacher teams are now working to develop pacing guides to ensure that proper time and attention is being given to these topics and finally, assessments will be developed to ensure that the quality of instruction is similar regardless of the particular teacher a student may have. This goal is in its early stages and we plan to utilize several upcoming half-day professional development days and faculty meetings to achieve success with this goal.

March Update: Faculty members have had some opportunity to meet in subject-alike groups to refine pacing guides and discuss pacing progress.

Submitted by Erik Githmark, Principal

Paxton Center School

1. By spring of 2020, 90% of students in Kindergarten-5th grades will meet grade level expectations for reading skills as described in the MA Frameworks using DRA and AIMSweb reading assessments.

March Report:

- a. In February we completed the third round of WIN Meetings with each grade level K-5. We continued the work of looking at every student in the grade level in terms of Reading Foundational Skills in grades K-3; in grades 4-5 we progressed to fluency and comprehension - annotating text, comparing texts, finding text evidence.
 - b. Title I and Special Ed teachers are continuing to work with students on the watch list in basic reading skills.
2. By June 2019, 100% of students in grades 4-8 will be able to assert and defend claims in writing to show what they know about a given topic as measured by locally developed grade specific writing rubrics.
 3. By spring of 2020, 80% of students in 3rd - 8th grades will meet grade level expectations as described in the MA Frameworks measured by end of module assessments in the Eureka and Big Ideas math programs.

March Report:

- a. During the January half day, teachers in grades K-8 worked on developing a list of grade and content specific vocabulary in math that would be introduced, reviewed or mastered.
4. On average, by spring of 2020, students in grades K-8 will demonstrate an increased understanding of skills in the following areas: social awareness, self-awareness,

relationship skills, decision making and self-management, as measured by a pre-post survey.

March Report:

- a. Students in grades 3-8 took the Panorama survey in January.
 - b. The School Climate Survey that was taken along with the May MCAS by 5th and 8th graders has been reviewed by administration, teachers, SIMCO and Student Council. The decision was made via SIMCO to gather more data before acting on this report. So, the annual student survey will be revised to instead include the questions that were on the state survey. Members of Student Council will meet with administration to identify questions appropriate for grades 3-5 and 6-8. Survey results will be shared with grade level students by Student Council members and Administration. Student Council members will also share the results with teachers at a staff meeting.
5. As a result of full adoption of new science standards, after three years students in grade 5 will improve MCAS science percentage of Proficient and Advanced from an average of 75% to 80%; students in grade 8 will improve from 69% to 74%

March Report:

- a. During the January half day, teachers in grades K-8 worked on developing a list of grade and content specific vocabulary in science that would be introduced, reviewed or mastered.

Submitted by Kathi McCollumn, Principal

Thomas Prince School

Goal 1: By June 2018, 100% of Thomas Prince Students will demonstrate a mastery of design process thinking as measured by PLTW assessments and end of year teacher, parents, and student surveys

TPS K-5 teachers have completed training in PLTW (Project Lead the Way) Launch and were credentialed to teach PLTW on January 25th. This was a 16 hour training that began on November 9th. TPS middle school students are taking Design and Modeling, Green Architecture, and the Science of Technology. Additionally, our STEAM/PLTW consultant is working to set up systems and procedures in the STEAM Lab that will allow all K-5 teachers to use that space to teach PLTW modules as well as other STEAM lessons.

Next steps, to ensure sustainability, are to recruit and register more TPS teachers to become credentialed as Lead Teachers. We are also recruiting a current middle school school teacher to become trained in Automation and Robotics.

We applied for grant funds from PLTW to support ongoing professional development.

Goal 2: 100% of Thomas Prince students will demonstrate a minimum of one STEM competency as defined by the PLTW rubric by June 2018.

The TPS instructional Leadership Team has identified 3 STEAM competencies that we will focus on as a whole school. These are:

1. Problem Solving
2. Perseverance
3. Ability to work with others (including those from different backgrounds)

They will be communicated to the entire staff and we will focus on integrating the explicit teaching of these competencies into our daily teaching and advisory curriculum. We have a strong foundation from which to work because these competencies will be hardwired to our PBIS core values and behavioral expectations matrix.

The middle school faculty have written a mission statement that will guide their work: *Through collaboration, thoughtful alignment and intentional flexibility, the middle school at TPS prepares students for college, career, and thoughtful citizenship using data and evidence-based practices to develop STEAM competencies while validating and respecting the child through a holistic approach to education. The TPS middle school embraces student voice, diversity, choice, and passion as we ready our students to be well-rounded, global citizen.*

Goal 3: 100% of students in grades K-3 will show growth in DRA scores; 95% of students will achieve WRSD grade level DRA benchmark by the end of 2018.

The K-3 teachers are working with the school psychologist to develop more interventions that can be used as part of our RtI system at Thomas Prince. Additionally, we have weekly student support meetings to progress monitor students who have not met benchmark.

Currently, approximately 83% of all students in grades K-3 are on grade level based on DRA scores. We continue to use an RtI model to remediate and accelerate all students.

To support Tier 1, 2, and 3 reading instruction we have purchased Pinpoint Assessments through Moby Max. We have also purchased the Fountas and Pinnell leveled reader website that “crosswalks” our current leveled library with the Fountas and Pinnell level libraries we will be integrated based on the District’s F & P implementation plan.

Submitted by Tammy Boyle, Interim Principal

Central Tree Middle School

- By the end of the 2018-2019 school year, all teachers of core subjects (math, science, social studies, ELA) will organize and analyze results from a variety of assessment methods to determine student understanding, identify appropriate intervention strategies for students, and adjust instructional practices accordingly as measured by CPT minutes and meeting observations

This continues to be a concentrated focus for the CTMS staff. Our goal for the end of the 2017-2-18 school year is to have two common assessments for each grade, each subject and then by the end of the 2018-2019 year to have four common assessments for each

grade, each subject.

As a staff, we feel like we continue to be on pace to accomplish this goal and will continue to allow time for staff to work on creating, refining and analyzing the quarterly common assessments during CPT (Common Planning Time).

- By the end of the 2018-2019 school year, students will demonstrate an increased understanding of social/emotional skills in the identified targeted areas as measured by an end of the year Panorama SEL survey.

The roll out happened on November 27th and to date they have delivered six lessons to all three grades. The lessons have been well received by staff and students alike. Administration, the School Counselor, and Psychologist all feel we are in a good place with this goal and look forward to comparing the Panorama results from last year to this year.

Please note that the above is our 2017/18 Action Plan for CTMS. The three other goals in the 2016-2019 SIP:

- Goal Alignment
- Increased systematic collaboration within school and across District
- Development of tiered intervention system to systematically meet the academic needs of all students.

The above are being addressed in different ways. Goal alignment is something we discussed at the beginning of the year and Administration reports through goal meetings with teachers we have made significant progress toward achievement.

Increased systematic collaboration within school and across District is a goal that we will focus on for the 2018-2019 school year. We need to look at teacher schedules, etc. to make this work effectively but in the interim we have created CPT for teachers to discuss lesson development, analysis data, reflect on their practice and create/revise assessments. They do need to provide Administration with a written update to what took place during CPT.

Development of tiered intervention system to systematically meet the academic needs of all students. This is ongoing and will be refined now that next-generation MCAS data has been released. This is being done by classroom teachers during regular, daily instruction through data analysis and differentiation.

Submitted by David Cornacchioli, Principal

Glenwood Elementary School

Goal # 1- By the end of the 2018-2019 school year, the percentage of students achieving advanced and proficient in ELA will increase by 5% compared to the 2017 baseline.

Interim Outcomes:

- Develop a dynamic and clearly articulated 3-5 ELA curriculum with a focus on vertical alignment that engages in ongoing, focused discussion and collaborative

reflection on the effectiveness of instructional practices.

- By the end of the 2017-2018 school year grade level and leadership teams will evaluate student learning data and assess instructional practices in ELA to raise the percentage of students scoring in advanced and proficient by at least 2.5%.

Final Outcomes:

Develop a dynamic and clearly articulated 3-5 ELA curriculum with a focus on vertical alignment that engages in ongoing, focused discussion and collaborative reflection on the effectiveness of instructional practices.

Status:

- Teachers continue to work in grade level teams weekly. We have unpacked MCAS scores and will continue to build on our strengths in the curriculum. We have identified key components that make a difference.
- Empowering Writers has made two professional development presentations which will assist us in the vertical alignment of the writing curriculum.
- All grade levels have implemented Empowering Writers Editing and Revising to address grammar and editing weaknesses.
- Continue to use Wordly Wise for vocabulary instruction.
- Continue with our Daily Math Review and we assess it monthly to see if the rigor matches the standards.
- Math Leadership has added Tangy Tuesday puzzles
- POW- Problem of the Week will be continued but implementation has been vertically aligned by the math leadership team.
- Half day PD in March will be dedicated to RTI.

Goal #2 -By the 2018-2019 school year, teachers will integrate technology into the curriculum 20% of the time so that it supports and engages students as measured by administration formal and informal observations.

Interim Outcomes:

- By 2017-2018 Glenwood teachers will utilize technology to enhance instruction at least once a week.
- Students will develop skills in the use of technology as they work in the content area.
- Teachers will become knowledgeable in the use of technology in the curriculum.

Final Outcomes:

- Ensure that the level of technology and infrastructure is sufficient to meet student instructional needs.
- Support and train staff in integrating technology into the classroom environment that supports and engages students.

Status:

- Teachers in fourth and fifth grade are using STEMscopes which is an online science
- Teachers in third grade are using National Geographic Science which has an online component.
- We have a whole school subscription to ScootPad for ELA and Math
- Several teachers are using ReadTheory, which is a free online program that meets the learner at the own, individual ability level.
- Fourth and fifth grade teachers use XtraMath an online math fact practice site.
- Planning to bring in Google trainers for Google classroom.

- Teachers were trained in Edulastic.

Goal #3 - By the end of the 2018-2019 school year, a comprehensive plan/curriculum for social/emotional/physical health will be fully developed to all Glenwood students. which will lead to a 5% decrease in office referrals for behavior for the 2017-2018 school year.

Interim Outcomes:

- Student referrals to the office for behaviors will decrease by 5% from previous years based on our Think Sheet Data.
- Students will develop strategies and skills to deal with situations that may arise during the school day or on the bus ride home.
- Students will understand the rationale and importance of homework completion at Glenwood and in their future careers.
- Students will develop tolerance and an understanding of someone who may be different, whether it is due to a disability, race or economic status.

Status:

- The Kindness Challenge, which challenged students to do 5,000 acts of Kindness in 15 days, was implemented and students continue to display acts of kindness at Glenwood. We are spreading kindness one student at a time.
- We have had four Pledge/Homework awards, where students are rewarded for completing homework and following the Glenwood Pledge.
- We recite the Glenwood Pledge and have a mindfulness minute every morning.
- The fourth grade Disability Similarity Program was presented on March 15th.
- Fifth grade read the book Wonder and saw the movie as a group. All of this together opens the door to conversations about acceptance, tolerance, and understanding.

Submitted by Karen Cappucci, Principal

Naquag Elementary School

Goal 1: Student Improvement in Writing

75% of Naquag students will achieve “Student Improvement in Writing” measured by various teacher created assessments and data by June 2018.

March 2018: Continue beginning steps for EW implementation/EW “Modeling” for all Teachers on Friday, 3/16, Including Pre and Post Dialogue and Observation

Goal 2: Student Improvement in Literacy

75% of 1st and 2nd graders will achieve “Student Improvement in Literacy” measured by various District determined data by June 2018.

March 2018: March Faculty Meeting (3/12) agenda included “Jigsaw” review of MINDUP curriculum Chapters 2 & 3. March 28 - Spring Family SEL & Reading Night! Sharing SEL materials and strategies with Naquag families.

Goal 4: Science & Technology/Engineering Curriculum Alignment Through Power Standards

By June 2018, 100% Naquag students will be introduced to the new K - 2 MA Science and Technology/Engineering Standards based on evidence from:

- monthly meetings with administration and educators
- educators’ quarterly curriculum pacing charts (including priority learning outcomes)

- yearly Science curriculum surveys completed by educators

Fall 2017 - Winter 2018: Reviewing Science and Technology/Engineering priority standards will be identified and unpacked. Priority standards used to compare-contrast current instruction with instructional staff.

Submitted by Dixie Estes, Principal

Chocksett Middle School

Goal 1: The grade-wide average for grades 6-8 math final exams will increase by 5% as compared to 2016-2017 baseline data.

Math teachers have begun providing remedial support to students during AE. Students receiving support have been identified based on current performance in math. We have begun the process of breaking down MCAS data and will begin developing plans to meet the needs of our students.

All math teachers are targeting students math fluency. Baseline data indicates this is a significant weakness across the board. This leads to careless mistakes, and increases students frustration. By targeting students math fluency with weekly checks and practice we believe students will be more successful. Moby Max has been a good tool to help us address this need but also track student progress.

Mid term exam scores showed improvement for students taking Algebra, Math 8, and Math 7 but a slight decrease for students in Grade 6. We have identified a time for small group/remedial instruction on a weekly basis in all three grades for this school year. We are working on a plan to Pilot a “WIN” block in grade 6. This would create two small math groups 3 days a week (one would focus on re-teaching current topics and one would focus on remediation). Students not in the math class would take interest or challenge courses.

Goal 2: By June 2018, “at risk” students will improve achievement in core content classes by an average of at least 5%

Data for attendance and current classroom performance for students identified as “at risk” was collected in February. Grade level teams will identify interventions in place for each student and the data team will identify other potential interventions as needed.

Goal 3: By June of 2018, tier 1 of PBIS will be in place: school-wide expectations for behavior will be established, a plan to teach students those expectations will be in place, and a criteria to identify students who need additional support in place.

The Chocksett School Climate Committee (SCC) has been reviewing several school-wide behavioral matrices, including some from within the District. They will begin work on creating ours shortly and then we will work with all staff to make adjustments as needed.

The SCC has presented a draft of the school-wide matrix to the faculty for feedback. We will finalize the matrix and begin developing a plan for how/when to teach expectations.

Goal 4: By June 2018, 80% of students will indicate increased engagement in their learning through instructional technology as compared to baseline results as measured by a school-wide survey.

The Instructional Technology Committee has created a survey that students will take in the near future to gather baseline data. They are also working to identify online resources that staff are currently using and researching other options available. With the additional Chromebooks and the upgraded wireless network, teachers are already engaging students in more quality online learning tasks.

The ITT has created and shared a list of online tools/resources. They have surveyed all students once and will survey students again at the end of the year.

Goal 5: Create opportunities for 100% of staff members to participate in peer observation that promotes & encourages a climate of shared instructional practices with at least 50% of the staff participating in at least 1 peer observation.

At this time, 16 of the 26 teachers have participated in either hosting or visiting a colleague's classroom. Of those 16 teachers, 11 have participated in multiple visits.

Submitted by Christopher LaBreck, Principal

Houghton Elementary School

Goal # 1: Increase student achievement on the Grades 3 & 4 ELA MCAS 2.0

S.M.A.R.T. Goal: By the spring of 2020, Houghton ELA scores will show at least an 8% increase in the number of students scoring in the Advanced/Proficient range as compared to the spring 2017 MCAS results.

March update:

On February 27th four members of grades 3 & 4 staff attended final training session, off campus, with Empowering Writers on narrative writing.

Principal conducted Grade level RTI meetings on 2/6, 2/13/, 2/27, 3/6 to review progress monitoring data on Reading Fluency as measured by AIMSWeb

March 20th the District's Supervisor of Information Services is scheduled to be on campus to do "Infrastructure testing" of grades 3& 4 MCAS ELA training.

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

S.M.A.R.T. Goal: To prepare students to grow as individuals & global citizens, we will increase the number of diverse children's books in the school library by @ least 50 texts each of the next three years. Students, Grade 4, will be surveyed each of the next three years to determine impact of the initiative.

March Update:

Principal continues to secure resources identifying new book titles on diversity.

Principal received from PTO Library Coordinator a list of book titles secured from staff and children by way of a Suggestion Box housed in library. Principal will go forth to PTO for purchases following its Annual Book Fair in March.

Principal will reconvene Book Diversity Group in April to resume process of book selection on diversity for Houghton library.

Goal # 3: Student Emotional Growth & Development

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

March Update:

Teacher feedback on consultant presentation was outstanding and there have been requests for her to return. Principal has been in touch with her. No dates available this year, but together working on dates for fall of 2018.

Principal endorsed PTO Mini-Grant written by school psychologist on SEL materials. She presented at PTO meeting of February 10th and the funding was approved.

Submitted by Tony Cipro, Principal

ECC

Wachusett Regional High School

3/29/2018 – Family Feud Game Night, 7:00 PM

Davis Hill Elementary School

4/6/2018 – Art and Science Night, 6:00 - 8:00 PM

4/12/2018 – SIMCO, 4:00 PM

4/12/2018 – PTA Meeting, 6:30 PM

Dawson Elementary School

3/29/2018 – Grade 5 vs Staff Basketball Game, 5:30 – 7:30 PM

4/11/2018 – SIMCO, 4:00 PM

4/12/2018 – PTA Meeting, 6:30 PM

Mayo Elementary School

3/26/2018 – SIMCO, 4:00 PM

Mountview Middle School

3/22, 3/23, 3/25/2018 – School Musical, 7:00 PM

3/24/2018 – School Musical, 2:00 PM

3/27/2018 – Grade 5 Parent Orientation, 6:30 PM

4/3/2018 – SIMCO, 5:30 PM

4/5/2018 – PTA Meeting, 7:00 PM

4/6/2018 – SEPAC Bingo Night, 4:30 PM

Paxton Center School

4/5/2018 – Drama Club Play, daytime show (time TBD) 6:00 PM

Thomas Prince School

Central Tree Middle School

Glenwood Elementary School

3/23/2018 - Hands on History Grade 5

Naquag Elementary School

3/23/2018 – Social Emotional Learning Assemblies, 10:30 AM & 2:30 PM

3/28/2018 – First Grade Curriculum Presentation, 10:00 AM and 2:00 PM

Chocksett Middle School

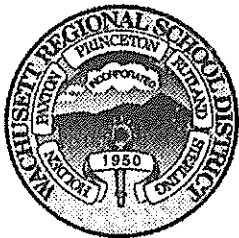
4/24/2018 –PTO meeting

Houghton Elementary School

3/22/2018 – Literacy Night, 6:00 – 8:00 PM

4/3/2018 – SIMCO, 4:00 PM

4/10/2018 – PTO Meeting, 7:00 PM



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

March 14, 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 recently amended Wachusett Regional School District Committee policies:

Policy Relating to Education

P3311 Course Organization, Curriculum, and Course Credit

Policy Relating to Pupil Services

P6613.2 Athletic Head Injury and Concussion Policy

Policy Relating to Pupil Services

P6618 Nutrition and Wellness Policy

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).

DM:rlp
Attachments

3000. EDUCATIONAL

- 3100. Organization
 - 3110. School Organization
 - 3111. Elementary Schools
 - 3112. Middle Schools
 - 3113. Senior High Schools
 - 3114. Magnet Schools
 - 3115. Alternative Schools
 - 3116. Feeder Patterns
 - 3118. Preschool Programs
 - 3120. School Reorganization
 - 3130. Time on Learning
- 3200. Schedule
 - 3210. School Year
 - 3211. Vacations and Holidays
 - 3212. Scheduled In-service Days
 - 3220. School Days
 - 3230. Emergencies
 - 3231. Inclement Weather
 - 3240. Ceremonies and Observances
- 3300. Curriculum Content and Instructional Methods
 - 3310. Curriculum Content
 - 3311. Course Organization, Curriculum, and Course Credit
 - 3311.1. Graduation Requirements
 - 3311.11. Time Allocations and Credits
 - 3311.12. Competency Based Education Program
 - 3311.2. Elective
 - 3311.21. Time Allocations and Credits
 - 3311.3. Optional Courses
 - 3311.31. Online Education Policy
 - 3312. Goals and Objectives
 - 3313. Controversial Issues
 - 3313.1. Parent Notification of Human Sexuality Issues
 - 3313.2. Religious Beliefs and Customs
 - 3313.3. AIDS and Sexually Transmitted Diseases
 - 3314. Ethics Policy
 - 3320. Instructional Methods
 - 3321. Field Trips
 - 3321.1. Field Trips Involving Late Night or Overnight Travel

3000. EDUCATIONAL (Continued)

4/25/05		3321.2. Travel and Study Abroad
		3322. Educational Television and Radio
12/09/96		3323. Home Assignments
	3330.	District Curriculum Guides
		3331. World Languages
	3340.	Curriculum Development
3/26/07	3350.	Experimental and Innovative Programs
		3351. Computer Education
		3352. Educational Options
3/24/97	3360	Independent Learning
	3400.	Materials Equipment and Supplies
		3410. Textbooks and Workbooks
		3411. Public Challenges of District
10/25/05	3420.	Instructional Materials
3/1/06		3421. Library/Media Services
		3430. Other Equipment
		3431. Audio-Visual Materials – <i>policy deleted 4/30/2012</i>
		3440. Supplies
4/7/14		3450 Non-Discrimination of Educational Materials
	3500.	Arrangements
3/8/04		3510. Class Size
		3520. Grouping
	3600.	Support Services for Students
		3610. Academic
		3611. Individual Needs
		3611.1. Remedial
		3611.2. Accelerated
		3611.3. Gifted
6/7/99		3611.4 Enrichment
		3612. Tutoring
		3613. Media Centers
		3614. Learning Laboratories
	3620.	Mental and Emotional Health
4/26/99		3621. Counseling and Career Guidance
3/9/98		3622. Psychological Services
		3623. Psychiatric Services
		3624. Chemical Abuse
		3630. Physical Health
	3700.	Student Production of Goods and Services
		3710. Printing in School Shops

3000. EDUCATIONAL (Continued)

	3720. Vehicle Repair in School Shops
	3730. School Stores
	3800. Accommodations or Extensions of the Instructional Program
	3810. Special Educational Programs
4/27/98	3811. Special Needs
	3812. Gifted
	3812.1. Identification of Gifted Students
11/22/04	3813. Audio, Video and/or Stenographic Recordings of Meetings
11/10/09	3820. Observation of Education Programs for Special Needs Students
7/20/98	3830. Community Service
12/14/98	3840. Extracurricular Activities
	3841. Interscholastic Athletics
	3842. Intramural Activities
	3850. School Assemblies
	3860. Recreation
	3870. Summer School
4/27/98	3880. Individual or School Organization Program Initiatives
9/11/95	3890. Home School Education
10/27/03	3895. Limited English Learners
5/23/95	3900. Program Evaluation
	3910. Testing
5/21/14	3911. Standardized Testing
	3912. Reporting
	3920. Accreditation

POLICY RELATING TO EDUCATION

COURSE ORGANIZATION, CURRICULUM, AND COURSE CREDIT

The Wachusett Regional School District Committee is committed to providing well-defined courses from which students can choose a program that meets individual needs.

Course Organization:

Students shall receive five (5) credits at the end of the school year for each full credit, full year course completed. Students shall receive two and one-half (2 1/2) credits at the end of each semester for each full credit semester course completed. The District may offer courses with credit amounts determined by the number of instructional hours.

Curriculum:

The course description shall be made available to students and parents at the time they select courses, and the syllabus shall be available to students on the first day of each course. The syllabus will clearly define course content, sequence of instruction, major assignments, and grading criteria.

Course Credit:

Students shall receive course credit based on the following criteria:

1. The course is aligned with the curriculum requirements of the District.
2. Regular class attendance is met, as defined in the student handbook.
3. A passing grade is achieved, based upon performance.

First Reading: 09/11/95

Second Reading: 09/25/95

Amendment First Reading: 11/16/98

Amendment Second Reading: 12/14/98

Re-Amendment First Reading: 02/14/05

Re-Amendment Second Reading: 03/14/05

Re-Amendment First Reading: 03/13/07

Re-Amendment Second Reading: 03/26/07

Re-Amendment First Reading: 02/12/18

Re-Amendment Second Reading: 03/12/18

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
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

POLICY RELATING TO PUPIL SERVICES

ATHLETIC HEAD INJURY AND CONCUSSION POLICY

The safety of students is a high priority for the Wachusett Regional School District. Students who sustain head injuries while in extracurricular athletic activities and those involved in their treatment must follow the protocol based on 105 C.M.R 201.000 (<http://www.mass.gov/eohhs/docs/dph/com-health/injury/105-cmr-201.pdf>) found online on the high school and middle schools' websites as well as in the student handbooks.

Students who have sustained a head injury must be appropriately evaluated according to the protocol. In order to resume athletic activity, a medical clearance and authorization form must be submitted indicating that the student has recovered. Return to academics will be consistent with the protocol.

District administration, athletic staff, and nursing staff will review the protocol annually to ensure that it is current and reflects best practice. The School Committee will review and revise this policy as needed, but at least bi-annually.

First Reading: 02/13/12

Second Reading: 02/27/12

Amendment First Reading: 02/22/16

Amendment Second Reading: 03/14/16

Amendment First Reading: 02/12/18

Amendment Second Reading: 03/12/18

WRSDC Policy 6613.2

POLICY RELATING TO PUPIL SERVICES**NUTRITION AND WELLNESS POLICY**

The Wachusett Regional School District (WRSD) recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the school district will provide a research-based, developmentally appropriate, sequential program that is inclusive of nutrition, physical fitness, and social emotional well-being. This will be implemented through a multidisciplinary approach.

The District will maintain a Wellness Committee that consists of at least one stakeholder from each of the following groups: parent, nurse, school food service representative, School Committee member, and school administrator.

The superintendent's administrative designee shall serve as the Wellness Program Coordinator for the District. The Wellness Program Coordinator, in consultation with the Wellness Committee, will oversee the implementation and continued review of the policy. The Wellness Committee will meet at a minimum four (4) times per year. The Wellness Program Coordinator's contact information shall be listed on the Wachusett Regional School District's website.

Nutritional Guidelines

All foods and beverages made available during the school day will be consistent with School Lunch Program nutrition guidelines and any other federal and state guidelines.

- I. The school breakfast and lunch programs will follow the United States Department of Agriculture (USDA) requirements for Federal School Meal Programs.
- II. All children who participate in subsidized food programs shall be able to obtain food in a non-stigmatizing manner.
- III. All foods made available during breakfast and lunch will adhere to food safety and security guidelines.
- IV. Nutritional and ingredient information will be made available upon request for all foods offered through the School Lunch Program. Age appropriate daily requirements and portion size information are available for all programs.
- V. Foods and beverages sold or provided at school, including starting 30 minutes prior to the start of school and 30 minutes after school, shall comply with the Massachusetts Law and the National School Lunch regulations for competitive foods and beverages. A la carte offerings available to students will comply with the Commonwealth of Massachusetts Department of Nutritional Standards for Competitive Food and Beverages in school Guidance for Implementing Massachusetts School Nutrition Standards. This includes, but is not limited to, food and beverages sold in the cafeteria, vending machines, snack bars, school stores, and concession stands.

POLICY RELATING TO PUPIL SERVICES

NUTRITION AND WELLNESS POLICY (continued)

- VI. Appropriate accommodations will be made available to students with documented food allergies and medical concerns. Parents shall provide the school nurse with the required documentation. Refer to WRSDC Policy 6619 *Policy Relating to Pupil Services Life Threatening Allergies* for more details.
- VII. Schools are encouraged to have fundraising activities that promote health and wellness.
- VIII. Teachers should avoid the use of food items as rewards. Refer to WRSDC Policy 6619 *Policy Relating to Pupil Services Life Threatening Allergies* for more details.

Nutrition and Physical Education

The school district will provide nutrition education aligned with standards established by the USDA's National School Lunch Program and the School Breakfast Program. A wellness curriculum shall include physical education, health and social-emotional learning aligned with the standards established by the Department of Elementary and Secondary Education. The Wellness Program Coordinator of the District, in consultation with the Wellness Committee, will develop procedures that address the wellness curriculum. The District's goal is to provide students with education in making choices to practice healthy habits, healthy eating, participation in physical activity, and prevention of risky behaviors.

Evaluation

The Wellness Program Coordinator will be responsible for devising a plan for implementation and evaluation of the District wellness plan. The Superintendent is charged with operational responsibility for ensuring that schools meet the goals of the District wellness policy and report to the School Committee annually regarding updates on programs.

Legal reference: 105 CMR 215.00: Standards for School Wellness Committees
MGL C. 111 §223 Nutritional Standards for Sale or Provision of Foods or Beverages in Public Schools

First Reading:	04/12/06
Second Reading:	04/24/06

Amendment First Reading:	02/12/18
Amendment Second Reading:	03/12/18

WRSDC Policy 6618



JOIN YOUR COLLEAGUES,
THE CANDIDATES AND
YOUR LEGISLATORS!

Attachment 10
March 23, 2018

FIRST CLASS
U.S. POSTAGE
PAID
BOSTON, MA
PERMIT NO.
58830

DAY ON THE HILL REGISTRATION

\$55 (members); \$80 (non-members)

(includes continental breakfast, materials, buffet luncheon
at the State House)

PROGRAM: Grand Lodge of Masons (9:30-11:30am)

186 Tremont St., Boston (across from Boston Common)

LUNCH: Hall of Flags, The State House (Noon-2:00pm)

(10 minute walk across the Common)

*****AUTO**ALL FOR AADC 015 1 1

Daryl McCall
Wachusett Regional School District
1745 Main St
Jefferson, MA 01522-1102



For registration/details: www.masc.org

Massachusetts Association of School Committees

masc

DAY ON THE HILL: WEDNESDAY APRIL 25TH, 2018

EDUCATION REFORM: THE NEXT 25 ~~YEARS~~ MONTHS

- School spending: up ■ School funding: not keeping up
- Special education/regional transportation: on the cutting block
- New accountability & assessments: happening now
- Economic/future forecast: looks murky to call

These and other critical issues for MA public schools will be discussed with leading education policy makers, and MA gubernatorial candidates (invited). Join MASC for the program and invite your legislators to join you for the buffet lunch catered by MA vocational students.

Note: Students accompanied by a school committee member may attend at NO CHARGE.

Summary of the Conflict of Interest Law for Municipal Employees

Attachment 11
March 23, 2018

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

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

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

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

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

II. On-the-job restrictions.

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

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

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

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

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets,

golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

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

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

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

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

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

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

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

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

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

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

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

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

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

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

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

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

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

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

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

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

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

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

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

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

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

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

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

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

III. After-hours restrictions.

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

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

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

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

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

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

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

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

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

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

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

Example: A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* * * * *

This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, <http://www.mass.gov/ethics> contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via our website, by telephone, or by letter. Our contact information is at the top of this document. Click on the Public Education and Communications Division link on the left hand side under DEPARTMENTS & DIVISIONS, then click on the link for the Online Training Program.

Version 4: Revised November 24, 2010

* * * * *

TOWN OF HOLDEN

CONFLICT OF INTEREST LAW SUMMARY

ACKNOWLEDGMENT OF RECEIPT

I, _____ hereby acknowledge that I
(first and last name)

received a copy of the Summary of the Conflict of Interest Law for Municipal Employees

on _____
(date)

Municipal employees should complete this Acknowledgment of Receipt, detach it, and return it to the Town Clerk's Office, 1196 Main Street, Holden, MA 01520.

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

EDUCATION SUBCOMMITTEE

Monday, January 22, 2018

6:30 PM

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

Minutes

In Attendance: Christina Smith, Chair, Robert Imber, Lauren Maldonado, Asima Silva,
Robin Van Liew

Absent: Matthew Lavoie, Vice-chair, Sarah LaMountain, Linda Long-Bellil,
Megan Weeks

Administration: Robert Berlo

I. Call to Order

Subcommittee Chair Smith called the meeting to order at 6:39 PM.

II. Minutes of January 8, 2018 Meeting

Motion: To approve the minutes of the January 8, 2018 meeting of the Education Subcommittee.

(R. Imber)

(L. Maldonado)

Note was made of a typographical error, which listed Member Van Liew as both present and absent at the meeting, when in fact she was absent.

The minutes were approved, as corrected, by consensus, with Member Van Liew abstaining.

III. Policy 6613.2 Policy Relating to Pupil Services Athletic Head Injury and Concussion Policy

It was explained that review of this policy is required every other year. It was further explained that annually the District "affirms" Policy 6613.2 accurately reflects the position of WRSD relating to concussion protocols. Curriculum Specialist – Athletics Jennifer Lynch has confirmed that Policy 6613.2 is current and accurate and reflects WRSD practice. Discussion ensued and three very minor edits were made to the policy.

Motion: To forward Amended Policy 6613.2 Policy Relating to Pupil Services Athletic Head Injury and Concussion Policy to the full School Committee for a first and second reading, and following the second reading of the amended policy, the full School Committee can affirm the policy accurately reflects the position of the Wachusett Regional School District.

(R. Van Liew)
(L. Maldonado)

Vote:

In favor:

Christina Smith
Robert Imber
Lauren Maldonado
Asima Silva
Robin Van Liew

Opposed:

None

The motion unanimously approved.

IV. Amended Policy 6618 Policy Relating to Pupil Services Nutrition and Wellness Policy

Members reviewed the most recently amended policy language, which has been reviewed and approved by Attorney Bartulis. Discussion ensued and additional amendments were made to the policy.

Motion: To approve Amended Policy 6618 Policy Relating to Pupil Services Nutrition and Wellness Policy, as amended at this meeting, and to forward to the full School Committee for a first reading.

(L. Maldonado)
(R. Imber)

Vote:

In favor:

Christina Smith
Robert Imber
Lauren Maldonado
Asima Silva
Robin Van Liew

Opposed:

None

The motion unanimously approved.

V. Amended Policy 3311 Policy Relating to Education Subject Fields and Courses for High School Students

This amended policy was reviewed and additional edits and amendments were made.

Motion: To approve Amended Policy 3311 *Policy Relating to Education Subject Fields and Courses for High School Students*, as amended at this meeting, and to forward to the full School Committee for a first reading.

(R. Imber)

(R. Van Liew)

Vote:

In favor:

Christina Smith
Robert Imber
Lauren Maldonado
Asima Silva
Robin Van Liew

Opposed:

None

The motion unanimously approved.

VI. Policy 3311.1 *Policy Relating to Education Graduation Requirements*

The current policy was reviewed and amended, following discussion. Deputy Superintendent Berlo was charged with reviewing the proposed amendments with High School Principal Beando, and providing a response/report to the subcommittee at the next meeting.

VII. Policy Review by Education Subcommittee (Series 3000 and Series 6000)

Deferred

VIII. Old Business

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

Deferred

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

Deferred

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

Deferred

IX. New Business

Member Van Liew proposed two items for new business:

- Review the Finnish Education System
- Review proposed curriculum priorities with the subcommittee serving in an “advisory” role

X. Adjournment

Motion: To adjourn.

(R. Imber)

(A. Silva)

Vote:

In favor:

Christina Smith

Robert Imber

Lauren Maldonado

Asima Silva

Robin Van Liew

Opposed:

None

The motion passed unanimously.

The meeting adjourned at 8:17 PM.

Respectfully submitted,

Robert Berlo

Deputy Superintendent

RB:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

MINUTES

Business/Finance Subcommittee

Monday, February 5, 2018
7:00 PM

Curriculum Center
District Central Office
1745 Main Street, Jefferson

In Attendance: Michael Dennis, Chair, Adam Young, Vice-chair, Linda Long-Bellil, Jon Edward Novak, Charles Witkes

Absent: Benjamin Mitchel

Administration: Joseph Scanlon

I. Call to Order

Subcommittee Chair Dennis called the meeting to order at 7:02 PM.

II. Motion: To approve the minutes of the December 4, 2017 meeting of the Business/Finance Subcommittee.

(J. E. Novak)
(C. Witkes)

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

III. Update on FY18 Budget

Director Scanlon provided an update and a review of the FY18 budget by General Fund, and he also reviewed and explained budget transfers that the full School Committee will need to approve.

Motion: To recommend to the full School Committee approval of FY18 budget transfers, as presented.

(J. E. Novak)
(A. Young)

Vote:

In favor:

Michael Dennis
Adam Young
Linda Long-Bellil
Jon Edward Novak
Charles Witkes

Opposed:
None

The motion passed unanimously.

IV. Update on FY19 Budget

Director Scanlon provided an update and a review of the FY19 budget, which will be presented to the full School Committee and to the public at the Annual Budget Hearing on February 12, 2018. Members were provided with a copy of FY2019 Local Aid Estimates (attachment 1).

V. Approval of FY17 Audit

Members were provided with hardcopies of the FY17 audit. Director Scanlon explained that acceptance of this audit will be on the agenda for the full School Committee meeting on February 12, 2018. The audit findings were discussed, with no additional questions from members.

VI. Discussion of Director's Evaluation Process

Members were provided with a draft of the evaluation narrative, prepared by Subcommittee Chair Dennis (attachment 2). Some minor typographical errors were noted and corrected. Subcommittee Chair Dennis will meet with Director Scanlon to review and discuss, before the evaluation narrative is shared with the full School Committee.

VII. Update on Late Bus Survey

Director Scanlon gave an overview of a late bus, fee-based pilot to be implemented spring of 2018.

VIII. Update on Athletic Fees Family Cap Per Season/Annual

Athletic fees and a family cap were discussed. A question was asked about a family cap of \$600 per year.

IX. Update on Parking Lot Fund

Subcommittee members reviewed the parking lot fund and it was agreed the allocation is fair to high school students (attachment 3).

X. Update on Buildings & Security

Director Scanlon told members of a Table Top Exercise being planned for the afternoon of March 8, 2018, at WRHS. Members requested information about the ALICE program. Director Scanlon noted that a quote is expected for school security cameras.

XI. Old Business

Members asked the status of electronic signatures on warrants (Accounts Payable and Payroll), following the recent amending of School Committee Policy 4330 Policy Relating to Budget/Finance Warrants

XII. New Business

Cyber attack
Denial of service

XIII. Adjournment

Motion: To adjourn.

(J. E. Novak)
(L. Long-Bellil)

Vote:

In favor:

Michael Dennis
Adam Young
Linda Long-Bellil
Jon Edward Novak
Charles Witkes

Opposed:

None

The motion passed unanimously.

The meeting adjourned at 9:05 PM.

Respectfully submitted,

Charles Witkes, Member
Business/Finance Subcommittee
CW/rtp

Attachments:

- FY19 Local Aid Estimates (attachment 1)
- Performance Evaluation Narrative of Joseph Scanlon, Director of Business and Finance (attachment 2)
- Parking Lot Revolving Fund (attachment 3)

**FY2019 Local Aid Estimates
Wachusett**

	FY2018 Cherry Sheet Estimate	FY2019 Governor's Budget Proposal	FY2019 House Budget Proposal	FY2019 Senate Budget Proposal	FY2019 Conference Committee
Education:					
Chapter 70	26,845,153	27,472,242			627,089
Regional School Transportation	2,182,176	2,426,365			244,189
Charter Tuition Reimbursement	45,935	50,578			4,643
Offset Receipts:					
School Choice Receiving Tuition	872,129	714,710			-157,419
Total Estimated Receipts:	29,945,393	30,663,895			718,502
Estimated Charges:					
Special Education	16,908	19,161			2,253
School Choice Sending Tuition	611,121	654,287			43,166
Charter School Sending Tuition	465,039	547,754			82,715
Total Estimated Charges:	1,093,068	1,221,202			128,134
School Choice Receiving Tuition					157,419
Complete Total Estimated Charges:					285,553
Receipts Net of Charges:	28,852,325	29,442,693			432,949

Historical Cherry Sheet Changes

Fiscal Year	Governor's Budget	House Budget	Senate Budget	Conference Committee	% House - Governor	% Senate - House	% Committee - Senate	% Committee - Governor	\$ Committee - Governor
FY 2010	21,928,787	21,928,787	21,490,211	21,490,211	0.0%	-2.0%	0.0%	-2.0%	(438,576)
FY 2011	22,543,957	21,243,244	21,393,811	21,243,244	-5.8%	0.7%	-0.7%	-5.8%	(1,300,713)
FY 2012	22,389,331	22,389,331	22,389,331	22,389,331	0.0%	0.0%	0.0%	0.0%	0
FY 2013	23,845,475	23,845,475	24,301,041	24,301,041	0.0%	1.9%	0.0%	1.9%	455,566
FY 2014	26,522,937	24,479,441	24,731,804	24,731,804	-7.7%	1.0%	0.0%	-6.8%	(1,791,133)
FY 2015	24,988,920	24,988,920	24,988,920	24,988,920	0.0%	0.0%	0.0%	0.0%	0
FY 2016	25,331,099	25,331,099	25,438,325	25,438,325	0.0%	0.4%	0.0%	0.4%	107,226
FY 2017	25,742,586	25,828,825	26,385,616	26,966,100	0.3%	2.2%	2.2%	4.8%	1,223,514
FY 2018	26,692,670	26,845,153	26,970,138	26,845,153	0.6%	0.5%	-0.5%	0.6%	152,483
FY 2019	26,692,670								
								% Net Change	Impact on FY19
Total All 9-Years	219,985,762	216,880,275	218,089,197	218,394,129	-1.4%	0.6%	0.1%	-0.7%	(193,126)
Total Last 3-Years	77,766,355	78,005,077	78,794,079	79,249,578	0.3%	1.0%	0.6%	1.9%	509,104

Aggregate Wealth Factors 1-29-18

A	B	C	D	E	G	H	I	J	K	L	M	N	O
2			1. Calculation of effort goal (target local share)										
3			property percentage	0.354%	1.417%								
4	FY 2019		local effort	DOR total	combined effort			target local contribution	target local share	required local contribution	mirgf FY19	preliminary contribution FY19	preliminary contribution percentage of foundation
5		total	from property wealth	Income	from income wealth			(lessor of max local or effort yield)	local share	local contribution	mirgf FY19	preliminary contribution FY19	preliminary contribution percentage of foundation
6	District	EQV 2016		2015				82.50%					
7	Holden	2,129,003,300	7,754,244	788,965,000	11,182,875	18,937,119	31,909,830	26,325,610	59.35	18,356,208	0.04	19,178,566	60.10
8	Paxton	476,325,100	1,734,869	184,297,000	2,612,246	4,347,114	6,842,566	5,645,117	63.53	4,288,660	0.03	4,432,759	64.78
9	Princeton	467,603,100	1,703,101	176,083,000	2,495,819	4,198,921	4,705,276	3,881,853	82.50	3,726,654	0.02	3,794,852	80.65
10	Rutland	816,084,800	2,972,340	296,746,000	4,206,110	7,178,449	16,427,472	13,552,665	43.70	7,270,782	0.04	7,536,893	45.88
11	Sterling	1,034,769,600	3,768,832	342,027,000	4,847,928	8,616,760	11,974,951	9,879,334	71.96	8,970,317	0.04	9,321,953	77.85
12	Total	4,923,785,900	17,933,386	1,788,118,000	25,344,977	43,278,363	71,860,095	59,284,579	321.04	42,612,621	0.17	44,265,023	61.60
13													
14			property percentage	0.354%	1.420%								
15	FY 2018		local effort	DOR total	combined effort			target local contribution	target local share	required local contribution	mirgf FY18	preliminary contribution FY18	preliminary contribution percentage of foundation
16		total	from property wealth	Income	from income wealth			(lessor of max local or effort yield)	local share	local contribution	mirgf FY18	preliminary contribution FY18	preliminary contribution percentage of foundation
17	District	EQV 2016		2014				8.25					
18	Holden	2,129,003,300	7,532,913	752,051,000	10,680,871	18,213,784	30,980,773	25,559,138	58.79	18,048,725	0.04	18,832,040	60.79
19	Paxton	476,325,100	1,685,350	179,401,000	2,547,911	4,233,261	6,923,721	5,712,070	61.14	4,364,547	0.04	4,525,599	65.36
20	Princeton	467,603,100	1,654,489	174,316,000	2,475,692	4,130,627	4,479,667	3,695,725	82.50	3,719,658	0.03	3,820,833	85.29
21	Rutland	816,084,800	2,887,499	305,804,000	4,343,127	7,230,627	16,135,946	13,312,156	44.81	7,032,773	0.05	7,366,830	45.65
22	Sterling	1,034,769,600	3,661,257	371,217,000	5,272,144	8,933,401	11,833,775	9,762,865	75.49	8,719,699	0.03	9,017,041	76.20
23	Total	4,923,785,900	17,421,509	1,782,789,000	25,319,746	42,741,255	70,353,882	47,306,798	322.73	41,885,402	0.19	43,562,343	61.92
24													
25	\$ Difference		property percentage	0.010%	-0.003%								
26			local effort	DOR total	combined effort			target local contribution	target local share	required local contribution	mirgf FY18	preliminary contribution FY18	preliminary contribution percentage of foundation
27		total	from property wealth	Income	from income wealth			(lessor of max local or effort yield)	local share	local contribution	mirgf FY18	preliminary contribution FY18	preliminary contribution percentage of foundation
28	District	EQV 2016		2014				82.5%					
29	Holden	0	221,331	36,914,000	502,004	723,335	929,057	766,472	0.56	307,483	0.00	346,526	-0.68
30	Paxton	0	49,519	4,896,000	64,335	113,853	(81,155)	(66,953)	2.39	(75,887)	0.00	(92,840)	-0.58
31	Princeton	0	48,612	1,767,000	20,127	68,739	225,609	186,128	0.00	6,996	-0.01	(25,981)	-4.64
32	Rutland	0	84,840	(9,059,000)	(137,017)	(52,178)	291,526	240,509	-1.11	238,009	-0.01	170,063	0.23
33	Sterling	0	107,575	(29,190,000)	(424,216)	(316,641)	141,175	116,469	-3.53	250,618	0.01	304,912	1.65
34	Total	0	511,877	5,329,000	25,232	537,108	1,506,213	1,242,625	-1.69	727,219	-0.02	707,680	-4.03
35													
36													
37	% Difference		local effort	DOR total	combined effort			target local contribution	target local share	required local contribution	mirgf FY18	preliminary contribution FY18	preliminary contribution percentage of foundation
38		total	from property wealth	Income	from income wealth			(lessor of max local or effort yield)	local share	local contribution	mirgf FY18	preliminary contribution FY18	preliminary contribution percentage of foundation
39	District	EQV 2016		2014				82.5%					
40	Holden	0.00%	2.94%	4.91%	4.70%	3.97%	3.00%	3.00%	0.95%	1.70%	3.23%	1.84%	-1.12%
41	Paxton	0.00%	2.94%	2.73%	2.52%	2.69%	-1.17%	-1.17%	3.91%	-1.74%	-8.94%	-2.05%	-0.89%
42	Princeton	0.00%	2.94%	1.01%	0.81%	1.66%	5.04%	5.04%	0.00%	0.19%	-32.72%	-0.68%	-5.44%
43	Rutland	0.00%	2.94%	-2.96%	-3.15%	-0.72%	1.81%	-0.72%	-2.48%	3.38%	-22.95%	2.31%	0.49%
44	Sterling	0.00%	2.94%	-7.86%	-8.05%	-3.54%	1.19%	-3.54%	-4.68%	2.87%	14.96%	3.38%	2.16%
45	Total	0.00%	2.94%	0.30%	0.10%	1.26%	2.14%	1.55%	-0.52%	1.74%	-8.78%	1.61%	-6.52%

Chapter 70 Regional Summary

LEA	District	LEA	Member Town	Foundation Enrollment	Foundation Budget	Minimum Contribution	Chapter 70 Aid	Required Net School Spending
775	Wachusett	134	Holden	3,118	30,665,337	18,233,370		
775	Wachusett	228	Paxton	673	6,618,212	4,217,007		
775	Wachusett	241	Princeton	439	4,316,640	3,481,413		
775	Wachusett	257	Rutland	1,606	15,795,848	6,954,143		
775	Wachusett	282	Sterling	1,109	10,906,202	7,944,064		
775	Wachusett	999	Total	6,944	68,302,239	40,829,997	27,472,242	68,302,239
FY 2018								
775	Wachusett	134	Holden	3,143	29,830,373	17,626,751		
775	Wachusett	228	Paxton	703	6,670,888	4,120,925		
775	Wachusett	241	Princeton	439	4,168,155	3,456,189		
775	Wachusett	257	Rutland	1,645	15,614,479	7,016,724		
775	Wachusett	282	Sterling	1,135	10,774,635	8,145,271		
775	Wachusett	999	Total	7,066	67,058,530	40,365,860	26,692,670	67,058,530
# Difference								
775	Wachusett	134	Holden	-26	834,964	606,619		
775	Wachusett	228	Paxton	-30	-52,676	96,082		
775	Wachusett	241	Princeton	0	148,485	25,224		
775	Wachusett	257	Rutland	-39	181,368	-62,581		
775	Wachusett	282	Sterling	-27	131,567	-201,207		
775	Wachusett	999	Total	-122	1,243,709	464,137	779,572	1,243,709
% Difference								
775	Wachusett	134	Holden	-0.82%	2.80%	3.44%		
775	Wachusett	228	Paxton	-4.28%	-0.79%	2.33%		
775	Wachusett	241	Princeton	-0.08%	3.56%	0.73%		
775	Wachusett	257	Rutland	-2.40%	1.16%	-0.89%		
775	Wachusett	282	Sterling	-2.34%	1.22%	-2.47%		
775	Wachusett	999	Total	-1.73%	1.85%	1.15%	2.92%	1.85%
FY 2019								
District Total				Count	Percentage	Count	Percentage	Difference +/-
By Town								
Holden				3,261	44.94%	3,219	45.40%	-42
Paxton				704	9.70%	677	9.55%	-27
Princeton				451	6.21%	442	6.23%	-9
Rutland				1,673	23.05%	1,647	23.23%	-26
Sterling				1,168	16.09%	1,106	15.60%	-62
Total				7,257	100.00%	7,091	100.00%	-166
FY 2018								
High School Only				Count	Percentage	Count	Percentage	Difference +/-
By Town								
Holden				904	40.98%	915	42.84%	11
Paxton				230	10.43%	214	10.02%	-16
Princeton				154	6.98%	152	7.12%	-2
Rutland				547	24.80%	528	24.72%	-19
Sterling				371	16.82%	327	15.31%	-44
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FY 2019								
October 1st Enrollment				Count	Percentage	Count	Percentage	Difference +/-
High School Only								

FY18 Budget	Incr%	FY19 Budget	FY19-FY18 \$ Diff +/-	\$ Over FY18 State & Local	\$ Over FY18 Hollen	\$ Over FY18 Paxton	\$ Over FY18 Princeton	\$ Over FY18 Rutland	\$ Over FY18 Sterling
\$90,378,380	0.25%	\$90,604,326	\$225,946	\$768,583	\$261,466	-\$29,568	-\$31,231	-\$282,701	-\$461,049
	0.50%	\$90,830,272	\$451,892	\$768,583	\$363,833	-\$8,039	-\$17,175	-\$230,325	-\$425,878
	0.75%	\$91,056,218	\$677,838	\$768,583	\$466,200	\$13,490	-\$3,119	-\$177,949	-\$390,706
	1.00%	\$91,282,164	\$903,784	\$768,583	\$568,567	\$35,019	\$10,937	-\$125,573	-\$355,534
	1.25%	\$91,508,110	\$1,129,730	\$768,583	\$670,934	\$56,549	\$24,992	-\$73,196	-\$320,362
	1.50%	\$91,734,056	\$1,355,676	\$768,583	\$774,516	\$78,333	\$39,215	-\$20,199	-\$284,773
	1.75%	\$91,960,002	\$1,581,622	\$768,583	\$877,086	\$99,905	\$53,299	\$32,281	-\$249,532
	2.00%	\$92,185,948	\$1,807,568	\$768,583	\$979,655	\$121,477	\$67,383	\$84,760	-\$214,290
	2.25%	\$92,411,894	\$2,033,514	\$768,583	\$1,082,225	\$143,049	\$81,467	\$137,240	-\$179,049
	2.50%	\$92,637,840	\$2,259,459	\$768,583	\$1,184,794	\$164,620	\$95,550	\$189,720	-\$143,808
	2.75%	\$92,863,785	\$2,485,405	\$768,583	\$1,287,364	\$186,192	\$109,634	\$242,199	-\$108,566
	3.00%	\$93,089,731	\$2,711,351	\$768,583	\$1,389,933	\$207,764	\$123,718	\$294,679	-\$73,325
	3.25%	\$93,315,677	\$2,937,297	\$768,583	\$1,492,503	\$229,336	\$137,802	\$347,159	-\$38,084
	3.50%	\$93,541,623	\$3,163,243	\$768,583	\$1,595,072	\$250,907	\$151,886	\$399,638	-\$2,842
	3.75%	\$93,767,569	\$3,389,189	\$768,583	\$1,697,642	\$272,479	\$165,969	\$452,118	\$32,399
	4.00%	\$93,993,515	\$3,615,135	\$768,583	\$1,800,211	\$294,051	\$180,053	\$504,597	\$67,640
	4.25%	\$94,219,461	\$3,841,081	\$768,583	\$1,902,781	\$315,623	\$194,137	\$557,077	\$102,882
	4.50%	\$94,445,407	\$4,067,027	\$768,583	\$2,005,350	\$337,194	\$208,221	\$609,556	\$138,123
	4.75%	\$94,671,353	\$4,292,973	\$768,583	\$2,107,919	\$358,766	\$222,304	\$662,036	\$173,364
	5.00%	\$94,897,299	\$4,518,919	\$768,583	\$2,210,488	\$380,338	\$236,388	\$714,516	\$208,605
	5.25%	\$95,123,245	\$4,744,865	\$768,583	\$2,313,058	\$401,910	\$250,472	\$766,995	\$243,847
	5.50%	\$95,349,191	\$4,970,811	\$768,583	\$2,415,627	\$423,482	\$264,556	\$819,475	\$279,088

<u>Salary Projections</u>		<u>Current</u>	<u>FTE</u>	<u>Increase</u>	<u>Budget</u>
Teachers Masters Step 5		\$58,894.00	1.0	2.00%	\$60,071.88
Administrator		\$90,000.00	1.0	0.00%	\$90,000.00
Aide		\$18,000.00	0.5	0.00%	\$18,000.00
<u>Health Insurance</u>		<u>Annual</u>	<u>Participation</u>	<u>Increase</u>	<u>Budget</u>
Individual Plan		\$6,548.04	27.30%	8.00%	\$1,930.62
Family Plan		\$17,352.36	72.70%	8.00%	\$13,624.38
				Running Total	\$15,555.00
Likelihood to Take Insurance		72.72%	Health Insurance Budget		\$11,312.00
<u>Other Insurances</u>			<u>% Salary</u>	<u>Increase</u>	<u>Budget</u>
Medicare			2.27%	2.00%	\$1,390.43
Workers Comp			0.92%	2.00%	\$564.32
Unemployment			0.61%	2.00%	\$371.99
Life Insurance			0.04%	2.00%	\$26.45
			Sub-Total Other Insur		\$2,353.19
<u>Budgets for New Employees</u>					
		Budget for New Teacher (w/Benefits)			\$73,737.07
		Budget for New Administrator (w/Benefits)			\$103,665.19
		Budget for New Aide (no Benefits)			\$19,176.60

1 B C D E F G

374 Debt Service

Original	Issue Date	Issue Rate	Date Refinanced	New Rate
\$20,000,000	01.15.04	4.05%	1/15/2014	2.06%
\$3,758,000	07.15.04	4.39%	1/29/2015	1.64%
\$6,100,000	08.15.08	4.24%		
\$2,134,000	10.15.09	3.73%		
\$3,094,275	01.28.11	4.39%		

Date	Principal	Interest	Total P&I
6/30/2019	\$1,895,000	\$578,856	\$2,473,856
6/30/2020	\$1,935,000	\$502,106	\$2,437,106
6/30/2021	\$1,990,000	\$425,731	\$2,415,731
6/30/2022	\$2,040,000	\$346,106	\$2,386,106
6/30/2023	\$2,095,000	\$264,088	\$2,359,089
6/30/2024	\$2,160,000	\$180,009	\$2,340,009
6/30/2025	\$810,000	\$122,494	\$932,494
6/30/2026	\$565,000	\$95,431	\$660,431
6/30/2027	\$565,000	\$69,638	\$634,638
6/30/2028	\$465,000	\$45,588	\$510,588
6/30/2029	\$465,000	\$23,663	\$488,663
6/30/2030	\$160,000	\$8,400	\$168,400

DEBT SERVICE	FY 2017	FY 2018	FY 2019	Diff FY19-FY18	% Diff
Principal Payment	\$1,840,000	\$1,860,000	\$1,895,000	\$35,000	1.88%
Interest Payment	\$711,056	\$650,894	\$578,856	(\$72,038)	-11.07%
Debt Service Total	\$2,551,056	\$2,510,894	\$2,473,856	(\$37,038)	-1.48%
Percentage Total Budget	2.94%	2.78%	2.61%	(\$0)	-6.14%

Subject	2017-18		2018-19		2019-20		2020-21	
	Textbooks	PD	Textbooks	PD	Textbooks	PD	Textbooks	PD
ELA (PK-5)	Elemen. ELA, Phase 1 (K): \$220,000 PD: \$20,000		Elemen. ELA, Phase 2: \$208,000 PD: \$40,000		Elemen. ELA, Phase 3: \$170,000 PD: \$40,000		Elemen. ELA, Phase 4: \$166,000 PD: \$40,000	
ELA (6-8)	\$220,000	\$20,000	\$208,000	\$40,000	\$170,000	\$40,000	\$166,000	\$40,000
ELA (9-12)								
Hist./Social Studies (6-8)			HS ELA Novels \$8,000/yr.		HS ELA Novels \$8,000/yr.		HS ELA Novels \$8,000/yr.	
Hist./SS (9-12)			\$8,000		\$8,000		\$8,000	
Mathematics (PreK-5)	Eureka Math: \$129,000 PD: \$25,000		Eureka Math: \$132,000 PD: \$25,000		Eureka Math \$135,000 PD: \$25,000		Eureka Math: \$138,000	
Mathematics (6-8)	\$129,000	\$25,000	\$132,000	\$25,000	\$135,000	\$25,000	\$138,000	\$0
Mathematics (9-12)	HS Math Phase 1: \$20,000		HS Math Phase 2: \$45,000		HS Math- Phase 3: \$31,000		MS Math, Phase 1: \$125,000	
Science (K-5)	\$20,000		\$45,000		\$31,000			
Science (6-8)	MS Science Program Mtrls., Phase 1: \$30,000		Elem. Science Program Mtrls., Phase 1: \$40,000		Elem. Science Program Mtrls., Phase 2: \$25,000		MS Science Program Adoption \$210,000	
Science (9-12)	\$30,000		\$6,000		\$25,000		\$210,000	
Foreign Language			Foreign Lang., Phase \$60,000		HS Science, Phase 1: \$146,000			
Health, Wellness, Art, Music, and Partnership Programs			Physical Education Program Mtrls.: \$30,000		Music, Phase 1: \$2,000 Partnership Programs, Phase 1: \$9,000		Partnership Programs, Phase 2: \$9,000	
			\$30,000		\$11,000		\$9,000	
	Textbooks (GF)	Prof Dev (Grant)	Textbooks (GF)	Prof Dev (Grant)	Textbooks (GF)	Prof Dev (Grant)	Textbooks (GF)	Prof Dev (Grant)
Total For Year	\$399,000	\$45,000	\$529,000	\$65,000	\$564,000	\$65,000	\$656,000	\$40,000
Grand Total	\$444,000		\$594,000		\$629,000		\$696,000	

1	B	C	D	E	F	G	H	I
283	Circuit Breaker							
284	Year	#Students	Total Claim	Net Claim	Reimb %	Reimb \$	Total Diff. +/-	
285	FY18	108	\$8,036,445	\$3,468,481	65.00%	\$2,254,513	-\$75,757	Per DESE file 10/2
286	FY17	112	\$7,876,294	\$3,185,314	73.16%	\$2,330,270	-\$180,105	Per DESE file 6/3r
287	FY16	105	\$7,709,343	\$3,347,167	75.00%	\$2,510,375	-\$89,959	Per DESE file 6/3r
288	FY15	107	\$7,924,174	\$3,534,926	73.50%	\$2,600,334	-\$65,910	Per DESE file 6/3r
289	FY14	115	\$8,173,360	\$3,554,992	75.00%	\$2,666,244	\$33,185	Per DESE file 6/3r
290	FY13	120	\$8,165,312	\$3,534,308	74.50%	\$2,633,059	\$472,236	Per DESE file 6/3r

291	School Choice							
317	Year	Sending FTE	Sending Tuition	Sending Per-Pupil	Receiving FTE	Receiving Tuition	Receiving Per-Pupil	Total \$ Net Diff +/-
318	2019	115	\$654,287	\$5,689	125	\$673,180	\$5,385	(\$18,893)
319	2018	116	\$624,000	\$5,379	147	\$872,129	\$5,933	(\$248,129)
320	2017	112	\$648,040	\$5,786	146	\$795,584	\$5,449	(\$147,544)
321	2016	109	\$637,551	\$5,849	176	\$955,202	\$5,427	(\$317,651)
322	2015	104	\$572,862	\$5,508	204	\$1,068,886	\$5,240	(\$496,024)
323	2014	95	\$496,225	\$5,223	237	\$1,259,333	\$5,314	(\$763,108)
324	2013	109	\$670,595	\$6,152	241	\$1,202,800	\$4,991	(\$532,205)

327	Charter School							
328	Year	Sending FTE	Sending Tuition	Sending Per-Pupil	Charter School Aid	Charter Aid Per-Pupil	Total \$ Net Diff +/-	<i>School Choice</i>
329	2019	43	\$527,418	\$12,266	\$50,578	\$1,176	\$476,840	(\$2,523,554)
330	2018	40	\$465,039	\$11,626	\$45,935	\$1,148	\$419,104	<i>Charter School</i>
331	2017	41	\$452,226	\$11,030	\$62,154	\$1,516	\$390,072	\$3,310,168
332	2016	45	\$481,174	\$10,693	\$39,456	\$877	\$441,718	<i>Net Diff</i>
333	2015	46	\$509,651	\$11,079	\$40,839	\$888	\$468,812	\$786,614
334	2014	53	\$576,034	\$10,869	\$59,370	\$1,120	\$516,664	
335	2013	63	\$662,130	\$10,510	\$65,172	\$1,034	\$596,958	

338	Regional School Transportation Aid							
353	Year	Total Riders	Eligible Expenses	\$ \$ Reimbursement	Final % Reimb.	\$ Diff Pr Yr +/-		
354	FY2018	5,640	\$3,568,184	\$2,426,365	68.00%	\$69,726		
355	FY2017	6,800	\$3,209,082	\$2,356,639	73.43%	(\$57,023)		
356	FY2016	6,577	\$3,342,610	\$2,413,662	72.20%	(\$241,860)		
357	FY2015	6,341	\$3,716,829	\$2,655,522	71.45%	(\$176,899)		
358	FY2014	6,352	\$4,255,802	\$2,832,421	66.55%	\$17,163		
359	FY2013	5,418	\$4,656,666	\$2,815,258	60.46%	\$2,815,258		

Performance Evaluation narrative of Joseph Scanlon, Director of Business and Finance

February 5, 2018

Introduction:

The Business and Finance Subcommittee is charged with the evaluation of the Director of Business and Finance including input from the Superintendent of Schools. The focus of this evaluation is his fiscal year 2017 performance covering the period July 1, 2016 through June 30, 2017. It has been prepared based on those questionnaires submitted by committee members as well as both a questionnaire and narrative summary prepared by Superintendent McCall.

The following categories were included in the subcommittee evaluation tool:

- Budget Development
- Allocation of Resources
- Financial Management
- Accounting and Payroll Administration
- Purchasing Administration
- Resource Management
- School Committee Communications
- Monthly Tasks

Subcommittee members were asked to rate Director Scanlon using the following rubric:

- 5 – Delivered breakthrough performance
- 4 – Consistently surpassed performance standards
- 3 – Successfully achieved performance standards
- 2 – Met some performance standards
- 1 – Did not meet performance standards

As of this writing, the evaluation questionnaire was completed by three of the Business and Finance Committee members as well as the Superintendent and the ratings were averaged. The Chair of Business and Finance prepared this narrative based on comments included in those member evaluations as well as input provided by Superintendent McCall. .

Budget Development (weight: 15%) – rating 2.71

Director Scanlon has worked to develop an improving budget book through a process that is participative with town administrators. He is encouraged to provide better forecasting in areas so as to minimize large transfer requests mid-year as was done with transfers out of textbook materials. Director Scanlon demonstrates an openness to continuously improve and refine the budget book and should continue to do so.

Allocation of Resources (weight: 5%) – rating 2.75

Director Scanlon's undertakes cost saving opportunities and works with other district administrator to maximize revenue through grants and other reimbursements. He is encouraged to provide timely updates on the allocation and disbursement of budget priorities such as textbook expenditures.

Financial Management and Oversight (weight: 20%) – rating 3.02

Director Scanlon has improved his focus on financial management and in grant management, in particular. He provides thorough, detailed reports to School Committee and can speak thoughtfully on variances and future projections. He is encouraged to continue his efforts on oversight of cafeteria accounts and alignment with school committee policies.

Accounting and Payroll Administration (weight: 12.5%) – rating 3.08

Director Scanlon has successfully implemented a software upgrade to Munis and provided appropriate training to Business Office staff, and school administration staff as well.

Purchasing Administration (weight: 10%) – rating 3.06

Director Scanlon has provided expanded training to school based personnel in purchasing procedures and needs to continue to do so as well as strengthening oversight of the process.

Resource Management (weight 5%) – rating 3.0

Director Scanlon has improved his oversight in the area of grant funding and student activity accounts. He meets regularly with grant managements and is in the process of developing a plan to begin funding OPEB.

School Committee Communications (weight 12.5%) – rating 3.19

Director Scanlon puts tremendous effort and time into his preparation for and participation in School Committee meetings. He can speak in detail on virtually any topic. He is encouraged to clarify committee members' requests if he is unsure of the intent or focus. He is also encouraged to leverage his office staff to preview meeting materials for clerical errors. His breadth and depth of knowledge is an asset to members in the respective committee deliberations.

Monthly Tasks (weight: 20%) – rating 3.0

Director Scanlon continues to do a satisfactory job in managing his monthly tasks. There are no areas of concern here.

Summary:

Overall Director Scanlon earned a rating of 3.0. He has therefore successfully achieved his performance standards as defined in the evaluation rubric.

Areas in need of further improvement include the following:

- Improved budget forecasting in order to minimize large funding transfers mid-year
- Continue to improve school-based procedures and central office oversight of student activity accounts in alignment with School Committee policies and procedures
- Improving communication on of allocation of resources for budget priorities
- Ensuring committee materials are free from clerical error and meet the desired intent of the request or need.

Areas of success include the following:

- Continued improvement in budget development and communication with stakeholders, particularly working with town administrators.
- Monitoring of federal grant expenditure to ensure maximum utilization of grants
- Upgrade of Munis and implementation of appropriate professional development for Business Office and school administration staff.

In conclusion, Director Scanlon continues to be an asset to the Business & Finance Subcommittee as well as to the School Committee in general. He is hard working, diligent, and thoughtful in the execution of his job duties. Joseph Scanlon clearly has the best interests of the district at heart and remains open to continuous improvement in his work product. The Wachusett Regional School District is lucky to such a thoughtful and caring administrator.

**Wachusett Regional High School
Parking Lot Revolving Fund**

Attachment 3

UPDATE TO INFORMATION REQUESTED BY THE SCHOOL COMMITTEE

1. How much revenue is generated per year from the parking fees?

**FY17 = \$55,890
FY16 = \$59,018
FY15 = \$51,856
Total = \$166,764**

2. What are expenses accrued against the parking fund per year for each of the last 3 years?

The Revolving Fund is used to pay for related services and supplies. The services include annual contract expenses for Holden Police Department and for Central Security Services. The types of supplies include parking permits, signage and other smaller charges. The following is the total charges to the revolving fund over the past few years:

Year	Supplies	Services	Total
FY17	\$2,624	\$42,194	\$44,818
FY16	\$9,141	\$72,313	\$81,454
FY15	\$6,140	\$41,343	\$47,483
Total	\$17,905	\$155,850	\$173,755

2(a). Are there expenses for maintenance of the parking lot that are charged to the general fund?

The District pays to have the parking lots plowed and sanded. In the spring the lots are swept and cleared. The District has paid for materials and services to fill pot holes, clean and repair catch basins. The following is the total charges to the general fund over the past few years:

**FY15 = \$54,258
FY16 = \$21,433
FY17 = \$95,045
Total = \$170,736**

3. How many total parking spaces are there at the entire facility?

820 regular spots and 19 handicapped for a total of 839

4. How many are rented to students each year, what percentage of total spaces?

**FY17 = 448 spots/55% (based on 820 regular spots)
FY16 = 442 spots/54%
FY15 = 393 spots/48%**

4(a). In reviewing the finances on the parking lot fund it appears that there was some sort of change after 2012 where total annual revenues increased significantly for 2013 and for each year following. Was this the result of an increase in fees, an increase in the number of students parking, or some other factor?

Prior to 2012 student parking was limited to 200 seniors and a few sports seasonal parking permits, along with up to 10 daily parking permits being issued. Since then we have opened up student parking to basically all seniors and roughly 50 juniors along with up to 15 daily parking permits. The number of issued daily parking permits fluctuates, however we average 10 - 15 daily permits per day. The opening of these additional parking spots has increased the revenue significantly, not to mention traffic on campus.

**Wachusett Regional High School
Parking Lot Revolving Fund**

UPDATE TO INFORMATION REQUESTED BY THE SCHOOL COMMITTEE

5. If the revenue has exceeded the pro-rated expenses in recent years, what were the excess funds spent on?

Historically charges for security guard services and supplies to change light bulbs and to repaint parking lot lines have been charged to the fund. Any additional revenue remains in the account to be used for future maintenance of the parking lots such as repaving or at the very least seal coated which will be a very costly repair.

6. Does the district still require students to have motor vehicle insurance that exceeds state requirements?

In district policy 6562 Alternate Student Transportation the last paragraph reads "All high school students applying for a parking sticker and using a personal vehicle to transport other students will be required to carry personal liability insurance on the vehicle in the amount of \$100,000 - \$300,000." The District is recommending that B/F review the policy and remove the insurance dollar requirement and possibly use more generic language such as "any vehicles driven and parked on school property must be legally registered and have insurance and the person driving the vehicle must be named as an insured driver on the policy."

7. If yes to 5, what is the reason, and does the district have the same requirements for all staff?

The district does not have a policy regarding vehicle insurance requirements for staff. In the Employee Handbook Section F Working Conditions it states "Employees may park for free in any parking lot owned by the District. Employees at the Wachusett Regional High School must obtain a parking sticker from the principal's office." The District will change the Employee Handbook to add similar language such as "any vehicles driven and parked on school property must be legally registered and have insurance and the person driving the vehicle must be named as an insured driver on the policy."

8. Is there currently a limit to how many parking spaces may be rented/permitted by students, and if so, why, and how does this number compare to previous years?

The high school has allotted a total of 519 parking spots annually for students with the remaining reserved for staff and visitors. First preference is given to seniors and once those 519 spots are filled, no more permits are issued.

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

March 14, 2018

Mrs. Maureen Floryan
191 Sterling Road
Jefferson, MA 01522

Dear Maureen:

Thank you for attending this week's School Committee meeting and for sharing with the Committee your insightful views on school safety. Input from the public is much appreciated.

Thank you for your continued support of and interest in the WRSD.

Sincerely yours,

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

Kenneth Mills, Chair
Wachusett Regional School District Committee

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

KM:rlp

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

March 14, 2018

Mrs. Heidi Lahey
166 Bullard Street
Holden, MA 01520

Dear Heidi:

Thank you for attending this week's School Committee meeting and for sharing with the Committee your insightful views on school safety. Input from the public is much appreciated.

Sincerely yours,

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

Kenneth Mills, Chair
Wachusett Regional School District Committee

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

KM:rlp



TOWN OF PRINCETON
Office of the Selectboard

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Princeton, MA 01541
(978) 464-2102 Phone (978) 464-2106 Fax
www.town.princeton.ma.us

Jon H. Fudeman, Chair
Richard C. Bisk, Clerk
Edith M. Morgan
selectmen@town.princeton.ma.us

Nina Nazarian
Town Administrator
townadministrator@town.princeton.ma.us

VIA EMAIL (to darryll_mccall@wrsd.net)

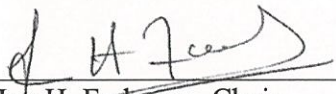
March 14, 2018

Dr. Darryll McCall
WRSD Superintendent
1745 Main Street
Jefferson, MA 01522

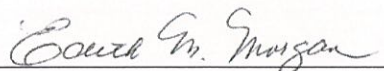
Dear Superintendent McCall:

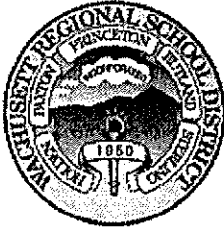
The Princeton Selectboard applauds the efforts of our students to address gun violence and school safety issues. We support their plan to walk out of school for 17 minutes on March 14 to honor the 17 students who died in Parkland, FL and to advocate for laws that better protect us from gun violence. We thank the WRSD administration and staff for working with students to insure that this is a safe and productive event.

Sincerely,


Jon H. Fudeman, Chair


Richard C. Bisk, Clerk


Edith M. Morgan, Member



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

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

From: Robert Berlo, Deputy Superintendent

Date: March 20, 2018

Re: Deputy Superintendent's Report

1. Instruction

a. Early Literacy Initiative

- i. This year, we adopted the Fountas and Pinnell Classroom program at the Kindergarten level. Next year, we will bring the program into Grade 1. The program includes lessons, leveled libraries, big books, and various materials to support a variety of instructional components, including interactive read-aloud, shared reading, guided reading, independent reading and phonics and word study.
- ii. The tool used to assess student learning, monitor student progress and set learning goals is the Fountas and Pinnell Benchmark Assessment System or BAS for short. Many school districts are moving away from literacy assessments such as Dibels, AIMSweb, and DRA to the BAS which provides staff with actionable information while involving staff and students in setting realistic learning goals.
- iii. Professional development for the Kindergarten teachers and administrators is described in the table below. The funding source for this professional development is through our Title IIA federal entitlement grant.

Date	Focus
March 22	Overview of the F&P Classroom Components
April 12	How to use the Level 1 Benchmark Assessment System
May 14	Getting the most out of Guided Reading in Kindergarten
May 31	Using the F&P Literacy Continuum

- iv. Kindergarten staff have piloted several F&P Classroom lessons spanning two of the program components (Shared Reading and Interactive Read-Aloud) this past month in preparation for the training. Although the amount of program materials is initially somewhat daunting, staff have shared that they liked the way the lessons are organized, enjoy the way the lessons incorporate reading into meaningful student-centered explorations, and the way students are asked to write about their reading based on age-appropriate, high interest questions.

b. Grant to support final upgrades to High School WiFi and Network

- i. The District was notified this past week that our application for the state funded Digital Connections Partnership Schools Grant has been approved. The goal of this competitive grant is to provide matching state funds to help districts upgrade their digital infrastructure. Funds will be used to finish the upgrade of the high school wireless access points and the network backbone. Our purchase of student Chromebooks works at the local match for the grant. More details will follow in an upcoming report.

2. Assessment

a. Proposed Changes to the State MCAS Accountability System

- i. The DESE recently released their proposed changes to the state-wide accountability system. Currently, the state ranks schools based on student MCAS performance, specifically around the amount of annual growth students show. Schools and districts are then assigned a level from 1 (good) to 5 (not so good). Schools with rankings of 4 or 5 receive direction from the state including specific staff training opportunities as well as additional staffing and financial supports.
- ii. The new accountability system will be based on a school's ability to raise the performance of their lowest performing students in addition to the overall school performance. This system will be in place by the fall of this year (2018).
- iii. The new accountability system will include student performance in English, math and science. The current system only uses English and math performance as accountability indicators. In addition, the state will include student growth, English Language Proficiency, high school completion and chronic absenteeism as accountability indicators. The tables below detail the indicators for elementary and middle school ("non-high school") grade spans and for high school. The achievement indicator will have the largest weight of all of the indicators.

Non-High School Accountability Indicators

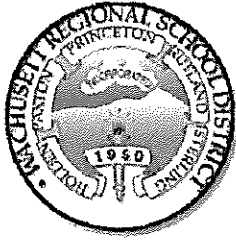
Indicator	Measure
Achievement	<ul style="list-style-type: none">• English Language Arts (ELA) average scaled score• Math average scaled score• Science composite performance index
Student Growth	<ul style="list-style-type: none">• ELA mean student growth percentile• Math mean student growth percentile
English Language Proficiency	<ul style="list-style-type: none">• Percentage of students meeting their annual 6 year growth targets
Additional Indicators	<ul style="list-style-type: none">• Chronic Absenteeism: Percent of students missing 10% or more of their days in membership

High School Accountability Indicators

Indicator	Measure
Achievement	<ul style="list-style-type: none"> • ELA composite performance indicator (CPI) • Math CPI • Science CPI
Student Growth	<ul style="list-style-type: none"> • ELA mean student growth percentile • Math mean student growth percentile
High School Completion	<ul style="list-style-type: none"> • 4 year graduation rate • 5 year graduation rate • Annual dropout rate
English Language Proficiency	<ul style="list-style-type: none"> • Percentage of students meeting their annual 6 year growth targets
Additional Indicators	<ul style="list-style-type: none"> • Chronic Absenteeism: Percent of students missing 10% or more of their days in membership • Percentage of 11th and 12th graders completing advanced coursework (A.P. for example)

- iv. For 2018, reporting targets will only be set for one year. Long-term targets will be set in the future. Ratings will also contain a criterion-referenced component to help better measure the performance of the lowest performing 25 percent of students. More details will follow.
- v. Schools will now be placed into one of six categories. They are:
 1. Schools of recognition
 2. Schools meeting targets
 3. Schools partially meeting targets
 4. Schools not meeting targets
 5. Schools needing focused or targeted support
 6. Schools needing broad or comprehensive support

Districts will be placed into one of five categories, with a label identified by 2-6 in the list above.
- vi. New, more detailed school and district performance "report cards" will be available in the fall of 2018 that include all of the new accountability data.



Wachusett Regional School

district

Holden, Paxton, Princeton, Rutland, Sterling

To: Darryll McCall
Superintendent of Schools

From: Jeff Carlson
Director of Human Resources

Re: February/ March, 2018 Activity Report

Date: Tuesday, March 20, 2018

1. Personnel

- *The Senior Custodian position at Glenwood has been filled.*
- *Paraprofessional vacancies at Davis Hill and Naguag have been filled.*
- *Spring Coaching appointment letters have been processed.*
- *A substitute ELA position for Chocksett Middle School has been posted.*
- *An ABA/PA position for Houghton Elementary has been posted.*
- *The Head Food Service Associate position for Davis Hill has been posted.*
- *The Principal Interviews for Thomas Prince, Mayo and Dawson are proceeding as planned. We should have some announcements on appointments in the near future.*

2. Collective Bargaining

- *The Clerical, Custodial, Cafe, and Wachusett Administrator Contracts are all completed. The WREA has a ratification vote scheduled for this week and we will soon be processing any retroactivity involved with the provisions of this Contract. We also have meetings with the ABA/PAs and Nurses this week – as well continuing our work finalizing language for the Paraprofessional MOA.*

3. Health Insurance

- *The District and the PEC met on Monday, February 12th to discuss the insurance renewal for July, 2018. The PEC endorsed the health , dental and vision plan renewal rates as presented by BCBS and the rate hold for the policy year beginning July, 2018.(No Increases) The District's open enrollment period is set for April 10th – April 27th.*

4. Fingerprinting update

- *Morpho Trust the state finger printing vendor continues to fingerprint all new hires and existing staff. We have not experienced any delays with new staff getting fingerprint appointments.*

5. Teacher/ Administrator Licensure

- *The Director continues to work with any new hires on licensing issues but now is focused on advancing and renewing existing staff licenses.*

6. Human Resources / Business Office Meetings

- *The Director continues to work closely with the Business and Finance Director on issues impacting our two departments. Currently this involves working on Contract implementation issues related to retroactive payments..In addition, we continue to have interactions related to the pending FY19 budget and the processes involved in moving this forward.*

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

Special Education- School Committee Report

Submitted by: Kimberly Merrick, Ed.D, Administrator of Special Education
March, 2018

Theme: Learning Results and Professional Development

The Office of Special education is offering the following professional development opportunities for special and general education teachers:

- The District is offering Orton Gillingham certification for selected special education teachers. Orton Gillingham is an empirical multisensory reading approach used to serve students who are diagnosed with dyslexia. Certification is awarded to participants who complete 150 hours of classroom study and complete a 150 hour practicum tutoring students.
- *Measuring Student Growth.* All special education program teachers and providers will participate in two sessions including; an overview of assessments, data collection, data analysis, and using results to drive instruction in the classroom.
- District wide special education teachers participated in Fountas and Pinnell LLI training for two days in October. Fountas and Pinnell is a research based reading program for all students and LLI is the intervention used with students who struggle with learning to read.
- Special education teachers will participate in Eureka math training in the spring.
- The District is offering *Comprehension for Students With Disabilities* for all special education teachers and related service providers across the district. It includes four sessions on 10/26, 1/25, 3/9, and 3/29.
- There are two cohorts of Dialectical Behavioral Training (DBT) being offered for staff primarily at the high school and for any new school psychologists and counselors in the District.

All paraprofessionals will participate in professional development provided by RIBUS and associates including the following topics:

- Working in Classrooms with Students with Neurological and Emotional Disabilities
- Overview of Disabling Conditions
- Effective Questioning strategies
- Understanding Intelligence and Motivation
- Management of Groups and Individuals
- Executive Functioning
-

Theme: Family Connection and Communication

The district's after school sports program for students with disabilities will conclude its second season on March 26th @ 4:00. At that time, students will receive an award for their efforts during a closing ceremony at Glenwood School.

Our fifth annual Special Olympic Games took place on March 15th in the Wachusett Regional High School Gymnasium. The events hosted 145 athletes who were assisted by 117 volunteers. As always, it was a memorable day for athletes, staff, and volunteers. Randi Jacob and Derek VanOdenhove did a fantastic job planning the event.

Central Office Special Education Administration will host its third *Coffee and Conversation* on March 29th at 4:15 @ Glenwood School in the library. Parents and stakeholders are encouraged bring questions and/or comments regarding special education programs in the district.

On March 20th, 2018 the District will host Mindfulness for Parents presented by Marjatta Moimas at 6:30 pm at Mountview Middle School in the Gold Pod. Parents of students in general or special education are welcome to attend. Although the intended audience is parents, students are welcome to accompany their parents to the workshop. We hope to see you there!

SEPAC will host Sensory Integration presented by the district's own, Claire Groll, OT. The event will be March 27th @ 6:30pm in the Curriculum Center at Jefferson School.

SEPAC - BINGO night is rescheduled due to snow, to April 6th @ 6:00 at Mountview Middle School. The event promises fun for all!

On April 10th 5-7:30pm at Wachusett Regional High School in the Black Box Theater, the Special Education Department will host Transition Planning for Students With Disabilities. The Department of Developmental Services (DDS), Massachusetts Rehabilitation Commission (MRC) and other post-graduate/adult programs will be available to answer questions regarding housing, estate planning, day programs, etc. Thank you to Kim Paquette for planning this event.

SEPAC will host Executive Functioning Skills to be presented by Jessica Padula from Speech Language Specialists at 7:00pm in the Curriculum Center at Jefferson school. If your child experiences difficulty with organization and/or executive functioning, please join us for this engaging presentation!

Agreement Between

Wachusett Regional School District

and

AFSCME, Council 93, Local 2885 – Custodial
Employees

July 1, 2017 – June 30, 2019

***Wachusett Regional School District
and
AFSCME, Council 93, Local 2885 – Custodial Employees***

PREAMBLE

This Agreement entered into by the Wachusett Regional School District, hereinafter referred to as the Employer, and Local 2885, Council 93, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment. The parties to this Agreement understand and agree that each employee's primary responsibility is to endeavor to maintain the safe operation and sound condition of the buildings, grounds, and equipment of the Wachusett Regional School District.

**ARTICLE 1
RECOGNITION**

The Employer recognizes that the American Federation of State, County, and Municipal Employees, Council 93, AFL-CIO, hereinafter called the Union, is the exclusive representative of all full time and regular part time custodial and maintenance personnel for the Wachusett Regional School District as described in MCRE-2033, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

For the purposes of this Agreement, the Employer is the Wachusett Regional School District and its designated agents shall include the Superintendent of Schools or designee.

The Superintendent or designee has authority to direct the building custodians to perform tasks relevant to the day to day educational operations of the facility.

**ARTICLE 2
UNION RIGHTS AND RESPONSIBILITIES**

A. Union Dues Deduction:

The Employer agrees that during the life of this Agreement, in accordance with the provisions of Chapter 180, Section 17(a) of the General Laws of Massachusetts, it will authorize the District to deduct Union membership dues from the pay of those employees who have voluntarily submitted a written authorization in the form included in the Appendix to the Agreement. The Employer further agrees to remit the aggregate amount to the Union along with a list of employees who have had said dues deducted.

B. Discrimination and Coercion:

There shall be no discrimination by the Employer against any employee because of his/her membership or nonmembership in the Union. The Employer further agrees that there will be no discrimination against any member for his/her adherence to any provision of this Agreement.

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C. Union Representatives:

A written list of the Union steward and other representatives shall be furnished to the Employer immediately after their designation, and the Union shall notify the Employer of any changes.

D. Labor-Management Meetings:

The Union shall designate a standing committee of three employees covered by this Agreement, to meet with the Superintendent or designee from time to time, but not to exceed once a quarter, at the request of either party. Such meetings shall be held at the convenience of both parties, if possible within ten (10) working days from the date upon which such request is received.

E. Access to Premises:

The Employer agrees, with the approval of the superintendent or designee, to permit representatives of the AFL-CIO, Council 93, Local 2885, to enter the premises at reasonable times for individual discussions of working conditions with employees, provided care is exercised by such representatives that they do not interfere with the performance of duties assigned to the employees, or the educational purposes of the Wachusett Regional School District.

F. Agency Service Fee:

In accordance with Chapter 1078 of the Acts of 1973 (M.G.L., c.150E, s. 17G), effective July 1, 1988, all employees in the bargaining unit who are not members of the Union in good standing and who have been employed for thirty (30) days or more, shall pay to the Union, as a condition of employment, an agency service fee to defray the costs of collective bargaining and contract administration.

All employees who have been employed for thirty (30) days or more shall be required to pay the agency fee as a condition of employment, provided such employees choose not to become members of the Union.

The employer agrees to deduct monthly from the pay of each non-Union member in the bargaining unit who properly authorizes such deduction, all agency service fees, which are owed to the Union.

The amount of the agency fees shall be an amount equal to the current costs of collective bargaining and contract administration, not to exceed period union dues.

The Union agrees to indemnify and defend the employer for any financial liability that the employer may incur in complying with this article.

The agency service fee shall be deducted from employees and transmitted to the Union in the same manner as Union dues.

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**ARTICLE 3
MANAGEMENT RIGHTS**

The Employer retains and reserves all regular and customary functions of management and all powers, rights, and duties it has under law, except as abridged, delegated, granted, or modified by this Agreement. Such rights will not be used for the purpose of discrimination against any employee whether or not a member of the Union. Nothing in this Agreement will prohibit the Employer from contracting for services outside of the bargaining unit. All the functions, powers, rights, and duties which the Employer has not specifically abridged, delegated, granted, or modified by this Agreement are recognized by the Union as being retained by the Employer. Notwithstanding any language to the contrary, the District retains the sole and exclusive right to determine the supervisory chain of command for members of the Union. Any change to such chain of command shall be communicated, in writing, to the Union in a reasonable amount of time prior to the change becoming effective. The use of the district's discretion, where applicable, shall not be subject to the grievance and arbitration procedure detailed in this Agreement.

**ARTICLE 4
NO STRIKE - NO LOCKOUT**

There shall be no strikes, work stoppages, interruptions or impeding of work, or disruption of the normal quality of work. No employee or representative of the Union shall authorize, instigate, aid, or condone any such activities. No employee shall participate in such activities.

Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, interruption or impeding of work, or disruption of the normal quality of work, the Union shall, forthwith, publicly disavow any such action(s) and shall refuse to recognize any picket line established in connection therewith. Furthermore, at the request of the Employer, the Union shall take all reasonable means to induce such employee or group of employees to terminate such activity and return to work forthwith. Any strike, work stoppage, interruption or impeding of work or disruption of the normal quality of work shall be grounds for dismissal of any individual participating therein.

The Employer agrees that there will be no lockout of employees.

**ARTICLE 5
JOB POSTING AND BIDDING**

When a position covered by this Agreement becomes vacant, such vacancy shall be posted in a conspicuous place in each building, listing the pay, duties, shifts, and necessary qualifications. Copies of bargaining unit postings will be sent to the Union President. This notice shall remain posted for at least seven (7) workdays. Interested employees shall apply in writing within the posting period. Three (3) bargaining unit members who meet the minimum entrance requirements will be given an interview. The Employer will award the position to the applicant who has seniority and is the most qualified to fill the requirement of the job, as determined by the District.

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A successful applicant, with the exception of applicants for the position of head custodian, shall be given a sixty-day trial and training period in the new position at the applicable rate of pay. A successful applicant for the position of head custodian shall be given a six-month trial and training period. This period may be extended an additional six months by the District in its sole and exclusive discretion and such extension is not subject to the grievance and arbitration procedures contained herein. If at the end of the trial and training period, the Employer determines that the employee is not qualified to perform the work of the new position, he/she shall be returned to his/her previous position and rate of pay if possible, or an equivalent position and rate of pay.

It is mutually agreed between the parties that if, in the sole and exclusive discretion of the Employer, the exercise of such discretion is not subject to the grievance and arbitration procedure contained herein, no applicant is acceptable, the Employer may fill the position from outside the bargaining unit.

No employee in a probationary period may exercise seniority for job bidding purposes.

**ARTICLE 6
GRIEVANCE PROCEDURE**

A. Purpose:

The purpose of the grievance procedure shall be to resolve at the lowest possible administrative level issues that may arise from time to time with respect to the provisions of this Agreement.

A member of the union who feels aggrieved shall attempt to resolve the issue through administrative channels before following the grievance procedure outlined below.

B. Definitions:

1. A **grievance** is a claim that a specific provision of this *Agreement* has been misapplied or misinterpreted.
2. An **aggrieved person** is the member or members of the union making the claim.
3. A **party in interest** is the person or persons who, in addition to the aggrieved person, has a recognized and reasonable interest in the grievance or its resolution.
4. The term **days** means work days.
5. Notwithstanding the informal procedure, all grievances shall be in writing and set forth the specific section(s) of the *Agreement* that is being or has been misapplied or misinterpreted, the nature of such misapplication or misinterpretation, and the specific relief requested, and must be filed within twelve days of the act or omission that is subject of the grievance.

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C. *Informal Procedure:*

A member of the union with a grievance shall have the right to discuss it with his/her immediate supervisor, accompanied by one member of the union if he/she chooses, with the objective of resolving the matter informally.

D. *Formal Procedure:*

Level One:

If the aggrieved person is not satisfied with the disposition of his/her claim through the informal procedure outlined above, or if the claim is not resolved through the informal procedure, he/she shall have the right to present his/her grievance to his/her immediate supervisor accompanied by one member of the union. Such grievance shall be in writing and conform to the requirements of filing detailed in paragraph 5 of section B of this Article, as outlined above. The supervisor shall have five (5) days from the date of the grievance presentation to render a decision.

Level Two:

If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within the time limits set forth in Level One, the grievant may appeal to a Custodial Grievance Resolution Committee (hereinafter referred to as the C.G.R.C.). Such appeal must be filed within ten (10) school days after the written decision was due at Level One. Said C.G.R.C. shall meet within ten (10) school days after the grievance is referred to Level Two.

The C.G.R.C. shall consist of three (3) full time bargaining unit members chosen by the union and three (3) members of the District's Administrative Cabinet selected by the Superintendent, no two members on either side shall be from the same work location and/or department. Whenever possible, no representative from either side should be from the same work location. The nonvoting co-conveners of the C.G.R.C. shall be the Staff Representative and the Superintendent or their designees.

The C.G.R.C. shall investigate the grievance and attempt to achieve a resolution. Decisions of the C.G.R.C. shall be by agreement of four (4) or more members of the C.G.R.C., providing equal representation, voting by secret ballot. Decisions of the C.G.R.C. shall be final and binding upon all parties for that particular grievance on a no precedent basis. The C.G.R.C. is not confined to accepting or rejecting the requested remedy of the grievant(s). The C.G.R.C. may determine by majority vote of its members a mediated settlement to the grievance, which would be binding, but not precedent setting on all parties.

Level Three:

If the grievance is not resolved at Level One or no decision is rendered at Level Two, or if no decision is rendered within the time prescribed above, the aggrieved person may forward his/her grievance within five days of which a decision was due at Level One to the Superintendent of Schools or the date on which a decision was due at Level Two. The Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve the grievance within ten days after the grievance was forwarded to

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Level Three. The aggrieved person may be represented by one member of the union. The Superintendent or his/her designee shall have ten (10) days to render a decision on the grievance.

Level Four:

If the grievance is not resolved at Level Three, or if no decision is rendered within ten (10) days of the hearing at Level Three, the aggrieved person may request the union to submit his/her grievance to arbitration; provided, however, that such request shall be in writing and shall be made within five days of the date on which a decision at Level Three was due. Within fifteen (15) days of receiving the request, the union shall decide whether to submit the grievance to arbitration. If the union decides to submit the grievance to arbitration, it shall notify the Superintendent in writing. Within ten (10) days of notification, the District and the union shall seek to select a mutually acceptable and available arbitrator. If the parties are unable to agree upon or to obtain a mutually acceptable arbitrator within the time specified, the matter shall be referred to the American Arbitration Association to be arbitrated in accordance with their current rules. The decision of the arbitrator shall be final and binding. If possible, the arbitrator's decision shall be submitted within thirty (30) days from the date the hearing is completed. The costs of the arbitrator shall be shared equally by the District and the union, including per diem expense, if any, and actual and necessary travel and subsistence expenses. The arbitrator's award shall be in writing and shall set forth findings of fact, reasoning, and conclusions. The arbitrator shall have no power to add to, subtract from, or modify any part of this *Agreement*.

E. Miscellaneous:

1. The District and the union agree that these proceedings shall be kept as informal and confidential as possible.
2. By mutual agreement, the parties may extend any of the time limits delineated in this Article.
3. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal a decision within the specified time limits shall be considered as acceptance by the aggrieved person of the decision rendered, and such decision shall thereafter be binding upon the association.
4. Forms for filing and processing grievances shall be prepared by the District and distributed to the union so as to facilitate operation of the grievance procedure.
5. All decisions required by the formal procedure outlined above shall be in writing setting forth the decision and the reason therefore.
6. The aggrieved person(s) shall, during and notwithstanding the tendency of any grievance, continue to observe all assignments and applicable rules and regulations of the District until such grievance and any effect thereof shall have been fully determined.

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7. The parties may utilize the services of a bona fide professional consultant at Levels Two and Three of this procedure.

ARTICLE 7
DISCHARGE AND DISCIPLINE

Disciplinary actions shall include, but not be limited to the following measures: verbal reprimand, written reprimand, demotion, suspension, and discharge for good cause. Good cause shall be defined as any ground which is put forward by the employer in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to the employer's task of building up and maintaining an efficient school system. The employer shall determine the severity of the discipline in any given instance. The parties recognize that there are actions or inactions that require more severe discipline in the first instance.

In the event an employee is demoted, suspended, or discharged, the employee shall be given a written statement of the reasons therefore at the time of or prior to the effective date of such demotion, suspension, or discharge.

Any disciplinary action involving demotion, suspension, or discharge may be made the subject of a grievance, provided the grievance is submitted within five (5) working days of the effective date of such demotion, suspension, discharge, or knowledge thereof. Such grievances shall be processed in accordance with the grievance and arbitration procedure contained herein, except that they shall begin at level 3.

ARTICLE 8
SENIORITY

Seniority shall be considered the length of an employee's continuous service in the Wachusett Regional School District and its predecessor(s). Inverse seniority shall be applied in all cases of layoff or decrease of the work force. In the event of a layoff or decrease in the work force, any member in a higher classification who is impacted by a layoff shall have the ability to bump a less senior member in a lower classification, provided, however, that the member be paid at the level of the lower classification. Approved leaves of absence, disability, or layoff shall not be considered a break in service, but the period of such absence shall not be counted in determining continuous service. Continuous service means full time and uninterrupted service with the Employer as determined by the Employer's personnel records.

Seniority shall govern in cases of layoff, recall from layoff, or decrease of the work force. Seniority shall be a consideration, within building, when determining shift work, days off, and vacation periods. The district retains the authority to make such assignments based upon district needs.

In cases of appointment, promotion, transfer, or increase of the work force, the Employer shall decide based on its best judgment as to the applicant's ability to fill the requirements of the job.

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Seniority shall be forfeited under any of the following conditions:

1. If the employee quits, resigns, or retires.
2. If the employee is discharged.
3. If the employee fails to report to work at the end of a leave of absence.
4. If the employee fails to return when recalled under the provisions of this Article.
5. If the employee is absent without notification for seventy-two (72) hours he/she will be terminated with no recourse against the district and/or the Union.

ARTICLE 9
HOURS OF WORK

The normal work week shall consist of five (5) days between Monday and Saturday.

The normal work day shall consist of eight and one-half (8½) hours with a thirty-minute unpaid lunch period within a twenty-four hour period. Each employee shall be scheduled to work a shift with regular starting and quitting times, which may be changed by not more than two (2) hours with five (5) days' notice, and/or by mutual agreement. The notice requirement may be waived in emergency situations.

Vacancies, if to be filled at the employer's sole discretion, shall have hours set at the time of posting.

Employees who, at the request of the Employer or with its approval, work beyond their scheduled time into the next shift shall receive an unpaid meal break, not to exceed thirty (30) minutes, at the option of the employer.

All employees' work schedules shall provide for a fifteen (15) minute rest period during each one half shift to be scheduled by the Employer with input from the member of the bargaining unit.

ARTICLE 10
OVERTIME AND REPORTING PAY

Employees covered by this Agreement shall be paid overtime at the rate of one and one-half (1 ½) times the regular rate of pay for work in excess of eight (8) hours worked in one day, or forty (40) hours worked in one week.

The employer will make every reasonable effort to equally and impartially offer overtime work among employees in each area who ordinarily perform such work or related work in the normal course of their work week. When an insufficient number of volunteers are available, the employer may assign overtime by rotation, starting with inverse seniority.

The Employer reserves the right at all times to determine what kinds of skills may be required to accomplish a particular job.

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When, in the case of emergency, it is necessary to call in employees from areas other than the area which normally performs such work, they shall be released from the emergency work first when the workload lessens.

In case of emergency, as determined by the Employer, an employee may be required to work overtime. In the event of emergency or other circumstances requiring unplanned overtime work, the Employer reserves the right to assign overtime as it shall judge to be in the best interest of the schools.

All employees shall accept scheduled overtime assignments if they are given twenty-four (24) hours notice.

Any employee called back to work after he/she has completed his/her assigned work shift and left his/her place of employment, and before his/her next regularly scheduled starting time, shall be paid at the rate of time and one-half (1 ½) for all hours worked on recall for a minimum of three (3) hours. This minimum amount shall not apply when an employee works extra hours that merge into his/her regular work shift. Compensation under this Article is not available when an employee is called in to report to duty before the start of his/her regularly-scheduled shift, and he/she works until the regular shift commences. Compensation under this Article is not available when an employee is held over to work after the completion of his/her regular shift.

Whenever scheduled by the Employer, a minimum of three (3) hours at time and one-half on each occasion shall be paid for building checks on Saturdays, Sundays, and holidays.

All work performed on Sundays, with the exception of building checks and voluntary Sunday work, and district functions shall be paid at the rate of two (2) times the regular rate of pay. All work on Saturday shall be paid at time and one-half.

ARTICLE 11
WORKING IN A HIGHER CLASSIFICATION

When an employee covered by this Agreement is working in the capacity of a higher graded position, his/her hourly rate shall increase \$.75 for each hour worked over present salary if assigned to work out of classification for a full day. The Employer shall determine when an employee is to work outside of his/her classification. A member who normally works on second shift who is assigned to work out of classification on the first shift, shall retain the night differential, in addition to the out of classification stipend.

The member of the bargaining unit shall receive regular compensation while performing duties at or below his/her position.

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**ARTICLE 12
HOLIDAYS**

New Years Day, Martin Luther King Day, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day

Payment for a holiday shall be made only if the eligible employee shall have worked on his/her last regularly scheduled day prior to such holiday and on his/her next regularly scheduled day following the holiday, or the employee is on paid status.

Holiday pay shall be eight (8) hours at the straight time rate, pro-rated for less than full-time employees.

If a holiday occurs within any employee's vacation period, he/she shall receive one (1) additional vacation day.

Any employee required to work on a holiday shall receive in addition to his/her regular pay, an amount equal to one and one-half (1½) times his/her regular rate of pay for all hours worked, but in no case shall this be less than an amount equal to three (3) hours at the one and one-half (1½) times his/her regular rate.

Should a holiday fall on a Saturday, the preceding Friday shall be observed as the holiday. Should a holiday fall on a Sunday, the succeeding Monday shall be observed as the holiday. Said holidays to be treated as floating holidays if school is in session.

**ARTICLE 13
VACATION**

The vacation year shall be the period July 1 - June 30. Each employee, upon initial employment and prior to July 1 during their first year of employment shall be credited with five-sixths (5/6) a day of vacation pay, and then shall be credited with vacation leave as follows:

- 2 weeks - after one (1) year of continuous employment
- 3 weeks - after five (5) years of continuous employment
- 4 weeks - after ten (10) years of continuous employment
- 5 weeks - after fifteen (15) years of continuous employment

On the 1st, 5th, 10th, and 15th anniversary, employees shall receive this extra week to be used in that fiscal year, if possible.

Upon termination of employment, the employee shall receive payment equal to vacation pay he would have received, had the termination not occurred. If termination is caused by death, such payment shall be made to the employee's spouse or beneficiary. Employees hired after July 1, 2017, will have their vacation award prorated upon their termination.

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Any employee receiving six (6) weeks of vacation may continue to receive six (6) weeks until termination of service in the district. No employee not currently receiving six (6) week may become eligible for this benefit.

Vacations must be taken and shall not accumulate.

Vacation schedules for employees covered by the Agreement shall be established by mutual agreement between the Employer and the employee, where possible. The final determination of vacation schedules rests with the Employer. The Employer reserves the right to close the District for periods of time on an annual basis during which time employees shall use his/her vacation time unless otherwise provided for by the Employer prior to such shutdown. Such closures will be made only after notice is given to effected employees.

**ARTICLE 14
SICK LEAVE**

An employee, shall earn sick leave at the rate of one and one-quarter (1¼) days for each full month of actual service, provided such leave is caused by sickness or injury.

An employee, who must be absent on account of sickness or injury, shall notify his/her supervisor as early as possible before the starting time of his/her shift on each day of absence. For illness of a member of the member's immediate family, residing in the same household, which necessitates the member's absence from school, up to five (5) days per year may be charged to the member's personal sick leave.

Sick leave shall begin on the day notification of the illness is given by the employee, his family, or his physician.

An employee shall be credited with the unused portion of sick leave granted above up to a maximum of 175 days. Such credit may only be used for sick leave in case of sickness or injury. An employee who has exhausted his/her accumulated sick leave, and vacation, may make application, in writing, for additional allowance of sick leave. Such additional allowance with or without pay may be authorized by the Superintendent or designee, in his/her sole and exclusive discretion. Additional allowance approved by the Superintendent or designee shall be at the rate of \$6.00 per hour. Accumulated leave prior to July 1, 1996 shall be credited to the employee.

The Superintendent or designee may require a medical examination of any employee claiming leave under this Article provided that the employee has had five (5) or more days of absence non-consecutive in any contract year. Such examination will be at the expense of the Employer by a physician selected by it.

The Employer shall provide annual notification of remaining sick leave to each employee covered by this Agreement.

Any employee who has reached the maximum gross sick leave accrual allowed by this Article shall be credited with the contractual number of days of sick leave as above on July 1 of each year and shall be

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allowed to utilize such time within said work year. No days beyond the maximum accrual may be carried into any succeeding work year.

ARTICLE 15
OTHER LEAVES

Each employee shall be entitled to up to three (3) days of personal leave, with prior approval of the Superintendent or designee, at full pay each year for the purposes of conducting personal business which must be conducted during regular school hours. A request must be made to the Superintendent or designee at least twenty –four (24) hours in advance of the day on which the leave is to be taken. Such request must include the reason for the leave, one (1) of the personal days does not require a reason for the leave. In cases of emergency, this requirement may be waived. If an employee has utilized his/her three personal days and has a unique situation that would require further personal days, he/she may make a petition, through the Union, to the Superintendent for an extension of personal days beyond the three (3) day allotment.

In the event of the death of a member of an employee's immediate family (e.g., husband, wife, parent, parent-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, step-child, grandparent or grandchild) the employee will be allowed to take his/her bereavement days listed above. The first five bereavement days are at full pay.

Employees will be granted one (1) day at full pay on the death of an aunt, uncle, niece, nephew who lives at an address other than the employee's.

ARTICLE 16
MILITARY LEAVE

An employee in the Armed Forces Reserve or the National Guard, who shall be required to and does attend annual active duty for training, shall be paid the difference between compensation regarding official government records, and his/her regular compensation; provided that seventeen (17) days in any twelve (12) month period, and shall not include payment to members of the Armed Forces Reserve or the National Guard who may be mobilized during an emergency.

ARTICLE 17
LEAVES OF ABSENCE

Leaves of absence without pay may be granted at the discretion of the Superintendent or designee. Such leave of absence will not break service, but shall not be counted in seniority. Previously accumulated sick leave credits shall be restored to employees returning from approved leaves of absence.

During the period of such leave, the employee shall not continue to accumulate leave benefits and shall be responsible for the full payment of his/her insurance coverage.

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**ARTICLE 18
JURY DUTY**

In accordance with Chapter 234A of the Massachusetts General Laws, any employee required to serve jury duty shall be paid the difference, if any, between his/her regular wages and the jury duty pay over and above the amount he/she receives for jury duty, exclusive of allowance for travel and meals.

**ARTICLE 19
COMPENSATION FOR TRAVEL**

Employee using their personal vehicles for authorized school business, that has received prior approval, shall be reimbursed at a rate commensurate with the rate approved by the Internal Revenue Service for reimbursement.

**ARTICLE 20
EDUCATIONAL ASSISTANCE**

If the district requires additional or special training of any member of the Union, the district shall pay all associated costs for such training.

**ARTICLE 21
UNIFORMS AND PROTECTIVE CLOTHING**

The District agrees to provide each employee covered by this agreement, who has completed at least six (6) months of service to the District, a clothing allowance of \$250 total for uniforms, foul/winter weather gear to include jackets, gloves, and hats. The District also agrees to provide each employee as referenced above with a \$150 work shoe allowance. The employee will be reimbursed by the District upon presentation of a receipt for foul/winter weather gear and work shoes. Uniforms will continue to be purchased by the District upon request of the employee and be part of the \$250 clothing allowance. No remaining funds will carry forward to the next fiscal year.

**ARTICLE 22
EQUIPMENT**

The Employer shall provide all necessary tools and equipment necessary to perform the work.

**ARTICLE 23
BULLETIN BOARDS AND ANNOUNCEMENTS**

Bulletin boards and announcements shall be posted in a conspicuous place in each building. Both parties to this Agreement may use the bulletin board for notices of a routine nature. Both parties agree it would be improper to post denunciatory, inflammatory written material on such bulletin boards.

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**ARTICLE 24
UNION USE OF FACILITIES**

With the prior approval of the Superintendent or designee, the Employer agrees to permit representatives of the American Federation of State, County, and Municipal Employees, AFL-CIO, Council 93, Local 2885, to use the school facilities on non-working, non-school hours for purposes of meetings of the membership. The employees shall be responsible for preparation, follow-up cleaning of the area, and any cost incurred by the District for use of facility.

**ARTICLE 25
FAMILY AND MEDICAL LEAVE/SMALL NECESSITIES LEAVE**

Up to twelve (12) weeks of leave may be granted to eligible employees for family and medical leave purposes in accordance with the Federal Family and Medical Leave Act of 1993, and the Wachusett Regional School District FMLA policy and procedure.

Up to twenty-four (24) hours of leave may be granted to eligible employees for purposes in accordance with the Small Necessities Leave Act and the Wachusett Regional School District policy and procedure on same. FMLA leave and Small Necessities Leave may be the same and there shall be no additional leave if either is utilized.

The benefit period for these leaves shall be a rolling one-year period that begins with the individual employee's first use of such leave and runs for twelve months thereafter.

Employees may retain any personal leave and up to one (1) week of vacation from any required exhaustion of benefits prior to going on unpaid leave.

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**ARTICLE 26
WAGES**

Effective July, 2017, the members of the bargaining unit shall be paid on the following salary schedule:

FY18 (1.0% Increase) July 1, 2017						
Step	Level I (Janitor)	Level II (Senior Custodian)	Level III (Maintenance Custodian)	Level IV (Head Custodian)	Level V (Head Custodian)	Level VI (Head Custodian)
1		\$16.56	\$17.81	\$19.66	\$22.20	\$16.87
2		\$17.09	\$18.35	\$20.24	\$22.91	\$18.13
3		\$17.62	\$18.91	\$20.88	\$23.61	\$19.50
4		\$18.16	\$19.50	\$21.51	\$24.33	\$20.97
5		\$18.72	\$20.10	\$22.18	\$25.09	\$22.55
6		\$19.30	\$20.73	\$22.89	\$25.87	\$24.24
7		\$19.91	\$21.38	\$23.59	\$26.67	\$26.08
8		\$20.51	\$22.03	\$24.31	\$27.49	\$28.04
9		\$21.15	\$22.71	\$25.07	\$28.35	\$30.14
10		\$21.79	\$23.39	\$25.83	\$29.19	\$31.04

Effective July, 2018, the members of the bargaining unit shall be paid on the following salary schedule.

FY19 (2 % Increase July, 2018)						
Step	Level I (Janitor)	Level II (Senior Custodian)	Level III (Maintenance Custodian)	Level IV (Head Custodian)	Level V (Head Custodian)	Level VI (Head Custodian)
1		\$16.89	\$18.17	\$20.05	\$22.64	\$17.21
2		\$17.43	\$18.72	\$20.64	\$23.37	\$18.49
3		\$17.97	\$19.29	\$21.30	\$24.08	\$19.89
4		\$18.52	\$19.89	\$21.94	\$24.82	\$21.39
5		\$19.09	\$20.50	\$22.62	\$25.59	\$23.00
6		\$19.69	\$21.14	\$23.35	\$26.39	\$24.72
7		\$20.31	\$21.81	\$24.06	\$27.20	\$26.61
8		\$20.92	\$22.47	\$24.80	\$28.04	\$28.60
9		\$21.57	\$23.16	\$25.57	\$28.92	\$30.94
10		\$22.23	\$23.86	\$26.34	\$29.77	\$31.66

1. Working out of grade pay shall be an additional \$.75 per hour stipend if working for the entire work day, on the first day of such work.
2. Custodian IV is for Elementary and Middle Schools, including Dawson, Davis Hill, Mayo, Naquag, Central Tree, Paxton Center and Thomas Prince. Custodian IV is also for the Night Supervisor at Houghton/Chocksett.
3. Custodian V is for Head Custodians at Mountview, Houghton/Chocksett, and the Night Supervisor at W.R.H.S.
4. Custodian VI is for the Head Custodian at Wachusett Regional High School.

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**ARTICLE 27
RETIREMENT BENEFIT**

Members of the bargaining unit who retire from the District may participate in its group health insurance program.

**ARTICLE 28
ATTENDANCE INCENTIVE**

Effective July 1, 2005, an employee who utilizes no sick leave for the fiscal year will receive a payment of \$600; an employee who utilizes two or fewer days will receive a payment of \$400; an employee who utilizes five or fewer days will receive a payment of \$200.

**ARTICLE 29
NIGHT DIFFERENTIAL**

All employees who work a regular shift that begins at or after 2:00 p.m. and ends on or before 7:00 a.m. shall be paid a night differential of 3.5%. Should it be necessary to waive the notification process of Article 9 - Hours of Work and request that a Custodian who normally works a shift eligible for night differential to report to work early, the Custodian will receive the night differential for all hours worked on the revised shift. It is understood that this provision does not apply to school recess shift assignments.

**ARTICLE 30
LONGEVITY**

The employer agrees to freeze the longevity payments that any employee receives as of July 1, 1996. There shall be no increase in longevity and no employee not receiving longevity prior to July 1, 1996 shall become eligible for such benefit.

**ARTICLE 31
GROUP INSURANCE PROGRAMS**

Health, Dental, disability (long-term) and vision insurance shall be provided in conformance with the PEC agreement.

**ARTICLE 32
DURATION**

This Agreement shall become effective July 1, 2017 and shall continue in full force and effect until June 30, 2019. Thereafter, it shall automatically renew itself in one year terms unless either party shall notify the other, in writing, of intention to negotiate a successor Agreement by October 1 of the year preceding termination. Following such notification, the parties shall meet and shall continue to make themselves available at convenient times and places for the purpose of negotiating a successor Agreement.

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ARTICLE 33
COPIES OF CONTRACT

The employer shall provide each unit member with a copy of this agreement and three (3) copies to the exclusive representative. The employer further agrees to provide the Union with a copy of this contract electronically.

ARTICLE 34
PARENTAL LEAVE

A member of the bargaining unit who has completed three (3) or more months (90 calendar days) of continuous and unbroken service within the system shall be eligible for a parental leave, as described in the sections below of this article, if the member of the bargaining unit provides to the Superintendent or his/her designee written notice at two (2) weeks in advance of the expected departure date and of the intention to return to the employment in the system.

1. Parental Leave, Pursuant to MGL Chapter 149, Section 105D each employee shall be entitled to up to eight (8) weeks of parental leave without pay for the purposes of giving birth or for the placement of a child under the age of 18, or 23 if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt a child. If there are two employees employed by the District, they will only be entitled to eight (8) weeks of parental leave in the aggregate for the birth or adoption of the same child.
 - a. Accumulated sick leave may be applied to those days during the parental leave period for which the female's attending physician certifies that she is disabled and unable to work
 - b. In cases of miscarriage or stillbirth, the employee may return earlier than originally intended by so notifying the Superintendent or his/her designee.

ARTICLE 35
MULTIPLE BUILDING ASSIGNMENTS

Whenever a Head Custodian is assigned supervisory responsibility for two distinct District facilities that are not located on the same campus or site, he/she shall receive a five percent (5%) adjustment to his/her base hourly rate for the period of such assignment. This adjustment shall be effective immediately if the assignment is for longer than 30 days. If the assignment is temporary, the adjustment will become effective on the 31st day of such assignment retroactive to the first day of assignment.

ARTICLE 36
LEAVE FOR UNION PRESIDENT

The Union President will receive a leave of absence without pay for one week per fiscal year subject to at least two weeks' notice to permit the President to attend the annual training.

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ARTICLE 37 MISCELLANEOUS

The District will work with the Union to implement their PEOPLE deduction for Union members who choose to make this contribution. PEOPLE stands for Public Employees Organized to Promote Legislative Equality. This is a Union PAC.

The District and the Union agree to work on a professional development program that will be designed to enhance the skills of staff and worker safety in District schools.


**ARTICLE 38
COMPLETE AGREEMENT**

This contract represents the entire agreement of the parties. There are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. This agreement fulfills and resolves all outstanding grievances existing prior to its effective date.


IN WITNESS WHEREOF, we affix our signature this _____ day of March 2018.

Wachusett Regional School District:


AFSCME, Council 93



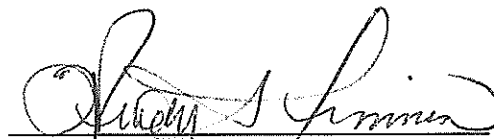
Kenneth Mills, Chair
Wachusett Regional School District Committee
Date: 3/12/18



Joel Bernier
President, AFSCME, Council 93, Local 2885
Date: 3/16/18



Darryll McCall, Ed.D.
Superintendent of Schools
Date: 3/12/18



Representative
AFSCME Council 93
Date: 3/16/18

Agreement Between
Wachusett Regional School District
and
AFSCME, Council 93, Local 2885 – Clerical
Employees

JULY 1, 2017 – JUNE 30, 2019

***Wachusett Regional School District
and
AFSCME, Council 93, Local 2885 – Clerical Employees***

PREAMBLE

This Agreement is entered into by the Wachusett Regional School District, hereinafter referred to as the Employer, and Local 2885, Council 93, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

**ARTICLE 1
RECOGNITION**

The Employer recognizes the American Federation of State, County, and Municipal Employees, Council 93, AFL-CIO hereinafter called the Union, is the exclusive representative of all full time and regular part time clerical personnel for the Wachusett Regional School District, including office aides, the senior bookkeeper/payroll clerk, senior account clerk, account clerk, secretaries, data entry clerks, administrative assistants to the principals, and excluding the secretary to the superintendent, the secretary to the Director of Administrative Services, principal bookkeeper, and junior executive assistants in the Central Office, managerial and confidential employees, and all other school employees as described in MCRE-2035, dated April 3, 1996, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

For the purposes of this Agreement, the Employer is the Wachusett Regional School District and its designated agents shall include the Superintendent of Schools or designee

**ARTICLE 2
UNION RIGHTS AND RESPONSIBILITIES**

A. Union Dues Deduction:

The Employer agrees that during the life of this Agreement, in accordance with the provisions of Chapter 180, Section 17(a) of the General Laws of Massachusetts, it will authorize the District to deduct Union membership dues from the pay of those employees who have voluntarily submitted a written authorization in the form included in the Appendix to the Agreement.

The Employer further agrees to remit the aggregate amount to the Union along with a list of employees who have had said dues deducted.

B. Discrimination and Coercion:

There shall be no discrimination by the Employer against any employee because of his/her membership or non-membership in the Union. The Employer further agrees that there will be no discrimination against any member for his/her adherence to any provision of this Agreement.

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C. Union Representatives:

A written list of the Union steward and other representatives shall be furnished to the Employer immediately after their designation, and the Union shall notify the Employer of any changes.

D. Labor-Management Meetings:

The Union shall designate a standing committee of three employees covered by this Agreement, to meet with the Superintendent or designee from time to time, but not to exceed once a quarter, at the request of either party. Such meetings shall be held at the convenience of both parties, if possible within ten (10) working days from the date upon which such request is received.

E. Access to Premises:

The Employer agrees, with the approval of the superintendent or designee, to permit representatives of the AFL-CIO, Council 93, Local 2885, to enter the premises at reasonable times for individual discussions of working conditions with employees, provided care is exercised by such representatives that they do not interfere with the performance of duties assigned to the employees, or the educational purposes of the Wachusett Regional School District.

F. Agency Service Fee:

In accordance with Chapter 1078 of the Acts of 1973 (M.G.L., c.150E, s. 17G), effective July 1, 1988, all employees in the bargaining unit who are not members of the Union in good standing and who have been employed for thirty (30) days or more, shall pay to the Union, as a condition of employment, an agency service fee to defray the costs of collective bargaining and contract administration.

All employees who have been employed for thirty (30) days or more shall be required to pay the agency fee as a condition of employment, provided such employees choose not to become members of the Union.

The employer agrees to deduct monthly from the pay of each non-Union member in the bargaining unit who properly authorizes such deduction, all agency service fees, which are owed to the Union.

The amount of the agency fees shall be an amount equal to the current costs of collective bargaining and contract administration, not to exceed period union dues.

The Union agrees to indemnify and defend the employer for any financial liability, which the employer may incur in complying with this article.

The agency service fee shall be deducted from employees and transmitted to the Union in the same manner as Union dues.

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**ARTICLE 3
MANAGEMENT RIGHTS**

The Employer retains and reserves all regular and customary functions of management and all powers, rights, and duties it has under law, except as abridged, delegated, granted, or modified by this Agreement. Such rights will not be used for the purpose of discrimination against any employee whether or not a member of the Union. Nothing in this Agreement will prohibit the Employer from contracting for services outside of the bargaining unit. All the functions, powers, rights, and duties which the Employer has not specifically abridged, delegated, granted, or modified by this Agreement are recognized by the Union as being retained by the Employer. Notwithstanding any language to the contrary, the District retains the sole and exclusive right to determine the supervisory chain of command for members of the Union. Any change to such chain of command shall be communicated, in writing, to the Union in a reasonable amount of time prior to the change becoming effective. The use of the district's discretion, where applicable, shall not be subject to the grievance and arbitration procedure detailed in this Agreement.

**ARTICLE 4
NO STRIKE - NO LOCKOUT**

There shall be no strikes, work stoppages, interruptions or impeding of work, or disruption of the normal quality of work. No employee or representative of the Union shall authorize, instigate, aid, or condone any such activities. No employee shall participate in such activities.

Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, interruption or impeding of work, or disruption of the normal quality of work, the Union shall, forthwith, publicly disavow any such action(s) and shall refuse to recognize any picket line established in connection therewith.

Furthermore, at the request of the Employer, the Union shall take all reasonable means to induce such employee or group of employees to terminate such activity and return to work forthwith. Any strike, work stoppage, interruption or impeding of work or disruption of the normal quality of work shall be grounds for dismissal of any individual participating therein.

The Employer agrees that there will be no lockout of employees.

**ARTICLE 5
JOB POSTING AND BIDDING**

When a position covered by this Agreement becomes vacant, such vacancy shall be posted in a conspicuous place in each building, listing the pay, duties, shifts, and necessary qualifications. This notice shall remain posted for at least seven (7) workdays. Interested employees shall apply in writing within the posting period. The Employer will award the position to the applicant who is the most qualified to fill the requirement of the job, as determined by the District.

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A successful applicant shall be given a sixty-day trial and training period in the new position at the applicable rate of pay. If at the end of the trial and training period, the Employer determines that the employee is not qualified to perform the work of the new position, he/she shall be returned to his/her previous position and rate of pay, if possible, or an equivalent position and rate of pay.

It is mutually agreed between the parties that if, in the sole and exclusive discretion of the Employer, the exercise of such discretion is not subject to the grievance and arbitration procedure contained herein, no applicant is acceptable, the Employer may fill the position from outside the bargaining unit.

No employee in a probationary period may exercise seniority for job bidding purposes.

**ARTICLE 6
GRIEVANCE PROCEDURE**

A. Purpose:

The purpose of the grievance procedure shall be to resolve at the lowest possible administrative level issues, which may arise from time to time with respect to the provisions of this Agreement.

A member of the Association who feels aggrieved shall attempt to resolve the issue through administrative channels before following the grievance procedure outlined below.

B. Definitions:

1. A **grievance** is a claim that a specific provision of this *Agreement* has been misapplied or misinterpreted.
2. An **aggrieved person** is the member or members of the association making the claim.
3. A **party in interest** is the person or persons who, in addition to the aggrieved person, has a recognized and reasonable interest in the grievance or its resolution.
4. The term **days** means work days.
5. Notwithstanding the informal procedure, all grievances shall be in writing and set forth the specific section(s) of the *Agreement* that is being or has been misapplied or misinterpreted, the nature of such misapplication or misinterpretation, and the specific relief requested, and must be filed within twelve days of the act or omission that is subject of the grievance.

C. Informal Procedure:

A member of the association with a grievance shall have the right to discuss it with his/her immediate supervisor, accompanied by one member of the Association if he/she chooses, with the objective of resolving the matter informally.

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D. Formal Procedure:

Level One:

If the aggrieved person is not satisfied with the disposition of his/her claim through the informal procedure outlined above, or if the claim is not resolved through the informal procedure, he/she shall have the right to present his/her grievance to his/her immediate supervisor accompanied by one member of the Association. Such grievance shall be in writing and conform to the requirements of filing detailed in paragraph 5 of section B of this Article, as outlined above. The supervisor shall have five (5) days from the date of the grievance presentation to render a decision.

Level Two:

If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within the time limits set forth in Level One, the grievant may appeal to a Clerical Grievance Resolution Committee (hereinafter referred to as the Cl.G.R.C.). Such appeal must be filed within ten (10) school days after the written decision was due at Level One. Said Cl.G.R.C. shall meet within ten (10) school days after the grievance is referred to Level Two.

The Cl.G.R.C. shall consist of three (3) full time bargaining unit members chosen by the Association and three (3) members of the District's Administrative Cabinet selected by the Superintendent, no two members on either side shall be from the same work location and/or department. Whenever possible, no representative from either side should be from the same work location. The nonvoting co-conveners of the Cl.G.R.C. shall be the President of the Association and the Superintendent or their designees.

The Cl.G.R.C. shall investigate the grievance and attempt to achieve a resolution. Decisions of the Cl.G.R.C. shall be by agreement of four (4) or more members of the Cl.G.R.C. voting by secret ballot. Decisions of the Cl.G.R.C. shall be final and binding upon all parties for that particular grievance on a no precedent basis. The Cl.G.R.C. is not confined to accepting or rejecting the requested remedy of the grievant(s). The Cl.G.R.C. may determine by majority vote of its members a mediated settlement to the grievance, which would be binding, but not precedent setting on all parties.

Level Three:

If the grievance is not resolved at Level One or no decision is rendered at Level Two, or if no decision is rendered within the time prescribed above, the aggrieved person may forward his/her grievance within five days of which a decision was due at Level One to the Superintendent of Schools or the date on which a decision was due at Level Two. The Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve the grievance within ten days after the grievance was forwarded to Level Three. The aggrieved person may be represented by one member of the Association. The Superintendent or his/her designee shall have ten (10) days to render a decision on the grievance.

Level Four:

If the grievance is not resolved at Level Three, or if no decision is rendered within ten (10) days of the hearing at Level Three, the aggrieved person may request the Association to submit his/her grievance to arbitration; provided, however, that such request shall be in writing and shall be made within five days

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of the date on which a decision at Level Three was due. Within fifteen (15) days of receiving the request, the Association shall decide whether to submit the grievance to arbitration. If the Association decides to submit the grievance to arbitration, it shall notify the Superintendent in writing. Within ten (10) days of notification, the District and the Association shall seek to select a mutually acceptable and available arbitrator. If the parties are unable to agree upon or to obtain a mutually acceptable arbitrator within the time specified, the matter shall be referred to the American Arbitration Association to be arbitrated in accordance with their current rules. The decision of the arbitrator shall be final and binding. If possible, the arbitrator's decision shall be submitted within thirty (30) days from the date the hearing is completed. The costs of the arbitrator shall be shared equally by the District and the Association, including per diem expense, if any, and actual and necessary travel and subsistence expenses. The arbitrator's award shall be in writing and shall set forth findings of fact, reasoning, and conclusions. The arbitrator shall have no power to add to, subtract from, or modify any part of this *Agreement*.

E. Miscellaneous:

1. The District and the Association agree that these proceedings shall be kept as informal and confidential as possible.
2. By mutual agreement, the parties may extend any of the time limits delineated in this Article.
3. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal a decision within the specified time limits shall be considered as acceptance by the aggrieved person of the decision rendered, and such decision shall thereafter be binding upon the association.
4. Forms for filing and processing grievances shall be the standard A.F.S.C.M.E., Council 93 grievance report form.
5. All decisions required by the formal procedure outlined above shall be in writing setting forth the decision and the reason therefore.
6. The aggrieved person(s) shall, during and notwithstanding the tendency of any grievance, continue to observe all assignments and applicable rules and regulations of the District until such grievance and any effect thereof shall have been fully determined.
7. The parties may utilize the services of a bona fide professional consultant at Levels Two and Three of this procedure.

**ARTICLE 7
OTHER LEAVES**

Each employee shall be entitled to up to three (3) days of personal leave, with prior approval of the Superintendent or designee, at full pay each year for the purposes of conducting personal business which must be conducted during regular work hours. A request must be made to the Superintendent or designee at least forty-eight (48) hours in advance of the day on which the leave is to be taken. One of the personal

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days does not require a reason for the leave. In cases of emergency, this requirement may be waived. If an employee has utilized his/her three (3) personal days and has a unique situation that would require further personal days, he/she may make a petition, through the Union, to the Superintendent for an extension of personal days beyond the three (3) day allotment.

Bargaining unit members' unused personal days shall be converted to unused sick days and added to the members' total sick day accrual at the end of the school year.

In the event of the death of a member of an employee's immediate family (e.g., husband, wife, parent, mother-in-law, father-in-law, son, daughter, brother, brother-in-law, sister, sister-in-law, step-child, grandparent or grandchild) the employee will be allowed to take his/her personal days listed above. The first five bereavement days are at full pay.

Employees will be granted one (1) day at full pay on the death of an aunt, uncle, niece, nephew who lives at an address other than the employee's.

ARTICLE 8
PROBATION PERIOD

The first ninety (90) working days of service after initial appointment shall be considered to be the probation period. An employee whose service during his/her probation period is not satisfactory may be dismissed from service. Such dismissal shall not be subject to the grievance and arbitration procedures of this agreement. Nothing in this article will preclude the district from dismissing an employee at any time during the ninety (90) day probationary period.

ARTICLE 9
DISCHARGE AND DISCIPLINE

Disciplinary actions for non-probationary permanent employees shall include, but not be limited to the following measures: verbal reprimand, written reprimand, demotion, suspension, and discharge for good cause. Good cause shall be defined as any ground which is put forward by the employer in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to the employer's task of building up and maintaining an efficient school system. The employer shall determine the severity of the discipline in any given instance. The parties recognize that there are actions or inactions that require more severe discipline in the first instance.

In the event an employee is demoted, suspended, or discharged, the employee shall be given a written statement of the reasons therefore at the time of or prior to the effective date of such demotion, suspension, or discharge.

Any disciplinary action involving demotion, suspension, or discharge may be made the subject of a grievance, provided the grievance is submitted within five (5) working days of the effective date of such demotion, suspension, discharge, or knowledge thereof. Such grievances shall be processed in accordance with the grievance and arbitration procedure contained herein, except that they shall begin at level 3.

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ARTICLE 10
SENIORITY

Seniority shall be considered the length of an employee's continuous service in the Wachusett Regional School District and its predecessor(s). Approved leaves of absence, disability, or layoff shall not be considered a break in service, but the period of such absence shall not be counted in determining continuous service. Continuous service means full time and uninterrupted service with the Employer as determined by the Employer's personnel records. Seniority shall be prorated for less than full time/full year work.

Seniority, within classification, shall govern in cases of layoff, recall from layoff, or decrease of the work force. Seniority shall be a consideration, within building, when determining shift work, days off, and vacation periods. The district retains the authority to make such assignments based upon district needs.

In cases of appointment, promotion, transfer, or increase of the work force, the Employer shall decide based on its best judgment as to the applicant's ability to fill the requirements of the job.

Seniority shall be forfeited under any of the following conditions:

1. If the employee quits, resigns, or retires
2. If the employee is discharged
3. If the employee fails to report to work at the end of a leave of absence
4. If the employee fails to return when recalled under the provisions of this Article.
5. If the employee is absent without notification for seventy-two (72) hours will be terminated with no recourse against the district and/or the Union.

ARTICLE 11
REDUCTION IN FORCE

It is recognized that it is within the sole discretion of the School Committee and the Superintendent to reduce the staff, if necessary, because of a decrease in enrollment, a decrease in revenues, or for any other reason sufficient under the General Laws of this Commonwealth. Any implementation of reduction in force not in accordance with these procedures may be subject to grievance, arbitration, or bargaining at the election of the Association. The District reserves the right to make reductions according to level. The reduction shall be accomplished as follows:

A. Order of Reduction

1. Length of Service shall be an employee's length of uninterrupted service in the Wachusett Regional School District. Length of service will be pro-rated for less than full time employment.
2. Authorized leaves of absence shall not be considered interruption of service for the purposes of this Article only.

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3. In the event two or more members have equal length of service, the date of the appointment letter from the District shall be the determining factor.
4. Reduction in force shall be determined by length of service, as defined in the sections above.
5. In the event of a reduction in force, the member would have the option to bump the least senior member in a lower level.

B. Notification

The Superintendent shall provide written notice to the Union and notification by certified mail at the address of record to the employee(s) to be affected by reduction in force, providing reasons therefore, no less than ten (10) working days prior to the date of layoff.

C. Recall

1. Any employee laid off pursuant to this article shall have the rights to any position for which (s)he is qualified for a period of two (2) years. Such recalled employees shall be placed on the salary schedule at no lower level than (s)he would have attained in the year following lay off and with continued seniority. Further, the recalled employee shall be granted any benefits (s)he had accrued up to the point of his/her termination.
2. The Superintendent shall notify, by certified mail to his/her last address of record, that (s)he is being recalled. If a laid off member fails to notify the Superintendent within fifteen (15) days from the date of mailing (s)he shall forfeit recall rights.

**ARTICLE 12
HOURS OF WORK AND WORK YEAR**

The normal work week shall consist of five (5) days between Monday and Friday.

The normal work day shall consist of at least seven (7) hours with the district option of scheduling a work day of up to eight (8) hours. All full-time employees' work schedules may provide for a thirty-minute unpaid lunch period within a twenty-four hour period. All full-time employees at the Central Office may have a one (1) hour unpaid lunch period within a twenty-four hour period. Employees shall be eligible for and may elect either a fifteen (15) minute rest period during each four (4) hour shift or one twenty (20) minute rest period per shift. Such election must be made, each year, on the first work day of the work year (e.g., July 1 for full-year employee and no later than September 1 for less than full-year employees). The lunch period and rest period(s) shall be scheduled when feasible, at the discretion of the district. Each employee shall be scheduled to work a shift with regular starting and quitting times. The regular starting and quitting times shall be determined at the beginning of each school year. If the educational and/or operational needs of the Employer require, these times may be altered. The Employer will make every reasonable effort to provide notice of such change prior to its implementation.

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Overtime pay shall be computed at the rate of time and one-half for all hours worked in excess of eight (8) hours in one day or forty (40) hours in one week. Overtime work on Saturdays and Sundays shall be paid at a rate of time and one-half for all hours worked.

Any employee called back to work after he/she has completed his/her assigned work shift and left his/her place of employment, and before his/her next regularly scheduled starting time, shall be paid at the rate of time and one-half for all hours worked on recall for a minimum of two (2) hours at time and one-half.

In the event that an employee has reported to work on a scheduled work day and at a scheduled work time and is unexpectedly sent home early or the normal work time is unexpectedly delayed or canceled and the employee is prevented, by district direction, from reporting to work on time (except as a suspension or other discipline), the employee shall be paid for all scheduled hours.

Employees working in the position of office assistant, data entry clerk, and receptionist shall work a minimum of 181 days each work year. Employees working in the position of school secretary and secretary I shall work a minimum of 200 days each work year or 260 days, as the position requires. Employees working in the position of accounting clerk/secretary, senior secretary, and senior accounting clerk/secretary shall work a minimum of 260 days each work year.

**ARTICLE 13
ANNUAL EVALUATION/PERSONNEL FILES**

All members of the bargaining unit shall be evaluated annually using a form established and designated by the employer for use for the evaluation.

A copy of any written statement or report which is of a critical or unsatisfactory nature concerning an employee made by a member of the employer's administrative team which is to be retained by the employer in the employee's personnel file shall be shown to the employee who shall certify in writing that he/she has read it. If the employee refuses to sign a statement, the supervisor or other person in whose presence the employee read the statement or report shall certify that the statement or report was read by the employee and the employee refused to sign the statement acknowledging this fact. If the employee is not available (due to illness or other absence) at the time the statement or report is prepared, the supervisor shall file with the statement or report to the employee the reason for not showing the statement or report to the employee at the time of filing, but the employee shall be given the opportunity to read the report as soon as he/she is available thereafter.

No action shall be taken by the employer based solely on such statement or report unless it appears in the file in accordance with the above procedure, the employee read or had the opportunity to read the statement or report, provided, however, that such record may be retained in the file and may be considered in any subsequent action if the record then shows that the employee has read the report.

The employee shall be permitted to make a written rebuttal or explanation as to any such report and the employee's written statement shall be filed with the related report. The employee's rebuttal shall not be so filed if it contains critical remarks about any other individual(s).

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Employees may review the contents of their personnel files upon written request to the Superintendent or designee, twenty-four (24) hours in advance.

No material derogatory to an employee's conduct, service, character, or personality will be placed in his/her personnel file unless the employee has had an opportunity to review the material by affixing his/her signature within a reasonable time to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent of designee and attached to the file copy.

**ARTICLE 14
HOLIDAYS**

The following days shall be considered to be paid holidays for all full-year employees:

New Years Day, Martin Luther King Day, President's Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day

The following days shall be considered to be paid holidays for all school-year employees:

New Years Day, Martin Luther King Day, Memorial Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day

Payment for a holiday shall be made only if the eligible employee shall have worked on his/her last regularly scheduled day prior to such holiday and on his/her regularly scheduled day following the holiday, or the employee is on approved paid status. Holidays will be paid based upon regularly scheduled workdays.

Holiday pay shall be based on the normally scheduled number of daily hours worked by the employee at his/her straight time rate. If a holiday occurs within any employee's vacation period, he/she shall receive one (1) additional vacation day.

Any employee required to work on a holiday shall receive, in addition to his/her regular pay, an amount equal to one and one-half (1 1/2) times his/her regular rate of pay for all hours worked, but in no case shall this be less than an amount equal to two (2) hours at the one and one-half (1 1/2) times his/her regular rate.

Should a holiday fall on a Saturday, the preceding Friday shall be observed as the holiday. Should a holiday fall on a Sunday, the succeeding Monday shall be observed as the holiday.

Any full-year employee, employed as of July 1, 1996, who had holidays in addition to those included in this Article, shall retain the monetary value of said holidays. Therefore, as said holidays

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occur, the employee is expected to work such days, but will receive an amount of holiday pay equal to the holiday pay calculation included in this Article.

Any less than full-year employee, employed as of July 1, 1996, who received paid holidays, shall continue to receive paid holidays until he/she terminates service to the district or changes positions within the district.

All employees who were not employed as of July 1, 1996, are subject to the provisions provided above.

ARTICLE 15
VACATION

The following vacation article applies to all full-year employees only. Any less than full-year employee, employed as of July 1, 1996, who received paid vacation, shall continue to receive paid vacation until he/she terminates service to the district or changes status within the District.

The vacation year shall be the period July 1 - June 30. Each employee, upon initial employment and prior to July 1 during their first year of employment shall be credited with five-sixths ($5/6$) a day of vacation pay, and then shall be credited with vacation leave as follows:

- 2 weeks - after one (1) year of continuous employment
- 3 weeks - after five (5) years of continuous employment
- 4 weeks - after ten (10) years of continuous employment
- 5 weeks - after fifteen (15) years of continuous employment

On July 1st of the 1st, 5th, 10th, and 15th anniversary, employees shall receive this extra week to be used in that fiscal year.

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

Full-year Employees who accrue vacation time under this contract, may carry forward up to five accrued vacation days each into the following contract year.

An employee who wishes to carry forward up to five days of accrued vacation leave shall make a written notification to the Superintendent of Schools. Such request must be made on or before the first day of the last month of the contract year. The carryover vacation shall be the first vacation days used in the next fiscal year.

Vacation schedules for employees covered by the Agreement shall be established by mutual agreement between the Employer and the employee, where possible. The final determination of vacation schedules rests with the Employer. The Employer reserves the right to close the District for periods of time on an annual basis during which time employees shall use his/her vacation time unless otherwise

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provided for by the Employer prior to such shutdown. Such closures will be made only after notice is given to effected employees.

Members of the bargaining unit who transfer from a ten-month position in the District to a twelve-month position will be credited with time worked for vacation eligibility on a pro-rata basis based upon the number of months worked in the ten-month position.

**ARTICLE 16
SICK LEAVE**

All full-time full year employees shall earn sick leave in the amount 15 days per year; all leave will be credited in hours. All less than full year employees shall earn sick leave as follows:

Work year 180-185 days per year	10 days per year
Work year 186-194 days per year	11 days per year
Work year 195+ days per year	12 days per year

Such leave shall be credited on a monthly basis in the appropriate hourly rate.

An employee, who must be absent on account of sickness or injury, shall notify his/her supervisor as early as possible before the starting time of his/her shift on each day of absence.

Sick leave shall begin on the day notification of the illness is given by the employee, his family, or his physician.

An employee shall be credited with the unused portion of sick leave granted above up to a maximum of 180 days. Any employee whose accumulated sick leave exceeds 180 days may retain his/her accrued time. However, if he/she uses such accrued time and the total accrual falls below 180 days, the employee may only accrue up to 180 days of sick leave. Such credit may only be used for sick leave in case of sickness or injury. An employee who has exhausted his/her accumulated sick leave, and vacation, may make application, in writing, for additional allowance of sick leave. Such additional allowance with or without pay may be authorized by the Superintendent or designee, in his/her sole and exclusive discretion. Additional allowance approved by the Superintendent or designee shall be at the rate of \$6.00 per hour. Accumulated leave prior to July 1, 1996 shall be credited to the employee.

The Superintendent or designee may require a medical examination of any employee claiming leave under this Article provided that the employee has had five (5) or more days of absence non-consecutive in any contract year. Such examination would be at the expense of the Employer by a physician selected by it.

The Employer shall provide annual notification of remaining sick leave to each employee covered by this Agreement.

In the case of absence due to an industrial accident, the employer agrees to allow the employee to make up the difference between regular take home pay and the amount received from workers'

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compensation. The amount of such difference shall be charged against the employee's accrued sick leave. If no sick leave is available, the employee may not recover any difference in pay.

For illness of a member of the member's immediate family, which necessitates the member's absence from school, up to ten (10) days per year may be charged to the member's personal sick leave.

ARTICLE 17
MILITARY LEAVE

An employee in the Armed Forces Reserve or the National Guard, who shall be required to and does attend annual active duty for training, shall be paid the difference between compensation regarding official government records, and his/her regular compensation; provided that seventeen (17) days in any twelve (12) month period, and shall not include payment to members of the Armed Forces Reserve or the National Guard who may be mobilized during an emergency.

ARTICLE 18
LEAVES OF ABSENCE

Leaves of absence without pay may be granted at the discretion of the Superintendent or designee. Such leave of absence will not break service, but shall not be counted in seniority. Previously accumulated sick leave credits shall be restored to employees returning from approved leaves of absence. During the period of such leave, the employee shall not continue to accumulate leave benefits and shall be responsible for the full payment of his/her insurance coverage.

ARTICLE 19
JURY DUTY

In accordance with Chapter 234A of the Massachusetts General Laws, any employee required to serve jury duty shall be paid the difference, if any, between his/her regular wages and the jury duty pay over and above the amount he/she receives for jury duty, exclusive of allowance for travel and meals.

ARTICLE 20
COMPENSATION FOR TRAVEL

Employee using their personal vehicles for authorized school business, that has received prior approval, shall be reimbursed at a rate commensurate with the rate approved by the Internal Revenue Service for reimbursement.

ARTICLE 21
PROFESSIONAL DEVELOPMENT

If the district requires additional or special training of any member of the Union, the district shall pay all associated costs for such training, unless it relates to required corrective action taken as a result of non-performance.

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ARTICLE 22
BULLETIN BOARDS AND ANNOUNCEMENTS

Bulletin boards and announcements shall be posted in a conspicuous place in each building. Both parties to this Agreement may use the bulletin board for notices of a routine nature. Both parties agree it would be improper to post denunciatory, inflammatory written material on such bulletin boards.

ARTICLE 23
PARENTAL LEAVE

A member of the bargaining unit who has completed three (3) or more months (90 calendar days) of continuous and unbroken service within the system shall be eligible for a parental leave, as described in the sections below of this article, if the member of the bargaining unit provides to the Superintendent or his/her designee written notice at two (2) weeks in advance of the expected departure date and of the intention to return to the employment in the system.

1. Parental Leave, Pursuant to MGL Chapter 149, Section 105D each employee shall be entitled to up to eight (8) weeks of parental leave without pay for the purposes of giving birth or for the placement of a child under the age of 18, or 23 if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt a child. If there are two employees employed by the District, they will only be entitled to eight (8) weeks of parental leave in the aggregate for the birth or adoption of the same child.
 - a. Accumulated sick leave may be applied to those days during the parental leave period for which the female's attending physician certifies that she is disabled and unable to work
 - b. In cases of miscarriage or stillbirth, the employee may return earlier than originally intended by so notifying the Superintendent or his/her designee.

ARTICLE 24
FAMILY AND MEDICAL LEAVE/SMALL NECESSITIES LEAVE

Up to twelve (12) weeks of leave may be granted to eligible employee for family and medical leave purposes in accordance with the Federal Family and Medical Leave Act of 1993, and the Wachusett Regional School District FMLA policy and procedure.

Up to twenty-four (24) hours of leave may be granted to eligible employees for purposes in accordance with the Small Necessities Leave Act and the Wachusett Regional School District policy and procedure on same. FMLA leave and Small Necessities Leave may be the same and there shall be no additional leave if either is utilized.

The benefit period for these leaves shall be a rolling one-year period that begins with the individual's first use of such leave and runs for twelve (12) months thereafter.

Employees may retain any personal leave and up to one (1) week of vacation from any required exhaustion of benefits prior to going on unpaid leave.

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**ARTICLE 25
LONGEVITY**

Members who have completed their tenth year of continuous employment with the District shall receive a longevity stipend of \$.50 per hour, effective July 1, 2017.

Members who have completed their fifteenth year of continuous employment with the District shall receive a longevity stipend of \$.60 per hour, effective July 1, 2017.

Members who have completed their twentieth year of continuous employment with the District shall receive a longevity stipend of \$.75 per hour, effective July 1, 2017.

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**ARTICLE 26
WAGES**

FY18	1%				
Step	Level I	Level II	Level III	Level IIIA	Level IV
1	\$13.19	\$17.70	\$18.95	\$20.59	\$22.24
2	\$13.60	\$18.13	\$19.37	\$21.21	\$23.06
3	\$14.02	\$18.52	\$19.76	\$21.83	\$23.87
4	\$14.41	\$18.95	\$20.19	\$22.44	\$24.70
5	\$14.83	\$19.33	\$20.60	\$23.05	\$25.53
6	\$15.24	\$19.75	\$21.02	\$23.66	\$26.35
7	\$15.65	\$20.16	\$21.44	\$24.17	\$27.19
8	\$15.96	\$20.56	\$21.87	\$24.66	\$27.60
9	\$16.20	\$20.87	\$22.20	\$25.02	\$28.02

FY19	2%				
Step	Level I	Level II	Level III	Level IIIA	Level IV
1	\$13.45	\$18.05	\$19.33	\$21.00	\$22.68
2	\$13.87	\$18.49	\$19.76	\$21.63	\$23.52
3	\$14.30	\$18.89	\$20.16	\$22.27	\$24.35
4	\$14.70	\$19.33	\$20.59	\$22.89	\$25.19
5	\$15.13	\$19.72	\$21.01	\$23.51	\$26.04
6	\$15.54	\$20.15	\$21.44	\$24.13	\$26.88
7	\$15.96	\$20.56	\$21.87	\$24.65	\$27.73
8	\$16.28	\$20.97	\$22.31	\$25.15	\$28.15
9	\$16.52	\$21.29	\$22.64	\$25.52	\$28.58

Level I includes the job titles of Office Assistant/Aide.

Level II includes the job titles of Secretary I.

Level III includes the job titles of full year including: Special Education Secretary, Guidance and High School Secretary and school year Upper and Lower House Secretary

Level III-A includes the job titles of Principal's School Secretary.

Level IV includes the job titles of Senior Secretary, Senior Accounting Clerk/Secretary, Accounting Clerk/Secretary, and Purchasing Clerk.

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ARTICLE 27
RETIREMENT BENEFIT

Upon retirement, all members of the bargaining unit shall receive credit for unused sick leave, and shall be paid \$10 per day for all unused sick days in excess of 80 to a maximum of \$1,000.

Retiree group health benefits shall conform to the existing PEC agreement.

ARTICLE 28
INSURANCE

Health, dental, Disability (long-term) and vision insurance shall be provided by the District in conformance with the existing PEC agreement.

ARTICLE 29
DURATION

This Agreement shall become effective July 1, 2017 and shall continue in full force and effect until June 30, 2019. Thereafter, it shall automatically renew itself in one year terms unless either party shall notify the other, in writing, of intention to negotiate a successor Agreement by October 1 of the year preceding termination. Following such notification, the parties shall meet and shall continue to make themselves available at convenient times and places for the purpose of negotiating a successor Agreement.

ARTICLE 30
COPIES OF CONTRACT

The employer shall provide each unit member with a copy of this agreement and three (3) copies to the exclusive representative. Additionally, the District agrees to provide a copy of the agreement on disk to the Union.

ARTICLE 31
SEPARABILITY AND SAVINGS

If any provision of this *Agreement* shall be found to be contrary to law, then said provision shall not be applicable or performed or enforced except to the extent permitted by law and substitute action shall be subject to administrative discretion and collective bargaining. All other provisions of the *Agreement* shall continue in effect.

ARTICLE 32
ADVISORY COMMITTEE ON CONTRACT LANGUAGE

The Wachusett Regional School District and the Union shall establish a study committee for the purpose of revising and updating all job descriptions. This Committee shall be charged with developing recommendations for changes in classifications and level adjustments of titles and/or incumbents, as appropriate. Implementations of the recommendations shall be subject to future negotiations.

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**ARTICLE 33
LEAVE FOR UNION PRESIDENT**

The Union President will receive a leave of absence without pay subject to at least two weeks' advance notice for one week per fiscal year to permit the President to attend the annual training.

**ARTICLE 34
RECLASSIFICATION PROCEDURE**

If an employee believes his/her position should be reclassified, he/she may petition for reclassification of his/her position in accordance with the following procedure:

Step 1 - The employee shall submit his/her request for reclassification in writing to his/her Principal, stating the grounds on which he/she bases his/her request.

Step 2 - Within fifteen (15) working days of receipt of the request, the Principal shall forward the request and his/her recommendations to the Superintendent. A copy of the Principal's recommendations shall be furnished to the employee.

Step 3 - Within fifteen (15) working days of receipt of the employee's request and the Principal's recommendation, the Superintendent shall schedule a conference with the employee and the Union.

Step 4 - If the Superintendent does not consider the employee's request or does not recommend the requested reclassification within thirty (30) working days following the date of the scheduled conference, the Superintendent shall furnish the employee and the Union a statement, in writing, setting forth the specific reason or reasons for the refusal. By mutual agreement this time limit may be extended. The Superintendent's decision is final and not subject to appeal.

Step 5 - To comply with review of the annual budget, such request shall be submitted so as to be considered at the same time as the annual budget.

Step 1 above shall be initiated not later than January 15. Any employee who requests reclassification consideration and is denied shall wait to resubmit their request for a minimum of 2 (two) years. Additionally, any employee whose position has been reclassified shall not be able to request reclassification of their current position for a minimum of 5 (five) years from the date of the upgrade.

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ARTICLE 35

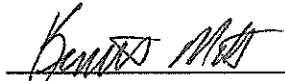
COMPLETE AGREEMENT

This contract represents the entire agreement of the parties. There are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. This agreement fulfills and resolves all outstanding grievances existing prior to its effective date.


IN WITNESS WHEREOF, we affix our signature this _____ day of March 2018.

Wachusett Regional School District:

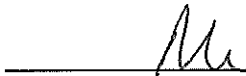
AFSCME, Council 93



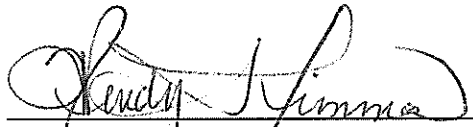
Kenneth Mills, Chair
Wachusett Regional School District Committee
Date: 3/12/18



Joel Bernier
President, AFSCME, Council 93, Local 2885
Date: 3/16/18



Darryll McCall, Ed.D.
Superintendent of Schools
Date: 3/12/18



Representative
AFSCME Council 93
Date: 3/16/18

Agreement Between
Wachusett Regional School District
and
Wachusett Administrators' Association
July 1, 2017 – June 30, 2020

Wachusett Regional School District
and
Wachusett Administrators' Association

PREAMBLE

Pursuant to the provisions of Section 1 of Chapter 150E of the General Laws of Massachusetts, this contract is made this 1st day of July 2010, by the Wachusett Regional School District (hereinafter sometimes referred to as the District) and the Wachusett Administrators' Association (hereinafter sometimes referred to as WAA).

**ARTICLE I
RECOGNITION**

For the purposes of collective bargaining with respect to wages, hours, other conditions of employment, the negotiation of collective bargaining agreements, and any questions arising thereunder, the District recognizes the Wachusett Administrators' Association as the exclusive bargaining agent and representative of all full-time (non-teaching) professional administrators holding a position requiring certification below the rank of Principal.

**ARTICLE II
PROFESSIONAL CONDUCT**

The Wachusett Administrators' Association agrees that no administrator shall involve the student body in any matters which are properly the sole concern of WAA and the District or shall agitate, incite, or provoke any student action on behalf of the administrators.

WAA also agrees that each administrator accepts the responsibility for the general conduct and order of the school and will act in any such situation he or she might encounter to maintain such order and conduct.

The members of the WAA individually and collectively understand that if there is a violation of this clause, any administrator violating this clause will at the discretion of the District be subject to disciplinary action.

**ARTICLE III
DUTIES**

The administrator shall perform faithfully to the best of his/her ability the duties of administrator. The duties of administrator vary according to building and position and are determined by the attached job description. The duties of the administrator will be determined by job description. The job description cannot be changed during the term of this Agreement unless mutually agreed upon by the administrator and the building Administrator.

**ARTICLE IV
DISCHARGE**

An administrator who has served in that position in the public schools of the District for three (3) consecutive years shall not be dismissed or demoted except for good cause. An

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administrator may seek a review of a dismissal or demotion decision by filing a petition with the Commissioner for arbitration. Except as provided herein, the procedure for arbitration, and the time allowed for the arbitrator to issue a decision, shall be the same as that in MGL Ch. 71, section forty-two. The Commissioner shall provide the parties with the names of three arbitrators who are members of the American Arbitration Association. The arbitrators shall be different from those developed pursuant to section forty-two. The parties each shall have the right to strike one of the three arbitrator's names if they are unable to agree upon a single arbitrator from among the three.

Upon such termination of this contract the administrator shall be paid the full amount of salary and other benefits or compensation which would have been due under the contract, but for the termination thereof, for the term or period stated in paragraph one above, or as said paragraph may be subsequently modified as amended in the next pay period immediately following termination, except when terminated for cause.

Any controversy or claim raising out of or relating to the sums due on termination shall be settled and determined by arbitration in accordance with the provision of Article 8 hereunder.

ARTICLE V
RESIGNATION

There shall be no penalty for release or resignation by the administrator from his/her contract, provided no resignation shall become effective until the close of any school year in which his/her contract is in effect, or sixty (60) days notification from the administrator.

ARTICLE VI
SALARY DEDUCTIONS

This Contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security, (FICA), Teachers' Retirement and other deductions, including annuity or insurance payments, authorized by the parties or required by law. This contract shall be deemed to have been entered into subject to all provisions of the laws of the Commonwealth of Massachusetts.

ARTICLE VII
OTHER ACTIVITIES

The administrators may accept speaking, writing, lecturing or other engagements of a professional nature as well as attend professional meetings as he/she sees fit, provided they do not derogate from his/her duties as administrator.

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**ARTICLE VIII
GRIEVANCE PROCEDURE**

A. *Purpose:*

The purpose of the grievance procedure shall be to resolve at the lowest possible administrative level issues which may arise from time to time with respect to the provisions of this Agreement.

A member of the Association who feels aggrieved shall attempt to resolve the issue through administrative channels before following the grievance procedure outlined below.

B. *Definitions:*

1. A **grievance** is a claim that a specific provision of this Agreement has been misapplied or misinterpreted.
2. An **aggrieved person** is the member or members of the Association making the claim.
3. A party in interest is the person or persons who, in addition to the aggrieved person, has a recognized and reasonable interest in the grievance or its resolution.
4. The term days means work days.
5. Notwithstanding the informal procedure, all grievances shall be in writing and set forth the specific section(s) of the Agreement that is being or has been misapplied or misinterpreted, the nature of such misapplication or misinterpretation, and the specific relief requested, and must be filed within twelve (12) days of the act or omission that is subject of the grievance.

C. *Informal Procedure:*

A member of the Association with a grievance shall have the right to discuss it with his/her immediate supervisor, accompanied by one member of the Association if he/she chooses, with the objective of resolving the matter informally.

D. *Formal Procedure:*

Level One:

If the aggrieved person is not satisfied with the disposition of his/her claim through the informal procedure outlined above, or if the claim is not resolved through the informal procedure, he/she shall have the right to present his/her grievance to his/her immediate

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supervisor accompanied by one member of the Association. Such grievance shall be in writing and conform to the requirements of filing detailed in paragraph 5 of section B of this Article, as outlined above. The supervisor shall have five (5) days from the date of the grievance presentation to render a decision.

Level Two:

If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within the time limits set forth in Level One, the grievant may appeal to an Administrator's Grievance Resolution Committee (hereinafter referred to as the A.G.R.C.). Such appeal must be filed within ten (10) school days after the written decision was due at Level One. Said A.G.R.C. shall meet within ten (10) school days after the grievance is referred to Level Two.

The A.G.R.C. shall consist of three (3) full time bargaining unit members chosen by the Association and three (3) members of the District's Administrative Cabinet selected by the Superintendent, no two members on either side shall be from the same work location and/or department. Whenever possible, no representative from either side should be from the same work location. The nonvoting co-conveners of the A.G.R.C. shall be the President of the Association and the Superintendent or their designees.

The A.G.R.C. shall investigate the grievance and attempt to achieve a resolution. Decisions of the A.G.R.C. shall be by agreement of four (4) or more members of the A.G.R.C. voting by secret ballot. Decisions of the A.G.R.C. shall be final and binding upon all parties for that particular grievance on a no precedent basis. The A.G.R.C. is not confined to accepting or rejecting the requested remedy of the grievant(s). The A.G.R.C. may determine by majority vote of its members a mediated settlement to the grievance which would be binding but not precedent setting on all parties.

Level Three:

If the grievance is not resolved at Level One or no decision is rendered at Level Two, or if no decision is rendered within the time prescribed above, the aggrieved person may forward his/her grievance within five (5) days of which a decision was due at Level One to the Superintendent of Schools or the date on which a decision was due at Level Two. If the Superintendent rendered the decision at Level One, the grievant may proceed directly to Level Four as set forth below. The Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve the grievance within ten (10) days after the grievance was forwarded to Level Three. The aggrieved person may be represented by one member of the Association. If the aggrieved person or the Association require there to be additional witnesses at the Level Three hearing, they must notify the Superintendent or designee in advance giving him/her a list of such witnesses and the reason for their attendance. The District may limit the number of witnesses to three (3) to include the Association representative. The Superintendent or his/her designee shall have ten (10) days to render a decision on the grievance.

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Level Four:

If the grievance is not resolved at Level Three, or if no decision is rendered within ten (10) days of the hearing at Level Three, the aggrieved person may request the Association to submit his/her grievance to arbitration; provided, however, that such request shall be in writing and shall be made within five (5) days of the date on which a decision at Level Three was due. Within fifteen (15) days of receiving the request, the Association shall decide whether to submit the grievance to arbitration. If the Association decides to submit the grievance to arbitration, it shall notify the Superintendent in writing. Within ten (10) days of notification, the District and the Association shall seek to select a mutually acceptable and available arbitrator. If the parties are unable to agree upon or to obtain a mutually acceptable arbitrator within the time specified, the matter shall be referred to the American Arbitration Association to be arbitrated in accordance with their current rules. The decision of the arbitrator shall be final and binding. The arbitrator's decision shall be submitted within thirty (30) days from the date the hearing is completed. The costs of the arbitrator shall be shared equally by the District and the Association, including per diem expense, if any, and actual and necessary travel and subsistence expenses. The arbitrator's award shall be in writing and shall set forth findings of fact, reasoning, and conclusions. The arbitrator shall have no power to add to, subtract from, or modify any part of this Agreement.

E. Miscellaneous:

1. The District and the Association agree that these proceedings shall be kept as informal and confidential as possible.
2. By mutual agreement, the parties may extend any of the time limits delineated in this Article.
3. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal a decision within the specified time limits shall be considered as acceptance by the aggrieved person of the decision rendered, and such decision shall thereafter be binding upon the Association.
4. Forms for filing and processing grievances shall be prepared by the District and distributed to the Association so as to facilitate operation of the grievance procedure.
5. All decisions required by the formal procedure outlined above shall be in writing setting forth the decision and the reason therefore.
6. The aggrieved person(s) shall, during and notwithstanding the tendency of any grievance, continue to observe all assignments and applicable rules and regulations of the District until such grievance and any effect thereof shall have

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been fully determined.

7. The parties may utilize the services of a bona fide professional consultant at Levels Two and Three of this procedure.

**ARTICLE IX
GENERAL CONDITIONS**

A. Provisions for School Year:

1. Less than Full Year Administrators:

Administrators shall work 200 days in each school year during the term hereof and thereafter. In the event the District determines that additional work days are necessary, the administrator, required to work additional days, shall be notified of the extension of the school year by April 15 of the school year. The per diem rate for any administrator required to work beyond his/her two hundred (200) day work year shall be paid at the rate of one hundred percent (100%) of his/her per diem rate for each day worked. Assistant Principals and Specialists shall be designated less than full year administrators. Any contract days from one fiscal year not completed within said fiscal year will be carried over into the succeeding fiscal year and the administrator will be paid based upon the rate established during the fiscal year in which the days were to be performed.

Should a member decide to take a position outside of the Wachusett Administrators' Association, it is understood that for purposes of calculating a member's per diem salary, the District may develop its own definition of a work year.

2. Full Year Administrators:

- a. The school year consists of every day of the year except for Saturdays, Sundays, legal holidays, the day after Thanksgiving and December 24. Anytime July 4th falls on a Saturday or Sunday, administrators shall accrue a "floating holiday" to be substituted for that day within that school year.
- b. Administrators are eligible for twenty-two (22) vacation days per year, such days to be approved in advance by the Principal.
- c. Administrators are eligible for an additional (5) five vacation days per year or \$600.
- d. Except as provided below, the District does not have a vacation buy back program, and, therefore, administrators covered by this agreement must

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use their accrued vacation leave before the end of the contract or work year in which the vacation was accrued. Requests for vacation leave shall not be reasonably denied.

Administrators who accrue vacation time under their contracts, may, with authorization, carry forward up to five accrued vacation days each into the following contract year in the event that such person is unable to take his/her vacation due to work commitments.

An administrator who wishes to carry forward up to five days of accrued vacation leave shall make a written request to the Superintendent of Schools with an explanation of the reason(s) why he/she cannot take his/her remaining accrued vacation days within the contract year. Such request must be made on or before the first day of the last month of the contract year. The Superintendent shall respond in writing to such a request and either approve or deny the request to carry forward vacation. If the Superintendent denies the request, such denial shall include a list of the work day(s) that the member may take for those remaining work days.

- e. Coordinators and Supervisors shall be full year administrators.
- f. An administrator who resigns or retires at any time other than June 30th, will receive vacation for the year of resignation or retirement based upon 1.83 days per month. Appropriate deductions for vacation payments made in excess of the accrual will be made to an administrator's last payment prior to resignation or retirement.

B. Conditions of Work:

1. Provisions for Payment of Salaries:

- a. Salaries will be paid in twenty-six (26) equal biweekly installments.
- b. Dues for WAA, MSSPA, and NASSP, when authorized individually and voluntarily by an employee, will be deducted each pay period. The total amount of dues to be deducted per member will be deducted each pay period in such equal amounts as to complete the authorized deductions between October 1 and June 1.

2. Provisions for Vacancies and Promotions:

- a. Whenever an administrative vacancy occurs, the position shall be posted in all District buildings and a copy sent to the Association President as far in advance of the appointment as is practicable, but in no event less than fourteen (14) days prior to the appointment date. The District agrees to

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make every reasonable effort to post the position on the District e-mail system.

- b. Qualifications, requirements, duties, salary range, and other pertinent information shall be set forth in such notices.
- c. The District shall guarantee interviews for a least three (3) candidates from the Association who shall be considered for the vacancy prior to any outside employee being hired.
- d. In the event an administrator is not chosen for the vacancy, the District may grant a conference with the administrator to discuss the reason(s) for not being selected.

3. Assignment and Transfer:

- a. An administrator may request the District to transfer to another position within the system, so long as the administrator is qualified for the position.
- b. In the event an administrator is transferred to another position that is functionally a lateral transfer within the District, the administrator will be credited with all time worked in the previous position for purposes of determining an administrator's years of service toward attaining professional status. A lateral transfer shall be defined as a transfer or assignment of an Assistant Principal to Specialist, or vice versa.

C. Reimbursement for Approved Courses:

The District shall reimburse members of the Association the full cost of tuition for graduate courses that have the prior approval of the Superintendent at public institutions (e.g., state colleges and universities). The District shall reimburse members of the Association an amount equal to the cost of a similar course offered at a public institution in response to requests for reimbursement of tuition for graduate courses that have the prior approval of the Superintendent at private colleges or universities.

D. Provisions for Sabbatical Leave:

1. Acceptable Purpose for Sabbatical Leave:

- a. Graduate Program
- b. Field experience - meaning work experience in administration
- c. Research program

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2. *Eligibility requirements:*

A minimum of six (6) years of continuous administrative duties in the Wachusett Regional School District.

3. *Approval and Selection Responsibility:*

Recommendation will be made by the Wachusett Administrators' Association and submitted to the Superintendent for approval. The Superintendent's decision will be final.

4. *Sabbatical Leave Options:*

- a. Sabbatical Leaves shall not exceed one (1) during each school year.
- b. This Leave shall be granted as one (1) school year at one-half base pay.

5. *Other Financial Arrangements:*

An administrator will be paid according to 4 above unless other financial arrangements are agreed to by the administrator and the District. Base pay is defined as the contract salary excluding extra-duty pay such as coaching or activities.

6. *Return from Sabbatical:*

In accordance with State Law, an individual granted sabbatical leave must return to the system for a period of time equal to twice the length of her/his leave. In default of completing such services, s(he) will refund to the Wachusett Regional School District an amount equal at such proportion of salary received while on leave as the amount of service not rendered, as agreed, bears to whole amount of service agreed to be rendered. Exceptions could be made in cases of illness, death, or other extenuating circumstances to be considered by the District.

7. *Notification:*

Individuals applying for sabbatical leave shall notify the Superintendent and Wachusett Administrators' Association by September 15 preceding the proposed sabbatical leave. A detailed plan of the program will be submitted to WAA by October 1 of the same year. WAA will rendered a decision within the next forty-five (45) days. Exceptions shall be made in the calendar under the extenuating circumstances and subject to the Superintendent's approval.

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8. *Reimbursements:*

The District will not reimburse tuition costs or travel or conference expenses to an individual on sabbatical leave.

E. *Provisions for Leave:*

1. *Sick Leave:*

Every administrator of the Wachusett Regional School District shall be provided with earned sick leave days up to a maximum of fifteen (15) per year without payroll deductions on the following basis:

- a. Administrators automatically are to have fifteen (15) sick days advanced to them at the beginning of each contract year.
- b. Unused sick leave days shall accumulate to a maximum of 180 days.
- c. Within a month after the return from an absence, the Superintendent may request an employee to verify by a doctor's certificate the listing of an absence as a charge against sick leave. The cost of such certification is to be paid by the District.

2. *Sick Leave Bank:*

- a. Any actively employed member of the bargaining unit covered by this agreement is eligible for membership in this sick bank. WAA members will notify the Sick Bank Committee by October 1st, or within sixty (60) days of hire, that they want to contribute to the sick bank.
- b. Any contributing member of this sick bank is eligible to receive benefits.
- c. Membership in this bank shall be voluntary. Each member shall make an initial non-returnable contribution of two (2) sick days.
- d. The Sick Leave Bank shall only be able to award sick bank benefits up to the maximum number of days that have been contributed to the Sick leave Bank.
- e. Any sick day contributions made to the bank will be permanently deducted from the Member's sick day total (i.e., a member who donates five (5) days would have a sick leave cap of one hundred seventy-five (175) days permanently).
- f. Any Sick Bank days shall be carried over to successive years.
- g. Sick Bank days may only be drawn after an applicant has exhausted all accumulated or accrued sick days and the extended leave benefit.
- h. Sick Bank days may only be granted for the applicant's extended disability resulting from illness and/or accident.
- i. The Sick Bank shall be administered by a Sick Bank Leave Committee consisting of three (3) WAA members, designated by the President or his/her designee. Decisions by the Committee require a majority vote (2).

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- j. Applications for benefits can be made by an active, contributing member of the Sick Bank. Applications must be in writing, and at least twenty (20) days prior to the point at which the employee's sick leave is exhausted. (For extenuating circumstances the twenty (20) day waiting period can be waived.) The application must be accompanied by a doctor's letter certifying the need for extended leave and estimating the number of days needed for recovery.
- k. The Sick Bank Leave Committee cannot act without a physician's statement.
- l. The initial grant of sick leave by the Sick Bank Leave Committee cannot exceed the number of days donated to the Sick Leave Bank by all participating members.
- m. The decision of the above Sick Bank Leave Committee shall be final and binding upon the WAA, its members, and the Committee, with respect to the administration of the sick leave bank and shall not be subject to grievance or arbitration.
- n. Each administrator who volunteers to participate in the Sick Leave Bank must sign a statement indicating that they have agreed to the conditions set forth above and that they waive any right to challenge the decision of the Sick Leave Bank or bring a grievance or lawsuit regarding the granting or denial of benefits under the Sick Leave Bank.

3. *Emergency or Personal Business Leave:*

Every administrator of the Wachusett Regional School District shall be provided with up to five (5) Emergency Leave or Personal Business Leave days in any school year with the approval of the Superintendent. The District agrees that bargaining unit members shall be permitted to carry over one unused personal day each year.

4. *Compassionate Leave:*

In the event a death occurs in an administrator's immediate family (immediate family: father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, and any other relative to include guardians with whom the employee has had a long and close relationship), up to five (5) compassionate leave days shall be available for each occurrence. Extensions beyond three (3) may be granted at the discretion of the Superintendent.

Members of the bargaining unit will be granted one (1) day at full pay per event on the death of an aunt, uncle, niece, or nephew who lives at an address other than that of the employee.

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The following are exclusions to this provision:

- a. Holidays falling in a normal work week;
- b. Occurrences falling in a scheduled vacation;
- c. Occurrences during an approved leave of absence.

5. *Combining of Sick Leave and Emergency or Personal Business Leave Days:*

Individuals who have used up all of the earned accumulated days in any of the classifications above may request a combining of their accumulated earned days before a payroll deduction is made. The Superintendent's approval is required before earned accumulated days may be combined.

6. *Extended Illness Leave:*

Any administrator who has been continuously employed on a regular basis by the Wachusett Regional School District for a period of three (3) or more years shall, following the authorized utilization of all accumulated sick days earned, be placed on extended illness leave and continue to receive payment based on her/his salary rate minus the day-rate for a substitute for a period not exceeding six (6) months. All provisions of Paragraph E.I.c. shall apply to extended illness leave.

7. *Authorized Absence:*

An employee of the Wachusett Regional School District may, upon application to the Superintendent, be granted authorized absence on the following basis:

- a. Payroll deductions for each day of authorized absence shall be based on her/his day-rate defined as the annual contract divided by the actual days the employment contract covers. Annual contract is defined as the total annual payment including extra-duty payment.
- b. Unauthorized Absence - An employee who takes an unauthorized absence (one not covered by or in conflict with Paragraph 1. through 5. above) shall be judged in violation of her/his employment contract and following a hearing, may be dismissed or reprimanded by the District.

8. *Provisions for Sick Leave Benefits:*

a. *Separation from Service:*

- 1. Administrators' sick leave benefits shall apply to administrators employed on/or before February 14, 2005 as follows:
- 2. Administrators shall receive a maximum benefit of seventy-five (75) days, upon separation from service.

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3. The rate of payment shall be \$75.00 per day.
4. Payments are due in full within one (1) calendar year of termination of employment.
5. Administrators employed for one (1) year only will not be eligible for the provisions of this benefit.

a) Retirement:

1. Upon retirement after ten (10) years as a Wachusett Regional School Teacher - Administrator, administrators shall receive a maximum benefit of seventy-five (75) days.
2. Upon retirement after fifteen (15) years as a Wachusett Regional School Teacher - Administrator, administrators shall receive a maximum benefit of ninety (90) days.
3. The rate of payment shall be \$100.00 per day
4. Payments are due in full within one (1) calendar year of termination of employment.
5. Administrators employed for one (1) year only will not be eligible for the provisions of this benefit.

9. Parental Leave

A member of the bargaining unit who has completed three (3) or more full months (90 calendar days) of continuous and unbroken service within the system shall be eligible for parental leave, as described in the sections below, if the member of the bargaining unit provides to the Superintendent or his/her designee written notice at least two (2) weeks in advance of the expected departure date and of the intention to return to employment in the system.

Pursuant to MGL Chapter 149 Section 105d each employee shall be entitled to up to eight (8) weeks of parental leave without pay for the purpose of giving birth or for the placement of a child under the age of 18, or 23 if the child is mentally or physically disabled, for the adoption with the employee who is adopting or intending to adopt a child. If there are two employees employed by the District, they will only be entitled to 8 weeks of parental leave in the aggregate for the birth or adoption of the same child. Accumulated sick leave may be applied to those days during the maternity leave period for which the female's attending physician certifies that she is disabled and unable to work. In cases of miscarriage or stillbirth, the employee may return earlier than originally intended by so notifying the Superintendent or his/her designee.

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F. Provisions for Professional Improvement:

1. Workshops and Conferences:

- a. Attendance at subject-area or educational workshops and conferences must be pre-approved for the cost incurred to be reimbursed as provided in the budget. The District agrees to provide each administrator in the bargaining unit with an annual benefit of \$500 to be used for payment of fees, travel or other costs for workshops or conferences that receive the prior approval of the administrator's supervisor. The District agrees that approval of such requests shall not be unreasonably denied. This \$500 benefit shall not be accumulated from year to year but the \$500 benefit for each administrator will be available each year. The District will inform WAA on February 1 of total dollars not spent for professional development from July 1 through January 31. The unused dollars will be allocated to WAA members for professional development on a first come first serve basis not to exceed \$750 per member. Remaining dollars as of June 30 will be returned to the District.
- b. Mileage shall be reimbursed on the basis of adopted I.R.S. mileage reimbursement rate for use of personal vehicle plus tolls and parking or for actual expenditures for commercial transportation.
- c. Reimbursement for meals, tax and tip will be made for expenses incurred. No reimbursement shall be permitted for alcoholic beverages.
- d. The cost of reasonable lodging shall be reimbursed.

G. No-Strike Clause:

The Wachusett Administrators' Association agrees that they will not cause, openly condone, sanction, or take part in any strike, walkout, work stoppage, or job action of any kind in the Wachusett Regional School District. WAA and its members, individually and collectively agree that if there is a violation of this clause, any administrator violating this clause will at the discretion of the District be subject to disciplinary action.

H. Health and Disability Insurance:

Health, dental, disability (long-term) and vision insurance shall be provided by the District in conformance with the PEC agreement.

I. Workers' Compensation Insurance

In case of absence due to an industrial accident, the District agrees to allow the member of the bargaining unit to make up the difference between regular take home pay and the

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amount received from workers compensation. The amount of such difference shall be charged against the employee's accrued sick leave. If no sick leave is available, the employee may not recover any difference in pay.

J. Savings Clause:

In the event that any provisions of this agreement is or shall at the time be contrary to law, all other provisions of this agreement shall continue in effect.

K. Administrators' Files:

Official administrator files, wherever kept, shall be maintained under the following conditions:

1. Employees shall have the opportunity to review and to discuss their evaluations with their supervisors. Employees shall have the right to receive copies of their individual reports. The employee may acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed, with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with the content.
2. The employee shall have the right to answer any material filed, and the answer shall be attached to the filed copy.
3. Upon appropriate request by the employee, he/she shall be permitted to examine his/her file.
4. The employee shall be permitted to reproduce any material in his/her files within five (5) calendar days of his/her request.

L. Professional Dues:

Each administrator will annually have dues for a national association and state affiliate association appropriate to the administrator's area of responsibility, up to four hundred and fifty dollars (\$450.00)

M. Travel Reimbursement:

Each administrator will be reimbursed for official District related travel consistent with the approved I.R.S. mileage reimbursement rate for all miles traveled and for expected professional travel not covered by Article IX, F.

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N. Years of Service:

Years of service in the Wachusett Regional School District shall include all years of service in Wachusett Regional High School and the former School Union #64.

**ARTICLE X
SALARY**

A. All experience raises shall become effective on July 1 of each year.

B. The wage scale schedule (depicted below) shall be increased by 1% retroactive to July 1, 2017, 2 % on July 1, 2018 and, 2% on July 1, 2019.

	Supervisor	Assistant Supervisor	Coordinator	Specialist	BCBA	Assistant Principal (K-12)	Literacy Coach
1	\$97,691.56	\$90,032.95	\$82,376.93	\$86,390.16	\$78,907.11	\$86,390.17	\$63,776.17
2	\$100,501.19	\$93,105.03	\$85,709.51	\$89,407.26	\$82,694.66	\$90,417.28	\$64,488.27
3	\$103,310.83	\$96,177.22	\$89,042.07	\$92,424.38	\$86,664.00	\$92,424.38	\$69,478.10
4	\$106,120.48	\$99,249.21	\$92,374.64	\$95,441.50	\$90,823.88	\$94,874.03	\$72,395.49
5	\$108,930.12	\$102,321.28	\$95,707.22	\$98,458.60	\$95,183.42	\$98,458.61	\$75,580.98
6							\$78,907.11
7							\$82,378.63
8							\$85,250.72
9							\$86,921.52

	Supervisor	Assistant Supervisor	Coordinator	Specialist	BCBA	Assistant Principal (K-12)	Literacy Coach
1	\$99,645.39	\$91,833.61	\$84,024.47	\$88,117.96	\$80,485.25	\$88,117.97	\$65,051.69
2	\$102,511.21	\$94,967.13	\$87,423.70	\$91,195.41	\$84,348.55	\$92,225.63	\$65,778.04
3	\$105,377.05	\$98,100.76	\$90,822.91	\$94,272.87	\$88,397.28	\$94,272.87	\$70,867.66
4	\$108,242.89	\$101,234.19	\$94,222.13	\$97,350.33	\$92,640.36	\$96,771.51	\$73,843.40
5	\$111,108.72	\$104,367.71	\$97,621.36	\$100,427.77	\$97,087.09	\$100,427.78	\$77,092.60
6							\$80,485.25
7							\$84,026.20
8							\$86,955.73
9							\$88,659.95

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	Supervisor	Assistant Supervisor	Coordinator	Specialist	BCBA	Assistant Principal (K-12)	Literacy Coach
1	\$101,638.30	\$93,670.28	\$85,704.96	\$89,880.32	\$82,094.96	\$89,880.33	\$66,352.73
2	\$104,561.44	\$96,866.47	\$89,172.17	\$93,019.31	\$86,035.52	\$94,070.14	\$67,093.60
3	\$107,484.59	\$100,062.78	\$92,639.37	\$96,158.32	\$90,165.23	\$96,158.32	\$72,285.02
4	\$110,407.75	\$103,258.88	\$96,106.58	\$99,297.34	\$94,493.16	\$98,706.94	\$75,320.27
5	\$113,330.90	\$106,455.06	\$99,573.79	\$102,436.33	\$99,028.83	\$102,436.34	\$78,634.45
6							\$82,094.96
7							\$85,706.73
8							\$88,694.85
9							\$90,433.15

Longevity:

Longevity shall be based on years of service in the teaching profession for employees hired on or before July 1, 2001. Longevity steps shall be applied of follows:

\$ 600 at the 16th year
 \$ 600 at the 22nd year
 \$1,000 at the 30th year

For employees hired after July 1, 2001, the longevity payment shall be based upon years of service in the Wachusett Regional School District.

In addition to the above, those Members employed with the District for five (5) full school years, will receive an additional longevity payment of \$3200 beginning in their 6th year with the School District.

Stipends:

The District agrees to provide an additional stipend for the advanced educational degrees of a CAGS and Ph.D./Ed.D. so long as the degree is in a field related to the position or function performed by the administrator for the District. The stipends shall be added to the administrator's regular base pay.

CAGS \$2,000 per year
 Ph.D./Ed.D. \$4,000 per year

The following stipends will be paid to less than full year administrators:

Summer SPED Administrator K-8 – 24 additional days
 Summer Administrator 9-12 -20 additional days
 SPED Specialists 9-12 (10 additional days)
 Saturday Administrators - \$40 an hour

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Compensation for the above stipend positions will be based upon the Members per diem rate based upon an 8 hour day. If a Program is less than 8 hours, the stipend will be pro-rated, for the number of hours and days the Administrator may be assigned to a particular summer program. If more than one member is sharing an Administrator position, each Member will receive a stipend amount based on their current per diem rate for 8 hours when pro-rated.

**ARTICLE XI
EVALUATIONS**

1. An administrator's supervisor shall be required to meet with the administrator and complete the year's goals setting no later than November 1 of each school year.
2. The administrator and the supervisor shall meet no later than March 1 of each school year to review the administrator's progress on such goals.
3. The supervisor shall provide the administrator with a draft "final" evaluation no later than May 31 of each school year. The supervisor shall meet with the administrator to review the draft evaluation upon the administrator's request no later than five (5) school days after receipt of the draft evaluation.
4. The supervisor shall provide the administrator with a final evaluation no later than June 20 or five (5) days after the close of school, whichever is later. The supervisor shall meet with the administrator to review the final evaluation upon the administrator's request not later than five (5) days after receipt of the final evaluation.
5. The administrator shall have the right to submit written comments in response to the evaluation that shall be included in the administrator's personnel file along with the evaluation.

NOTE: The parties continue the process of revising Article XI of the Collectively Bargained Agreement. As the process continues, Memorandums of Agreement will be executed which will document the process and confirm the final evaluation instrument(s).

**ARTICLE XII
COMPLAINT PROCEDURE**

Any complaints (except charges of criminal conduct or administrative complaints of a nonacademic nature) regarding a member of the bargaining unit made by any parent, student, or other person, and impelling some official cognizance by the Superintendent of Schools, shall be promptly called to the attention of the member of the bargaining unit in order that the employee may attempt to rectify the situation or answer such complaints.

A complaint filed by any such person about an administrator which is deemed serious enough to be included in the administrator's personnel file, shall be promptly called to the administrator's attention. The identity of the complainant shall be made known, if available, and

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the administrator afforded the opportunity in writing to refute such complaint prior to its inclusion in the file. Further, in the event a member of the School Committee receives a complaint from any person about an administrator, whether in person or at a public meeting, the member shall refer such person immediately to the Superintendent for investigation in accordance with the policies adopted by the School Committee for complaints about District personnel.

All complaints about an administrator shall be first referred to the Superintendent or his/her designee for investigation. Nothing shall be added to any employee's file until and unless the member of the bargaining unit has seen the item and acknowledged such by signing it. Administrators shall have the right to challenge any item placed in the file and seek its exclusion through the grievance procedure. An administrator shall have the right to Association representation during any such meeting.

Moreover, unless the Superintendent has a legal obligation to act without a formal complaint, no matter shall be processed unless the complainant files a written complaint. Upon submission of a written complaint, the administrator shall have the right to a conference within seven (7) school days with the complainant and other appropriate parties.

**ARTICLE XIII
REDUCTION IN FORCE**

It is recognized that the Superintendent of Schools is responsible for staffing decisions, including increases and reductions due to enrollment, changes in revenues, or any other reason sufficient under the general laws of Massachusetts. Reductions shall be accomplished as follows:

A. *Layoffs*

Layoffs shall be by length of service in the bargaining unit by categories. The categories for the purpose of reduction in force shall be as follows:

- Assistant Principals 9-12
- Assistant Principals K-8
- Supervisor of Pupil Services
- Special Education Coordinators
- Specialists in Special Education Administration
- Curriculum Specialists – Math and Science
- Curriculum Specialists - Humanities
- Curriculum Specialists – Special Education
- Curriculum Specialists - Athletics
- Curriculum Specialists – Foreign Language
- Supervisor of Curriculum

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B. Bumping

A bargaining member may bump a less senior member in another category if he or she is certified and has served in the position to which he or she would like to bump during the previous five years.

C. Length of Service

Length of service shall be an employee's length of uninterrupted service in the bargaining unit measured from his or her first scheduled work day. Length of service will be pro-rated for less than full time employment.

In the event that two or more members have equal length of service, the superintendent, in making the determination, shall consider, but not be limited thereto the following: degrees, course preparation, certification and quality of professional service.

This reduction in force provision applies only to administrators who have served in the bargaining unit position for more than three years and have acquired statutory protection pursuant to chapter 71, section 42a.

D. Notification

The superintendent shall provide written notice to the association and notification by certified mail at the address of record to the employee(s) to be affected by reduction in force as soon as reasonably possible. It is the sole responsibility of the employee to keep the district informed of any changes in his or her address of record.

E. Recall

1. Any bargaining unit member laid off pursuant to this article shall have rights to a position within the category from which he or she was laid off for a period of up to two years from the date of notification.
2. The superintendent shall notify a reduced employee by certified mail to his or her last address of record of his intentions to recall said employee. If said employee fails to notify the superintendent within fifteen days from the date of mailing of said notice of his or her acceptance of the recall in writing, he or she shall forfeit all such recall rights.

**ARTICLE XIV
AGENCY SERVICE FEE**

- A. Pursuant to Massachusetts General Laws, Chapter 150E, Section 12, each member of the bargaining unit who elects not to be a member of the Wachusett Administrators' Association shall be required, as a condition of employment, to pay an agency service

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fee.

- B. Such agency service fee shall be proportionally commensurate with the cost of collective bargaining and contract administration.
- C. Such agency service fee shall be due and payable by December 31st of the current school year unless arrangements are made through the Wachusett Administrators' Association treasurer for payroll deduction.
- D. The Wachusett Administrators' Association agrees to hold harmless and to indemnify the District against all claims or suits arising out of application of this Article.

**ARTICLE XV
COMPLETE AGREEMENT**


This contract represents the entire agreement of the parties. There are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. This agreement fulfills and resolves all outstanding grievances existing prior to its effective date.

**ARTICLE XVI
EFFECTIVE PERIOD OF CONTRACT**


This contract shall continue in effect from July 1, 2017 to and including June 30, 2020. By November 1, 2019 the Committee and the Association shall begin negotiations on a successor contract.

IN WITNESS WHEREOF, we affix our signature this _____ day of March 2018.

Wachusett Regional School District:

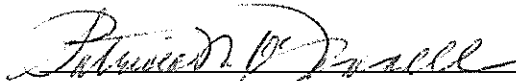


Kenneth Mills, Chair
Wachusett Regional School District Committee
Date: 3/12/18



Darryll McCall, Ed.D.
Superintendent of Schools
Date: 3/12/18

Wachusett Administrators' Association



Patricia O'Donnell, President
Wachusett Administrators' Association
Date: 3/16/2018

Agreement Between
Wachusett Regional School District
and
Wachusett Cafeteria Association

July 1, 2017 – June 30, 2019

**Wachusett Regional School District
and
Wachusett Cafeteria Association**

PREAMBLE

This Agreement is entered into by the Wachusett Regional School District, hereinafter referred to as the Employer, and the Wachusett Cafeteria Association, hereinafter referred to as the Association, has as its purpose the promotion of harmonious relations between the Employer and the Association, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment. The parties to this *Agreement* understand and agree that each bargaining unit member's primary responsibility is to endeavor to satisfy the District's food service customers while maintaining their nutritional needs.

**ARTICLE I
RECOGNITION**

The Employer recognizes that the Wachusett Cafeteria Association, hereinafter the Association, is the exclusive representative of all full-time and regular part-time cafeteria bargaining unit members, including head food service associates, assistant head food service associates, and food service associates, and excluding the food services manager, managerial and confidential bargaining unit members, and all other District bargaining unit members as described in MCRE-2034 dated February 9, 1995, for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment.

**ARTICLE II
GRIEVANCE PROCEDURE**

A. Purpose:

The purpose of the grievance procedure shall be to resolve at the lowest possible administrative level issues which may arise from time to time with respect to the provisions of this *Agreement*.

A member of the Association who feels aggrieved shall attempt to resolve the issue through administrative channels before following the grievance procedure outlined below.

B. Definitions:

1. A **grievance** is a claim that a specific provision of this *Agreement* has been misapplied or misinterpreted.
2. An **aggrieved person** is the member or members of the Association making the claim.
3. A **party in interest** is the person or persons who, in addition to the aggrieved person, has a recognized and reasonable interest in the grievance or its resolution.

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4. The term **days** means work days.
5. Notwithstanding the informal procedure, all grievances shall be in writing and set forth the specific section(s) of the *Agreement* that is being or has been misapplied or misinterpreted, the nature of such misapplication or misinterpretation, and the specific relief requested, and must be filed within twelve days of the act or omission that is subject of the grievance.

C. Informal Procedure:

A member of the Association with a grievance shall have the right to discuss it with his/her immediate supervisor, accompanied by one member of the Association if he/she chooses, with the objective of resolving the matter informally.

D. Formal Procedure:

Level One:

If the aggrieved person is not satisfied with the disposition of his/her claim through the informal procedure outlined above, or if the claim is not resolved through the informal procedure, he/she shall have the right to present his/her grievance to his/her immediate supervisor accompanied by one member of the Association. Such grievance shall be in writing and conform to the requirements of filing detailed in paragraph 5 of section B of this Article, as outlined above. The supervisor shall have five (5) days from the date of the grievance presentation to render a decision.

Level Two:

If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within the time limits set forth in Level One, the grievant may appeal to a Food Service Grievance Resolution Committee (hereinafter referred to as the F.S.G.R.C.). Such appeal must be filed within ten (10) school days after the written decision was due at Level One. Said F.S.G.R.C. shall meet within ten (10) school days after the grievance is referred to Level Two.

The F.S.G.R.C. shall consist of three (3) full time bargaining unit members chosen by the Association and three (3) members of the District's Administrative Cabinet selected by the Superintendent, no two members on either side shall be from the same work location and/or department. Whenever possible, no representative from either side should be from the same work location. The nonvoting co-conveners of the F.S.G.R.C. shall be the President of the Association and the Superintendent or their designees.

The F.S.G.R.C. shall investigate the grievance and attempt to achieve a resolution. Decisions of the F.S.G.R.C. shall be by agreement of four (4) or more members of the F.S.G.R.C. voting by secret ballot. Decisions of the F.S.G.R.C. shall be final and binding upon all parties for that particular grievance on a no precedent basis. The F.S.G.R.C. is

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not confined to accepting or rejecting the requested remedy of the grievant(s). The F.S.G.R.C. may determine by majority vote of its members a mediated settlement to the grievance which would be binding but not precedent setting on all parties.

Level Three:

If the grievance is not resolved at Level One or no decision is rendered at Level Two, or if no decision is rendered within the time prescribed above, the aggrieved person may forward his/her grievance within five days of which a decision was due at Level One to the Superintendent of Schools or the date on which a decision was due at Level Two. The Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve the grievance within ten days after the grievance was forwarded to Level Three. The aggrieved person may be represented by one member of the Association. The Superintendent or his/her designee shall have ten (10) days to render a decision on the grievance.

Level Four:

If the grievance is not resolved at Level Three, or if no decision is rendered within ten (10) days of the hearing at Level Three, the aggrieved person may request the Association to submit his/her grievance to arbitration; provided, however, that such request shall be in writing and shall be made within five days of the date on which a decision at Level Three was due. Within fifteen (15) days of receiving the request, the Association shall decide whether to submit the grievance to arbitration. If the Association decides to submit the grievance to arbitration, it shall notify the Superintendent in writing. Within ten (10) days of notification, the District and the Association shall seek to select a mutually acceptable and available arbitrator. If the parties are unable to agree upon or to obtain a mutually acceptable arbitrator within the time specified, the matter shall be referred to the American Arbitration Association to be arbitrated in accordance with their current rules. The decision of the arbitrator shall be final and binding. If possible, the arbitrator's decision shall be submitted within thirty (30) days from the date the hearing is completed. The costs of the arbitrator shall be shared equally by the District and the Association, including per diem expense, if any, and actual and necessary travel and subsistence expenses. The arbitrator's award shall be in writing and shall set forth findings of fact, reasoning, and conclusions. The arbitrator shall have no power to add to, subtract from, or modify any part of this *Agreement*.

E. Miscellaneous:

1. The District and the Association agree that these proceedings shall be kept as informal and confidential as possible.
2. By mutual agreement, the parties may extend any of the time limits delineated in this Article.
3. Failure at any step of this procedure to communicate a decision within the

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specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal a decision within the specified time limits shall be considered as acceptance by the aggrieved person of the decision rendered, and such decision shall thereafter be binding upon the Association.

4. Forms for filing and processing grievances shall be prepared by the District and distributed to the Association so as to facilitate operation of the grievance procedure.
5. All decisions required by the formal procedure outlined above shall be in writing setting forth the decision and the reason therefore.
6. The aggrieved person(s) shall, during and notwithstanding the tendency of any grievance, continue to observe all assignments and applicable rules and regulations of the District until such grievance and any effect thereof shall have been fully determined.
7. The parties may utilize the services of a bona fide professional consultant at Levels Two and Three of this procedure.

**ARTICLE III
MANAGEMENT RIGHTS**

The Employer retains and reserves all regular and customary functions of management and all powers, rights, and duties it has under law, except as abridged, delegated, granted, or modified by this *Agreement*. Such rights will not be used for the purpose of discrimination against any bargaining unit members whether or not a member of the Association. Nothing in this *Agreement* will prohibit the Employer from contracting for services outside of the bargaining unit. All the functions, powers, rights, and duties which the Employer has not specifically abridged, delegated, granted, or modified by this *Agreement* are recognized by the Association as being retained by the Employer.

**ARTICLE IV
SICK LEAVE**

- 1.0 Each bargaining unit members employed by the District as of the effective date of this *Agreement* shall be entitled to earn one (1) sick day per month up to ten (10) days in one year, such time to be cumulative to a maximum of one-hundred fifty (150) days. Bargaining unit members hired after July 1, 2001 shall be entitled to earn one-half (1/2) day per month up to five (5) days in one year for the first three years of employment; shall earn three-quarters (3/4) day per month up to 7.5 days in one year for the fourth and fifth years of employment; and, shall earn one (1) day per month up to ten (10) days in one year at the beginning of the bargaining unit members' sixth year of employment, all such time to be cumulative to a maximum of seventy-five (75) days.
- 2.0 Any bargaining unit members who has accrued more than one-hundred fifty (150) days

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prior to July 1, 2001 shall retain those accrued days at the level they reached as of October 23, 2001. Any such bargaining unit members shall earn days as outlined above but in no case will exceed the maximum one-hundred fifty (150) day limit or that limit set as of October 23, 2001. In a bargaining unit members with more than one-hundred fifty (150) days accrued sick leave uses these excess days to go below the one-hundred fifty (150) day limit, he/she can accrue only to the one-hundred fifty (150) day maximum in subsequent years.

- 3.0 For illness of the member's immediate family, which necessitates the employee's absence from school, days may be charged to the employee's sick leave up to a maximum of ten (10) days per year.

**ARTICLE V
BULLETIN BOARDS AND ANNOUNCEMENTS**

Bulletin boards and announcements shall be posted in a conspicuous place in each building where bargaining unit members enter or leave the premises or where there is access by all bargaining unit members. Both parties to this *Agreement* may use the bulletin board for notices of a routine nature. Both parties agree that it would be improper to post denunciatory, inflammatory written material on such bulletin boards. Any material deemed to be denunciatory or inflammatory, in the discretion of the Principal, will be removed immediately.

**ARTICLE VI
UNIFORM ALLOWANCE**

The District agrees to pay bargaining unit members a \$185.00 uniform allowance for the 2017-2018 school year and a \$250 uniform allowance for the 2018-2019 school year. Said payment shall be included in the third regular paycheck of the school year minus applicable withholdings.

**ARTICLE VII
OTHER LEAVES**

- 1.0 Each bargaining unit members shall be entitled to up to three (3) days of personal leave, with prior approval of the Superintendent or designee, at full pay each year for the purposes of conducting personal business which must be conducted during regular school hours. A request must be made to the Superintendent or designee at least forty-eight (48) hours in advance of the day on which the leave is to be taken. Such a request for two (2) of said personal days must include the reason for the leave, the reason need not be provided for the third personal day requested. The employee may choose which personal day requested he or she wishes to provide no reason. In cases of emergency, this requirement may be waived. At the end of each school year any remaining unused personal days shall be converted to unused sick days and added to the bargaining unit member's accrued sick time.
- 2.0 In the event of the death of a member of the bargaining unit members' immediate family (e.g. husband, wife, parent, parent-in-law, son, daughter, brother, brother-in-law, sister,

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sister-in-law, step child, grandparent or grandchild) or any relative residing within the bargaining unit member's household, the bargaining unit member shall be granted five (5) bereavement days at full pay, per event.

- 2.1 Bargaining unit members will be granted one (1) day at full pay on the death of an aunt, uncle, niece, nephew who lives at an address other than the bargaining unit member's such leave to be credited against personal leave listed above or if such leave has been exhausted, he/she may request to use one sick day to attend the funeral.
- 3.0 Any bargaining unit member who currently has in excess of three (3) personal days accrued will be allowed to use those days, with prior approval. Once these accrued days are utilized, there will be no further accrual of personal leave days.

**ARTICLE VIII
SEPARABILITY AND SAVINGS**

If any provision of this *Agreement* shall be found to be contrary to law, then said provision shall not be applicable or performed or enforced except to the extent permitted by law and substitute action shall be subject to administrative discretion and collective bargaining. All other provisions of the *Agreement* shall continue in effect.

**ARTICLE IX
JURY DUTY PAY**

In accordance with Chapter 234A of the Massachusetts General Laws, any bargaining unit members required to serve jury duty shall be paid the difference, if any, between his/her regular wages and the jury duty pay over and above the amount he/she receives for jury duty, exclusive of allowance for travel and meals.

**ARTICLE X
HOURS AND CONDITIONS OF EMPLOYMENT**

- 1.0 Bargaining unit members who are sent home because of an unscheduled early dismissal or an unscheduled late start of students shall be paid for the regularly scheduled work day.
- 2.0 Bargaining unit members who work in excess of four hours in one day shall receive a thirty (30) minute unpaid lunch period. Bargaining unit members who work more than two hours but less than four hours per day shall receive a fifteen (15) minute unpaid coffee break period. Each of these provisions shall be at the bargaining unit members' option subject to the approval of the principal.
- 3.0 All bargaining unit members are required to give notice of absence to the building principal or designee prior to the opening of school. Failure to give such notice will result in an bargaining unit members being ineligible for paid sick leave for that day. An bargaining unit members who will arrive late for school must give notice that he/she will be late to the building principal or designee prior to the opening of school. A pattern of

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non-notification will be grounds for disciplinary action, up to and including termination.

- 4.0 The work year shall be defined as a minimum of one hundred eighty one (181) days.
- 5.0 Each year the Administration shall convene a meeting to establish staffing ratios for the ensuing year. The meeting shall be attended by all Head Food Service Associates and two other members designated by the Association.

**ARTICLE XI
SALARY**

- 1.0 All raises shall become effective on July 1 of each year unless otherwise specified.
- 2.0 Overtime pay at one and one half times regular pay will be paid for all hours worked in excess of eight hours per day or forty hours per week.
- 3.0 Yearly step advancement shall be subject to satisfactory performance evaluation and a recommendation by the evaluator (supervisor or Principal) for advancement. If the bargaining unit member is dissatisfied with the recommendation, she/he shall have ten (10) school days to appeal to the Superintendent of Schools. The Superintendent, in his sole and exclusive discretion, will review the appeal and his decision will be final and binding upon the bargaining unit members and will not be subject to the grievance and arbitration provisions of this *Agreement*.
- 3.1 In determining the eligibility for the yearly step advancement during the bargaining unit member's first year of employment, the following shall apply:

Bargaining unit members with a date of first employment between August 1 and January 31 shall receive this step on July 1 of the current year; and

Bargaining unit members with a date of first employment between February 1 and July 31 shall receive this step on July 1 of the next year.

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4.0 Salary Scale

July, 2017 (1.0% increase)			
Step	Level I	Level II	Level III
1	\$11.52	\$13.98	\$15.76
2	\$12.25	\$14.90	\$16.87
3	\$13.12	\$15.76	\$18.29
4	\$14.13	\$16.74	\$19.63
5	\$15.25	\$18.05	\$21.34
6	\$16.37	\$19.27	\$22.69

July, 2018 (2% Increase)			
Step	Level I	Level II	Level III
1	\$11.75	\$14.26	\$16.08
2	\$12.50	\$15.20	\$17.21
3	\$13.38	\$16.08	\$18.66
4	\$14.41	\$17.07	\$20.02
5	\$15.56	\$18.41	\$21.77
6	\$16.70	\$19.66	\$23.14

Lane I includes the positions of Food Service Associate

Lane II includes the position of Assistant Food Service Associate

Lane III includes the position of Head Food Service Associate

5.0 Any bargaining unit member who has completed ten (10) years of continuous service to the District will be entitled to receive an additional value step which shall be \$.65 per hour commencing on the eleventh year of employment; Any bargaining unit member who has completed fifteen (15) years of continuous service to the District will be entitled to receive an additional value step which shall be \$.75 per hour commencing on the sixteenth year of employment; Any bargaining unit member who has completed (19) years of continuous service to the District will be entitled to receive an additional value step which shall be \$1.00 per hour commencing on the twentieth year of employment.

5.1 In determining the eligibility for this additional value step, the following shall apply:

Bargaining unit members with a date of first employment between August 1 and January 31 shall receive this value step on the first work day in September of the school year of their eleventh anniversary date; and

Bargaining unit members with a date of first employment between February 1 and July 31 shall receive this value step on the first work day in September of the school year immediately following their eleventh anniversary date.

5.2 Wages will be paid in equal payments over twenty-one (21) payments. Adjustments will

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be made if actual hours worked is not consistent with the estimated annual salary.

**ARTICLE XII
DURATION**

This Agreement shall become effective July 1, 2017 and shall continue in full force and effect until June 30, 2019.

**ARTICLE XIII
NO STRIKE**

- 1.0 No bargaining unit member covered by this *Agreement* shall engage in, induce, or encourage any strike, work stoppage, slow down, sick-out, picketing, sympathy strike, or other withholding of services from the District, including so-called work-to-rule, refusal to perform in whole or in part duties of employment, however established. Neither the Union nor any of its officers, agents or members will call, institute, authorize, participate in, or sanction any such strike, work stoppage, slow down, sick-out, picketing, sympathy strike, or other withholding of services, including so-called work-to-rule, refusal to perform in whole or in part duties of employment, however established, including upon termination of this *Agreement*.
- 2.0 Should any bargaining unit member or any group of bargaining unit members covered by this *Agreement* engage in any job action described in paragraph 1.0 of this Article, the Union shall forthwith disavow such activity and refuse to recognize any picket line established in connection therewith, and shall, at the request of the District, take all reasonable means to induce such bargaining unit members or group of bargaining unit members to terminate any such job action.
- 3.0 Violation of paragraph 1.0 or refusal to cross any picket line in the performance of duty shall be a violation of this *Agreement* and shall be just cause for disciplinary action against such bargaining unit members and such other action as the District shall deem appropriate.
- 4.0 If there is any violation of this Article by the Union or bargaining unit members, the District may, in addition to the remedies under Chapter 150E of the Massachusetts General Laws or this *Agreement*, file independently an action in the appropriate Court to enforce this Article.

**ARTICLE XIV
INSURANCE**

- 1.0 Health, dental, disability (long-term) and vision insurance shall be provided by the District in conformance with the PEC Agreement.
- 2.0 In case of absence due to an industrial accident, the District agrees to allow the member of the bargaining unit to make up the difference between regular take home pay and the

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amount received from workers compensation. The amount of such difference shall be charged against the employee's accrued sick leave. If no sick leave is available, the employee may not recover any difference in pay.

**ARTICLE XV
WORKING OUT OF GRADE**

Any bargaining unit member required to work in a higher classification for more than three consecutive work days shall receive half the difference between his/her regular pay and the pay of the higher classification beginning on the fourth consecutive work day for any consecutive work day from the sixth work day forward. Once the working out of classification terminates, the bargaining unit members must again work more than five consecutive work days in a higher classification to receive such adjustment on the sixth consecutive work day.

**ARTICLE XVI
EXTRA DUTY PAY**

- 1.0 Any bargaining unit member covered by this *Agreement* that is required to work additional hours at school sponsored events shall be paid their regular straight time pay rate for all hours worked so long as such hours do not exceed forty hours in one week or more than eight hours in one day. A week shall be defined as Sunday to Saturday for the purposes of this article. If the bargaining unit member works more than forty hours in one week or works more than eight hours in one day at school sponsored events, said bargaining unit member will be paid time and one-half his/her normal rate of pay for any hours worked exceeding forty hours or more than eight hours worked in one day. Any bargaining unit member required to work at non-school sponsored events shall be paid at time and one-half her/his regular rate of pay for all hours worked. Any member required to work on Saturday or Sunday shall be paid at time and one-half her/his regular rate of pay for all hours worked.
- 2.0 The District will make every best effort to ensure that extra duty assignments are equitably distributed. In cases where the Association feels such assignments are not being equitably distributed, it may meet with the principal to review the assignment of extra duty. If the Association is not satisfied with the principal's review and response, it may ask for a review by the Superintendent or designee. The Superintendent's review and any response thereto shall be the final determination of the Association's claim.
- 3.0 Any Head Food Service Associate (Level III) required to supervise ten (10) or more bargaining unit members on a regular basis shall be entitled to a stipend for extra supervisory responsibilities of \$1,050 per year. This stipend shall be paid in twenty-one (21) or twenty-six (26) equal installments corresponding to the bargaining unit members' number of pay periods.

Any Head Food Service Associate (Level III) required to supervise two separate school cafeterias shall be entitled to a stipend for extra supervisory responsibilities of \$500 per

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year. This stipend shall be paid in twenty-one equal installments.

- 4.0 Any Food Service Associate required to serve as an interim head food service associate, due to an extended leave, of more than four (4) weeks, shall be entitled to be temporarily placed on level iii for the duration of the interim position. Should the Interim Position be at a location where supervision of ten(10) or more employees is required, the Interim Head Food Service Associate shall also be eligible for the additional stipend per Article XVI, Section 3.0.

**ARTICLE XVII
PROBATIONARY PERIOD**

All bargaining unit members shall, upon initial hiring, be placed on probation for a period of ninety (90) working days. During such probationary period, the District will assess the bargaining unit member's ability to perform his/her duties and ability to adapt to the cafeteria environment. The District, at the end of the probationary period, will determine if the individual will continue to be employed by the District. If the District, in its sole and exclusive discretion, decides not to continue employing the individual, the District's decision is not subject to the grievance and arbitration procedures of this *Agreement*, nor does the bargaining unit members have any other recourse.

**ARTICLE XVIII
SENIORITY**

- 1.0 For the purposes of this Article, seniority shall be considered the length of an bargaining unit member's continuous service in the Wachusett Regional School District Food Service operation. Continuous service is defined as the most recent period of unbroken service within job classification in the Food Service operation. Authorized leaves of absence shall not be considered a break in continuous service for the purpose of establishing a seniority rating. However, during such leave, no bargaining unit members shall accrue or otherwise accumulate other benefits.

- 2.0 Loss of Seniority:

A bargaining unit member shall lose his/her seniority for the following reasons:

1. The bargaining unit member terminates employment;
2. The bargaining unit member is discharged and such discharge is not reversed through the grievance procedure set forth in the *Agreement*; and
3. The bargaining unit member is absent for two (2) consecutive work days without notifying the District. (Note: Exceptions may be made only with the consent and in the sole and exclusive discretion of the District.)

- 2.1 In cases where an bargaining unit members loses his/her seniority, the District will send

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written notification to the bargaining unit members at his/her last known address indicating such loss of seniority and where appropriate that his/her employment has been terminated. Failure to return from approved sick leave shall be treated as indicated above.

2.2 If the disposition made of a complaint or grievance arising out of such termination of employment is not settled satisfactorily to the bargaining unit member and the Association, the matter may be referred to arbitration as provided in the grievance procedure.

3.0 Reduction in Force:

The District agrees that in the event of a forced reduction in the work force, said reduction shall take place in inverse order of seniority within job classification, based upon equal skill and ability to perform the job requirements. Such skill and ability will be assessed and determined by the Superintendent or designee in his/her sole and exclusive discretion. The use and operation of such discretion shall not be subject to the grievance and arbitration procedures of this *Agreement*. In cases of identical date of hire, seniority shall be determined by a drawing by lot, e.g., flip of a coin or draw of a card and that shall determine seniority within such seniority date.


**ARTICLE XIX
Reasonable Expectation of Employment**

Provided the District intends to renew the employment of an employee covered by this contract for the successor school year, he or she will receive a letter or email from the District, before the end of the school year, notifying him or her that he or she has a reasonable expectation of employment for the upcoming school year.


IN WITNESS WHEREOF, we affix our signature this _____ day of March 2018.

Wachusett Regional School District:

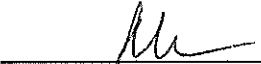
Wachusett Cafeteria Association



Kenneth Mills, Chair
Wachusett Regional School District Committee
Date: 3-12-18



Michele Goodacre
President
Date: 3/15/18



Darryll McCall, Ed.D.
Superintendent of Schools
Date: 3/12/18