

Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

April 5, 2019

To: *Wachusett Regional School District Committee*

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

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

SUBJECT: Superintendent's Report

Posting, Roster, and Subcommittee Assignments

Attached is the updated posting of School Committee, subcommittee, and SEPAC meetings for April and May (attachment 1). You will note on the meeting agenda, toward the end of the regular meeting, the Committee will enter executive session to discuss the status of union contract negotiations. Upon adjournment of the executive session, the Committee will reconvene in 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).

The May Organizational Meeting and regular School Committee meeting have been scheduled for Thursday, May 23rd, at 7:00 PM in the Media Center. This meeting, following the conclusion of local elections and the five Annual Town Meetings, has been scheduled for a Thursday evening due to spring concerts to take place at the high school Tuesday and Wednesday of that week.

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

Wachusett Regional School District

With this year's resignations of Harriet Fradellos, Susan Hitchcock, and Charlie Witkes, membership of the Committee is down to 19. Attached is the updated roster (attachment 3). Also attached is the updated subcommittee assignment sheet, reflecting additions to some of the subcommittees and elections of Vice-chairs of Business/Finance and Legal Affairs subcommittees (attachment 4).

Recognition of Student Ambassadors

This year's WRSD Project 351 8th grade Student Ambassadors have been invited to the start of Monday's meeting, to give the Committee and the public the opportunity to congratulate these student-ambassadors and to wish them a successful year. The student-ambassadors are:

- Mountview Middle School - Gabriela Hamburger Medailleu
- Paxton Center School - Aiden Havens
- Thomas Prince School - Sydney Mentzer
- Central Tree Middle School - Emma Jeffrey
- Chocksett Middle School - Kaelin Pousland

These student-ambassadors gathered together with hundreds of other eighth-graders from across the state for the Annual Launch & Service Day held in Boston in January (attachment 5). Project 351, founded under former Governor Deval Patrick in 2011, "is a youth-led change movement that puts courage, compassion, and community first." From its inception, former TPS principal Mary Cringan has been deeply involved with Project 351, currently serving as Chair of the Project 351 Educators Advisory Group (attachment 6). Mary will be at Monday's meeting to introduce our student-ambassadors and will certainly share a few words about this remarkable program. I look forward to meeting and congratulating this year's ambassadors.

FY20 Budget

On March 27th I had the opportunity to meet with the town of Holden's Finance Committee to discuss the District's proposed FY20 budget. I was pleased with the overall tenor of the meeting and felt that it was extremely positive and supportive of the budget. There were questions about tuition-free, full-day kindergarten and also the possibility of a future building project in Holden, but nothing where the budget presented was called into question. At the end of our presentation, and after comments and questions, the Holden Finance Committee voted unanimously to support the proposed FY20 budget.

Wachusett Regional School District

For your information and planning, below are the dates, times, locations, and those who will represent the District and the School Committee at the May Annual Town Meetings:

	Holden	Paxton	Princeton	Rutland	Sterling
Annual Town Meeting Date	Monday May 20, 2019	Monday May 6, 2019	Tuesday May 14, 2019	Saturday May 11, 2019	Monday May 6, 2019
Town Meeting Time	7:00 PM	7:00 PM	7:00 PM	7:00 PM	6:30 PM
Town Meeting Location	WRHS	Paxton Center School	Thomas Prince School	Glenwood Elementary School	Chocksett Middle School
Annual Town Election Date	Monday, May 13 th				
Administration	Darryll McCall	Darryll McCall/Jeff Carlson	Darryll McCall	Darryll McCall	Bob Berlo/Dan Deedy
School Committee Rep	Ken Mills	Ben Mitchel	Bob Imber and Megan Weeks	Matt Lavoie	Mike Rivers

FY18 Draft Audit

The Audit Advisory Board will be meeting at 5:00 PM on Wednesday, April 10th, to review the draft FY18 audit documents. Representatives from Melanson Heath, District auditors, will be in attendance to review the draft documents and to answer any questions AAB members may have.

Fund our Future Event

Thursday evening, April 11th, in the high school auditorium a “community conversation” will take place to discuss “What do our schools need to thrive?” This event, which is open to the public, will begin at 6:00 and conclude at 7:30 PM (attachment 7). We have been contacted by Senator Harriette Chandler, who will be at this forum, and she has invited Senator Jason Lewis to attend the meeting, and he has accepted. Senator Chandler knows Senator Lewis personally and professionally and has the highest opinion of him. Senator Lewis is the newly appointed Chair of the Joint Committee on Education, and Senator Chandler feels having him attend the meeting, listen to what all have to say, specifically about funding for regional districts, is an important opportunity for Wachusett. Senator Lewis will be at the meeting to listen; he may say a few words, but he is mainly attending to hear what others have to say. All interested in attending are welcome.

At our last meeting, after Mrs. Lahey spoke at the Public Hearing, Member Imber reminded members that the School Committee had passed a resolution in support of full funding for our public schools. A copy of the resolution, voted at the December 10, 2018 School Committee

Wachusett Regional School District

meeting, is attached for your information (attachment 8).

Administrator Search

I wish to advise the School Committee that after considerable time, attention, and contemplation, the search for the Administrator of Special Education will be reopened. The position will be re-posted on SchoolSpring, and we are hoping to start the search process the beginning of May. I am grateful for the time and effort of those who participated on the Search Committee (attachment 9).

Superintendent's Annual Evaluation

On Monday evening, Chair Mills and Superintendent Goals and Evaluation Subcommittee Chair Lavoie will review my evaluation process with the School Committee, including reviewing the online rubric. The form takes the DESE rubric for superintendents and will allow members to complete the entire evaluation online. Last year the Committee's annual evaluation of my year was completed online, with 20 of 21 members providing evaluation input. We are hopeful that again this year the online component will again make completing the evaluation process a little less daunting.

On Friday, April 12th, I will share my evaluation narrative with the Committee. The Superintendent Goals and Evaluation Subcommittee will meet on Thursday, April 25th, to review members' feedback, with a final evaluation being shared at the April 29th School Committee meeting, and action by the full Committee on this evaluation will be on the agenda for that meeting.

Grant Opportunity

At our last meeting, I mentioned the Safer Schools and Communities Initiative/Local Equipment and Technology Grant opportunity and on Monday of this week the grant application was submitted to the Executive Office of Public Safety and Security, Office of Grants and Research. Director Deedy, Supervisor Sclar, and I worked on the grant application over the past two weeks, completing the application and sending it in before the deadline. In the grant, I requested funds for updated cameras for all front entrances at our schools, with the exception of Mountview, and also requested funds for materials to supply the go-buckets. I am hoping to hear about the grant by the end of this month or early next month.

Turf Field

On March 20th, Field Turf, the low bidder for the recent procurement of the turf field replacement, sent a listing of references to the Director of Business and Finance. As of April 3rd, the District contacted all of the vendors listed as references but has only heard back from some of the references. Director Deedy will continue to solicit input from these vendors. Director Deedy also contacted the Massachusetts Attorney General's Office for guidance on references that were not included in the original procurement submission. The Attorney General's Office

Wachusett Regional School District

advised that the District was within its authority to solicit references not included in the bid packet.

Director Deedy met with an engineer on April 4th to review the references received to date as well as to analyze the proposed materials for the project. Director Deedy has had ongoing conversations with representatives from Field Turf relative to the project. Field Turf remains confident that once the contract award is made by the District (anticipating May of this year), Field Turf can and will complete the project within the time frame specified in the procurement document.

School Use Fees

It has been nine years since fees charged to outside groups for use of space(s) in our schools have been increased. Last year, the former Director of Business and Finance did extensive research and data gathering, both from schools in this district about usage and also from other schools and districts about what others charge for use of school buildings. The topic of increasing school use fees beginning July 1, 2019 was brought before the Business/Finance Subcommittee at the April 1st meeting and, after discussion, it was decided additional information would be gathered and Director Deedy would reach out to stakeholders before any action on the increasing of fees is implemented. I do want to assure the Committee that the increases proposed last year, for implementation in July 2018, were nominal and we are using the same proposed fees for addressing the need to bring school use fees in line with costs associated with using the schools beginning July 2019. Over the past year, this topic has been discussed at my meetings with Town Administrators, though these discussions about the need to increase fees charged have been general and no firm conversations about increasing fees have taken place.

School Choice

Annually, School Committees vote whether or not to participate in school choice and accept students from outside the school/district boundaries to attend school as a school choice student. There have been years when Wachusett has accepted school choice students and years when choosing to Wachusett schools was not an option. Historical tally below:

2001-2002 – did not participate in School Choice
2002-2003 – did not participate in School Choice
2003-2004 – School Choice for grades K - 5
2004-2005 – School Choice for grades K – 5
2005-2006 – School Choice for grades K - 5
2006-2007 – School Choice for grades K - 8
 Davis Hill, Dawson, Mayo – grades K – 5
 Mountview – grades 6 – 8
 Paxton Center School – grades K – 8
 Thomas Prince School – grades K – 8
 Glenwood, Naquag – grades K – 5
 Central Tree Middle School – grades 6 – 8

Wachusett Regional School District

Houghton – grades K – 4

Chocksett – grades 5 - 8

2007-2008 – School Choice for grades K – 11

2008-2009 – School Choice for grades K – 11

2009-2010 – School Choice for grades K – 11

2010-2011 – School Choice for grades K – 11

2011-2012 – School Choice for grades K – 4, 9 – 11

2012-2013 – School Choice for grades K – 4, 9 – 11

2013-2014 – School Choice for grades K- 11

2014-2015 – School Choice for all grades, on a limited basis, based on seat availability

2016-2017 – WRSD did not participate in School Choice

2017-2018 – WRSD did not participate in School Choice

2018-2019 – WRSD did not participate in School Choice

Attached is a summary of schools and grades in which school choice students are currently enrolled (attachment 10).

After reviewing school data from across the District, grade level and class size numbers were taken into consideration when thinking about a school choice recommendation. Looking at these data points, I am recommending that the Committee votes to not have Wachusett participate in school choice for the coming school year.

As I reflected upon the issues associated with school choice, it became clear that we must look at how we engage our own community members, parents, and students in making WRSD a school district for students to receive a wonderful educational experience. For a variety of reasons, there will always be students who reside in our five Member Towns who choose to attend school in other districts through school choice. We will also always have students from outside of the WRSD who wish to attend our excellent schools. Even with space for accepting school choice students in certain classes throughout the District, I believe we must think ahead in anticipation of new students moving into our district, especially in Holden and Rutland, which will mean more students entering the high school in the future. At this point in time, because of the potential for further increases in our enrollment numbers, it seems counterintuitive to promote school choice for the 2019-2020 school year.

WRSDC Policy 6130 *School Choice* is attached for your reference (attachment 11). Action by the Committee about school choice participation for the coming school year is on the agenda for Monday's meeting.

Mountview Middle School

Mountview Middle School has been CHPS verified and a plaque recognizing this distinction will be hung at the school (attachment 12). CHPS (Collaborative for High Performance Schools) certification comes following the designing and construction of the new school in compliance with rigorous standards to provide a safer and healthier environment for the students and staff of the Mountview Middle School as well as creating a facility that will use energy and precious

Wachusett Regional School District

resources wisely and provide a model for development of sustainable facilities throughout the District and surrounding region. This recognition comes four years, almost to the day, of the School Committee's commitment to the Mountview Middle School project as a Green School project. The Mountview building project is a part of the new generation of healthy, high performance, green schools.

Student Activism

On Monday afternoon of this week, I was at the high school to meet with Principal Beando and members of the high school's student *Think Globally, Act Locally Club*. I had been approached by TGAL President Kevin Rissmiller to reopen discussions about composting, and Monday's meeting was quite moving. I was extremely impressed by the passion, commitment, and deep interest of these students, and I look forward to assisting them put their vision into action. Last year, this group of students ran a waste audit, presented a research project, and discussed the benefits of composting with multiple companies. This year, these students will continue to push forward to implement composting at the high school. Though not without some barriers and challenges, and I am not certain the scale of this undertaking at the start, I suspect some sort of plan will be put into place sooner than later. Student Representative Ferdinand was at the meeting and I suspect part of his report to the Committee Monday evening will focus on this topic.

Donation of Stipends

For the second year, two Holden residents who coach baseball and softball at Mountview Middle School have generously offered to donate their coaching stipends back to the District to use for purchasing of athletic supplies. Committee action to accept these donations and to authorize the transfer of the funds from the Salaries, Substitutes & Stipend Appropriation to the Student Services Appropriation is on the agenda for Monday's meeting.

Concussion Letter

Following School Committee action at our last meeting, affirming Policy 6613.2 *Athletic Concussion Policy* accurately reflects this district's position relating to concussion protocols, I notified the Division of Violence and Injury Prevention of this affirmation (attachment 13).

MASC Day on the Hill

The Massachusetts Association of School Committees' annual Day on the Hill will take place on Wednesday, May 1st, in Boston (attachment 14).

Policies

Attached you will find recently amended School Committee Policy 3240 *School Ceremonies and Observances* and recently adopted Policy 6124 *Educational Opportunities for Military Children*. These policies can also be found on the District website. These policies and updated Tables of Contents have been sent electronically to the Member Towns, school principals, and District

administration (attachment 15).

Quarterly Report on Reimbursements

Pursuant to Policy 5273.3 Policy Relating to Personnel Management *Employee Travel for Workshops, Conferences, Visitations* and Policy 5264.1 Policy Relating to Personnel Management *Payment or Reimbursement for Meals*, attached is the Report of Employee Travel for Workshops, Conferences, Visitations for the period January - March 2019 (attachment 16).

Executive Staff Reports

- Director of Business and Finance Deedy's Report to the Superintendent, dated March 29, 2019 (attachment A)

Subcommittee Minutes

- Minutes of the March 4, 2019 meeting of the Superintendent Goals and Evaluation Subcommittee (Subcommittee Minutes attachment 1)
- Minutes of the March 4, 2019 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 2)
- Minutes of the March 12, 2019 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 3)

Chair's Correspondence

- March 26, 2019 correspondence to Heidi Lahey (Chair's Correspondence 1)

Superintendent's Correspondence

- March 11, 2019 correspondence from Rutland Town Administrator Michael Nicholson (Superintendent's Correspondence 1)
- March 29, 2019 correspondence to Susan Hitchcock (Superintendent's Correspondence 2)

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

cc: Executive Staff
DM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT
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Agenda

Regular Meeting #1326

Monday, April 8, 2019
7:00 PM

Media Center
Wachusett Regional High School, Holden

- I. Public Hearing
- II. Chair's Opening Remarks
 - Project 351 8th Grade Ambassadors*
- III. Student Representatives' Reports (D. Ferdinand, R. Massoni-Nesman)
- IV. Superintendent's Report
 - A. Discussion of Report
 - B. Recommendations Requiring Action by the School Committee
 - 1. To determine School Choice participation for the 2019-2020 school year
 - 2. Motion: To authorize the transfer of \$1,964.48 from the Salaries, Substitutes & Stipend Appropriation to the Student Services Appropriation for the purchase of athletic supplies
 - 3. Motion: To authorize the Director of Business and Finance to transfer \$20,000 from the Salaries and Stipends Appropriation to the Special Education Tuitions Appropriation
- V. Unfinished Business
- VI. Secretary's Report
 - A. Approval of #1325 Regular Meeting Minutes of the Wachusett Regional School District Committee held on March 25, 2019 – enclosed
- VII. Treasurer's Report/Financial Statements
- VIII. Committee Reports
 - A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, S. Brown, T. Curran, M. Dennis, R. Imber, M. Lavoie)

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

- 1. Draft Policy 6123 ***Policy Relating to Pupil Services Educational Opportunities for Children in Foster Care*** – second reading

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

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

- IX. Public Hearing
- X. New Business
- XI. Executive Session to discuss strategy for contract negotiations with bargaining unit (AFSCME, Council 93, Local 2885 – Custodial Employees), 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
- XII. Ratification of Collectively Bargained Contract
- XIII. Adjournment

WACHUSETT REGIONAL SCHOOL DISTRICT

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DRAFT Minutes

Regular Meeting #1325

Monday, March 25, 2019
7:00 PM

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Wachusett Regional School District Committee

Kenneth Mills, Chair	Linda Long-Bellil
Christina Smith, Vice-chair	Amy Michalowski
Thomas Curran	Benjamin Mitchel
Anthony DiFonso	Michael Rivers
Rachel Dolan	Asima Silva
Maleah Gustafson (7:06 PM)	Megan Weeks
Robert Imber	Adam Young
Matthew Lavoie	

Committee Members Absent:

Scott Brown	Susan Hitchcock
Michael Dennis	Sarah LaMountain
Stephen Godbout	

Committee Members Participating Remotely:

None

Administration Present:

Darryll McCall, Superintendent
Robert Berlo, Deputy Superintendent
Daniel Deedy, Director of Business and Finance
Jeff Carlson, Director of Human Resources
Rebecca Petersen, Executive Secretary to the Superintendent

Student Representatives Present:

Donroy Ferdinand	Rianna Massoni-Nesman
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Others present, who desired to be recorded as present (see attached Attendance Sheet – attachment 1).

Chair Mills called the meeting to order at 7:03 PM. He announced the meeting was not streaming live, but is being recorded and will be broadcast on HoldenTV.com.

I. Public Hearing

Heidi Lahey, Holden resident, taxpayer, parent, educator, and WREA President, read a prepared statement (attachments 2 & 3).

7:06 PM Member Gustafson joined the meeting.

II. Chair's Opening Remarks

Chair Mills took the opportunity to extend thanks and good wishes to Members Hitchcock and Witkes, who have both resigned from the School Committee.

Chair Mills welcomed players and coaches of the Division 3 State Championship hockey team, and expressed congratulations to the team for a job well done. The team was given a round of applause. Hockey Coach Lane approached the podium and spoke about the winning team, the players, and the coaches. Coach Lane introduced Captains Sean Gardner and Kevin Skagerlind, who approached the podium and each said a few words. The team was given another round of applause before exiting the meeting.

Chair Mills asked for volunteers to represent the School Committee at May Annual Town Meetings. The following volunteered:

- Holden – Chair Mills
- Paxton – Member Mitchel
- Princeton – Members Imber and Weeks
- Rutland – Member Lavoie
- Sterling – Member Rivers

III. Student Representatives' Reports

Student Representative Massoni-Nesman reported on the re-visit of the S.O.S. (Signs of Suicide) program, a program presented to high school freshmen and juniors. She also reported on a corn hole tournament, which raised funds for the local food pantry, and that the 4th quarter will soon be starting. Student Representative Ferdinand spoke about the outstanding March 17th hockey game, which he attended. He also reported on the start of spring athletic competitions and the spring musical, Curtain, will be performed the weekend of March 29, 30, and 31.

IV. Superintendent's Report

A. Discussion of Report

Superintendent McCall began by reporting the Department of Revenue has certified Excess and Deficiency (E & D) in the amount of \$1,285,259.00, and upon that certification, the Member Towns have been informed of the District's intent to use \$250,000 of E & D toward the cost of turf field replacement at the high school.

Superintendent McCall reported on the March 12, 2019 opening of the Safer Schools and Communities-Equipment and Technology Grant opportunity. This grant was discussed at the March 19, 2019 meeting of the Facilities and Security Subcommittee, as well as at past meetings the Superintendent has had with local Police and Fire officials. Superintendent McCall reported the District will be applying for this grant, with the focus of the District's application being on securing funds to update security cameras at the schools. He further reported submission of the application is due April 3, 2019, and he will keep the Committee informed on the outcome of this application.

Member Imber thanked the Superintendent for including updated class size information in his Report, and discussion ensued about high enrollments in some elementary and middle school classrooms.

Chair Mills spoke about vacancies on the Legal Affairs Subcommittee, the Business/Finance Subcommittee, and the Audit Advisory Board, and he asked School Committee members who might be willing to take on another subcommittee membership assignment to let him know.

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*
(L. Long-Bellil)
(R. Imber)

Vote:

In favor:

Kenneth Mills
Christina Smith
Thomas Curran
Anthony DiFonso
Rachel Dolan
Maleah Gustafson
Robert Imber
Matthew Lavoie
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Michael Rivers
Asima Silva
Megan Weeks
Adam Young

Opposed:

None

The motion passed unanimously.

V. Unfinished Business

There was no unfinished business brought before the Committee.

VI. Secretary's Report

- A. Approval of #1323 Regular Meeting Minutes of the Wachusett Regional School District Committee held on February 11, 2019

Motion: To approve minutes of the regular meeting of the WRSDC held on February 11, 2019.

(M. Weeks)
(T. Curran)

Vote:

In favor:

Kenneth Mills
Christina Smith
Thomas Curran
Anthony DiFonso
Rachel Dolan
Maleah Gustafson
Robert Imber
Matthew Lavoie
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Michael Rivers
Asima Silva
Megan Weeks
Adam Young

Opposed:

None

The minutes were unanimously approved.

- B. Approval of #1324 Regular Meeting Minutes of the Wachusett Regional School District Committee held on March 11, 2019

Note was made that on page 7 of the draft minutes, reference to "Chair Mills" under VII. Treasurer's Report/Financial Statements should be corrected to read "Vice-chair Smith" due to Chair Mills absence from that meeting. This typographical correction will be made to the draft minutes.

Motion: To approve minutes of the regular meeting of the WRSDC held on March 11, 2019.

(M. Weeks)

(A. Young)

Vote:

In favor:

Kenneth Mills
Christina Smith
Thomas Curran
Anthony DiFonso
Rachel Dolan
Maleah Gustafson
Robert Imber
Matthew Lavoie
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Michael Rivers
Asima Silva
Megan Weeks
Adam Young

Opposed:

None

The minutes were unanimously approved.

VII. Treasurer's Report/Financial Statements

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

VIII. Committee Reports

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

Chair Mills reported this subcommittee has not met since the last School Committee meeting, but likely will meet before the next regular School Committee meeting.

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

Motion: To approve the second reading of Amended Policy 3240 **Policy Relating to Education, School Ceremonies and Observances**, waiving the reading.

(R. Imber)

(C. Smith)

Vote:

In favor:

Kenneth Mills
Christina Smith
Thomas Curran
Anthony DiFonso
Rachel Dolan
Maleah Gustafson
Robert Imber
Matthew Lavoie
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Michael Rivers
Asima Silva
Megan Weeks
Adam Young

Opposed:

None

The motion was unanimously approved.

Motion: To approve the second reading of Draft Policy 6124 **Policy Relating to Pupil Services Educational Opportunities for Military Children**, waiving the reading.

(R. Imber)

(A. DiFonso)

Vote:

In favor:

Kenneth Mills
Christina Smith
Thomas Curran
Anthony DiFonso
Rachel Dolan
Maleah Gustafson
Robert Imber
Matthew Lavoie
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Michael Rivers
Asima Silva
Megan Weeks
Adam Young

Opposed:

None

The motion was unanimously approved.

Motion: To approve the first reading of Draft Policy 6123 *Policy Relating to Pupil Services Educational Opportunities for Children in Foster Care*, waiving the reading.

(R. Imber)

(A. DiFonso)

Vote:

In favor:

Kenneth Mills
Christina Smith
Thomas Curran
Anthony DiFonso
Rachel Dolan
Maleah Gustafson
Robert Imber
Matthew Lavoie
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Michael Rivers
Asima Silva
Megan Weeks
Adam Young

Opposed:

None

The motion was unanimously approved.

Subcommittee Chair Imber reported on discussions at the meeting of the Education Subcommittee earlier in the evening. Member Michalowski asked Subcommittee Chair Imber if the subcommittee had additional information about Advanced Placement Courses and/or the ACCUPLACER test. Subcommittee Chair Imber reported the subcommittee is continuing to discuss these topics. There was brief discussion about vaping and whether there is a School Committee policy to address this issue.

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

In Subcommittee Chair Dennis' absence, Member Mitchel reported this subcommittee will meet next on April 1, 2019, and Chair Mills mentioned a Vice-

chair of this subcommittee will need to be elected when the subcommittee meets on April 1st.

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

In Subcommittee Chair Hitchcock's absence, Member Rivers reported bargaining with the three unions (clerical, custodial, food service) continues. He also reported the subcommittee is reviewing the WRSDC By-Laws, and has also done a cursory review of the Regional Agreement. This subcommittee will meet next on April 2, 2019. Chair Mills reported he has appointed Member Brown to serve as subcommittee Chair and the subcommittee will need to elect a Vice-chair when the subcommittee meets on April 2, 2019.

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

Subcommittee Chair Lavoie reported this subcommittee met before this full School Committee meeting. He provided an overview of the timeline for the Superintendent's annual evaluation process, anticipating a presentation of the online evaluation tool at the April 8, 2019 School Committee meeting, Superintendent McCall is to provide all members with his evaluation narrative by April 15, 2019, member feedback will be due April 23rd, the subcommittee will meet on April 25th, and the full School Committee will vote on the Superintendent's evaluation at the regular School Committee meeting on April 29, 2019. Subcommittee Chair Lavoie spoke of the importance of this annual evaluation and he is hopeful the 19 members of the School Committee will participate in this evaluation process.

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

Subcommittee Chair Curran reported on the March 19, 2019 meeting of this subcommittee. He mentioned the grant opportunity Superintendent McCall reported on earlier in the meeting. At Member Gustafson's inquiry, Subcommittee Chair Curran and Superintendent McCall spoke about Mayo Elementary School and space for an additional kindergarten classroom.

7:42 PM Student Representative Ferdinand left the meeting.

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

AAB Chair Mitchel reported this Board has not met since the last School Committee meeting, though scheduling a meeting in the near future is anticipated. Chair Mills noted representation on the Audit Advisory Board is needed for the towns of Paxton, Princeton, and Rutland. It was suggested these openings be included on an agenda for Superintendent McCall's monthly meetings with Town Administrators.

H. Ad Hoc Subcommittees

I. Building Committees

1. Mountview Building Committee

No report was made.

J. School Council Reports:

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

Member Gustafson – SEPAC

Member Michalowski – WRHS SIMCO to meet April 9, 2019

Member Silva – Davis Hill Elementary School

Member Curran – Mayo Elementary School

Member DiFonso – Glenwood Elementary School SIMCO to meet March 27, 2019

Member Young – Dawson Elementary School

Chair Mills – Mountview Middle School

IX. Public Hearing

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

X. New Business

At Student Representative Massoni-Nesman's inquiry, Deputy Superintendent Berlo approached the podium and spoke about how the teaching of history will be impacted by the teaching of civics in grade 8.

XI. Adjournment

Motion: To adjourn.

(R. Imber)

(A, Young)

Vote:

In favor:

Kenneth Mills
Christina Smith
Thomas Curran
Anthony DiFonso
Rachel Dolan
Maleah Gustafson
Robert Imber
Matthew Lavoie
Linda Long-Bellil
Amy Michalowski
Benjamin Mitchel
Michael Rivers
Asima Silva
Megan Weeks
Adam Young

Opposed:

None

The motion was unanimously approved.

The meeting adjourned at 7:56 PM.

Respectfully submitted,

Darryll McCall, Ed.D.
Superintendent of Schools

DM:rlp

Attachments:

- Attachment 1 – Sign-in sheets
- Attachment 2 – Heidi Lahey Public Address
- Attachment 3 – Fund our Future flyer

Attachment 1

**Regular Meeting
Monday, March 25, 2019**

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

[illegible]

Sterling

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

Last Friday, I travelled to Beacon Hill to attend the Massachusetts Legislative Joint Committee on Education hearing on Senate Bill S.238, the PROMISE act.

The beyond capacity crowd in the Gardner Auditorium meant that I spent the morning delivering letters from our WREA members to legislative offices, then I watched the proceedings on the monitors in the Great Hall. I finally managed to get into the auditorium after the crowd starting thinning out at lunchtime.

There was testimony from a wide range of stakeholders, from the New England Patriot players representing their Players Association to parent groups, Mayors, Superintendents, and classroom educators. Those who spoke in support of the PROMISE Act described the significant needs of our children and the changing student demographics. They expressed frustration that the state has not held themselves accountable for fully funding public education, while burdening districts and teachers with multiple measures of accountability. If only the state rated their lack of progress in funding public education with the same rigor that they use to measure everyone else.

Sen. Chang-Diaz is the lead sponsor of the bill, which has 65 other legislators signed on as co-sponsors, including Senators Chandler and Gobi. I spoke with our representative Kim Ferguson at the hearing, as she is the ranking minority member of the committee, and presented her with over 100 letters from our teachers, describing specific needs from our schools.

You have in front of you a draft version of a flyer for a Funding Forum that has been scheduled here in Wachusett on Thursday April 11, sponsored by the Wachusett Regional Education Association. Our forum is one of dozens across the state seeking to raise the voices of parents, voters and educators on the issue of funding for public schools. Tonight the Worcester

Education Association, the Worcester School Committee and the Worcester Education Collaborative are co-sponsoring a similar forum. Our state senators have committed to attending our forum on April 11, providing us with an opportunity to raise our additional concerns as a regional district in regards to transportation funding and circuit breaker costs.

For at least a decade, Wachusett has tried to make ends meet by cost shifting onto employees, scrimping on line items such as textbooks, technology, and maintenance. ~~[Even with a zero percent increase to health care costs this spring, the district proposed employees absorb more health insurance costs. We won't vote for a proposal that reduces the take home wages of our lowest paid employees.]~~ My school can't find new hires for certain positions, and the combination of low wages and higher benefit costs makes the jobs less attractive. WREA members are actively working to get the state funding formulas revised so we get additional funding with ongoing growth that won't be dependent on single year savings to balance the budget.

With the historic level of awareness around educational funding, and the acknowledgement at the state level that changes must be implemented, we cannot lose this chance to make real and lasting funding changes to benefit our students. I am asking this committee tonight if they wish to co-sponsor our event and work with educators to invite the public from our five towns to gain additional insights into these legislative funding bills. Let's get the schools our communities deserve.

What Do Our Schools Need to Thrive?

a Community Conversation

Parents, educators, students and community activists are invited to a forum on school funding

*What are the schools
our students need
and deserve?*

*What can we do together
to win new state funds
for our district?*

*What is the
Fund Our Future
campaign?*

Share ideas and help build a movement for quality education for all.

6 – 7:30 PM

Wachusett Regional High School Auditorium

1401 Main Street | Holden, MA

A light dinner will be provided



**WACHUSETT
REGIONAL
EDUCATION ASSOCIATION**

The Wachusett Regional Education Association will host a Fund Our Future forum with local legislators on the public education funding our communities deserve. As a regional school district involving five towns, we face clear challenges in supporting the needs of our students and communities. Come for an evening of discussion and community building as we share stories and decide on the actions we should take to support our schools.



FUND OUR FUTURE



INVEST IN THE SCHOOLS AND COLLEGES OUR COMMUNITIES DESERVE
FUNDOURFUTUREMA.ORG

POLICY RELATING TO PUPIL SERVICES

EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

The purpose of this policy is to ensure the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. Educational stability has a lasting impact on students' academic achievement and well-being, and the Wachusett Regional School District Committee (WRSDC) is committed to supporting District and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

School of Origin

The law requires that foster care students continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). The law also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced. Additionally, the law requires the Department of Children and Families (DCF), the Department of Elementary and Secondary Education (DESE), and the school district to designate points of contact; and also that the District collaborate with DCF to ensure that students will receive transportation to the school of origin if needed.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination.

The District can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. Under the law, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

Transportation

The district of origin must collaborate with DCF on how transportation will be provided and arranged to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the District and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

POLICY RELATING TO PUPIL SERVICES

EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE (continued)

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be enrolled in school in the local school district immediately. To minimize disruption of the student's education, the law requires the District to enroll the student in a new school right away, without waiting to receive the typical student enrollment documentation (other than emergency contact information). The enrolling school must immediately contact the child's school and district of origin to obtain the relevant records and documentation, and the school and district of origin should immediately transfer those records.

To facilitate enrollment, DCF representatives will present the District with a form that indicates that the student is in foster care, along with their state-agency identification badge, when enrolling students.

LEGAL REFS: Every Student Succeeds Act (ESSA)
 Fostering Connections to Success and Increasing Adoptions Act of 2008
 (Fostering Connections Act)

First Reading: 03/25/19
Second Reading:

WRSDC Draft Policy 6123

POLICY RELATING TO PUPIL SERVICES

EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE

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POLICY RELATING TO PUPIL SERVICES

EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE (continued)

Immediate Enrollment

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 Fostering Connections to Success and Increasing Adoptions Act of 2008
 (Fostering Connections Act)

First Reading: 03/25/19
Second Reading:

WRSDC Draft Policy 6123

PLEASE POST

Attachment 1
April 5, 2019

4/4/2019
Page 1 of 3

Education Subcommittee

Monday, April 8, 2019
6:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

AGENDA:

- I Call to Order
 - II Approval of Minutes
 - III Policy 6433 *Policy Relating to Pupil Services Substance Abuse*
 - IV Policy 6434 *Policy Relating to Pupil Services Sexual Harassment*
 - V Review of Existing Policies (Series 3000 and Series 6000) to Determine Priorities
 - VI School Recess
 - VII Old Business
 - Honors, Advanced Placement, and Dual Enrollment in WRSD – Current Status and Needs
 - Amended Policy 3323 *Policy Relating to Education Home Assignments*
 - VIII New Business
 - IX 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

Monday, April 8, 2019
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

AGENDA:

- Public Hearing
- Chair's Opening Remarks
 - Recognition of Project 351 8th Grade Ambassadors*
- Student Representatives' Reports
- Superintendent's Report
 - Discussion of Report
 - Recommendations Requiring Action by the School Committee
 - 1. To determine School Choice participation for the 2019-2020 school year
 - 2. Motion: To authorize the transfer of \$1,964.48 from the Salaries, Substitutes & Stipend Appropriation to the Student Services Appropriation for the purchase of athletic supplies
 - 3. Motion: To authorize the Director of Business and Finance to transfer \$20,000 from the Salaries and Stipends Appropriation to the Special Education Tuitions Appropriation
- Unfinished Business
- Secretary's Report
 - Approval of 1325th Regular Meeting Minutes of the WRSDC held on 3/25/2019
- Treasurer's Report/Financial Statements
- Committee Reports
 - Management Subcommittee
 - Education Subcommittee
 - 1. Draft Policy 6123 *Policy Relating to Pupil Services Educational Opportunities Children in Foster Care* – second reading
 - Business/Finance Subcommittee
 - Legal Affairs Subcommittee
 - Superintendent Goals and Evaluation Subcommittee
 - Facilities and Security Subcommittee
 - Audit Advisory Board
 - Ad-Hoc Subcommittee
 - Building Committees
 - 1. Mountview Building Committee
- School Council Reports
- Public Hearing
- New Business
- Executive Session to discuss strategy for contract negotiations with bargaining unit (AFSCME, Council 93, Local 2885 – Custodial Employees), as the Chair deems discussion in public session would have an adverse effect on the District's bargaining position, to return to public session

Ratification of Collectively Bargained Contract
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.

Audit Advisory Board

Wednesday, April 10, 2019
5:00 PM

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

AGENDA:

- I Call to Order
- II Review of Draft Audit – FY18
- III New Business
- IV Old Business
- V Adjournment

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

SEPAC Family Event

Bingo

Friday, April 12, 2019
6:00 p.m.

Cafeteria
Mountview Middle School
270 Shrewsbury Street, Holden

Education Subcommittee

Monday, April 22, 2019
6:30 p.m.

Curriculum Center
District Central Office
1745 Main Street, Jefferson

Business/Finance Subcommittee

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

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

Facilities and Security Subcommittee

Wednesday, April 24, 2019
5:30 p.m.

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

Superintendent Goals and Evaluation Subcommittee

Thursday, April 25, 2019
6:00 p.m.

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

Wachusett Regional School District Committee

Monday, April 29, 2019
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Special Education Parent Advisory Council

Thursday, May 16, 2018
7:00 p.m.

Davis Hill Elementary School
Jamieson Road, Holden

Wind Beneath Their Wings

Wachusett Regional School District Committee

Thursday, May 23, 2019
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden

Organizational Meeting

AGENDA:

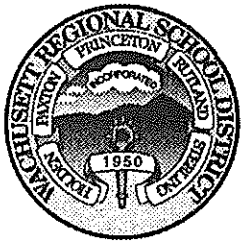
Call to Order
Election of Chairman
Election of Vice-Chairman
Adjournment

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 23, 2019
7:00 p.m.

Media Center
Wachusett Regional High School
1401 Main Street, Holden



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

Sent electronically

March 29, 2019

Mrs. Sheila Dibb
209 Pommogussett Road
Rutland, MA 01543

Dear Mrs. Dibb:

Please be advised that at the conclusion of the regular School Committee meeting on Monday, April 8, 2019, the Wachusett Regional School District Committee will adjourn to executive session 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,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee

DM:rlp

WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE
May 2018 – May 2019

Attachment 3
April 5, 2019

<u>Name</u>	<u>Term Expires</u>	<u>Home Address & Phone</u>
Scott Brown	2020	28 Orchard Road Holden 01520 (508) 789-0711 scott_brown@wrsd.net
Thomas Curran	2019	681 Malden Street Holden 01520 (508) 829-8810 (774) 232-3800 thomas_curran@wrsd.net
Michael Dennis	2020	15 Cypress Circle Holden 01520 (978) 853-1278 michael_dennis@wrsd.net
Anthony DiFonso	2021	45 Vista Circle Rutland 01543 anthony_difonso@wrsd.net
Rachel Dolan	2021	17 Ware Road Rutland 01543 rachel_dolan@wrsd.net
Stephen Godbout	2020	56 Bean Road Sterling 01564 stephen_godbout@wrsd.net
Maleah Gustafson	2019	63 Heather Circle Jefferson 01522 malcah_gustafson@wrsd.net
Robert Imber	2021	1 Clearings Way Princeton 01541 (978) 464-2344 robert_imber@wrsd.net
Sarah LaMountain	2021	30 Kilburn Road Sterling 01564 (978) 422-6707 sarah_lamountain@wrsd.net
Matthew Lavoie	2019	28 Grizzly Drive Rutland 01543 (857) 891-6164 matthew_lavoie@wrsd.net
Linda Long-Bellil	2021	35 Brentwood Drive Holden 01520 (508) 304-1920 linda_longbellil@wrsd.net
Amy Michalowski	2020	28 Pinecroft Avenue Holden 01520 (508) 852-4051 amy_michalowski@wrsd.net
Kenneth Mills	2019	22 Flagler Drive Holden 01520 (774) 230-4712 kenneth_mills@wrsd.net

WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE

May 2018 – May 2019

<u>Name</u>	<u>Term Expires</u>	<u>Home Address & Phone</u>
Benjamin Mitchel	2019	7 Colony Lane Paxton 01612 (508) 208-7728 benjamin_mitchel@wrsd.net
Michael Rivers	2019	3 Fox Hill Drive Sterling 01564 michael_rivers@wrsd.net
Asima Silva	2021	75 Nelson Street Holden 01520 (508) 852-1246 asima_silva@wrsd.net
Christina Smith	2019	362 Sterling Road Jefferson 01522 (508) 468-7929 christina_smithSC@wrsd.net
Megan Weeks	2019	137 Wheeler Road Princeton 01541 (860)841-4809 megan_weeks@wrsd.net
Adam Young	2021	434 Shrewsbury Street Holden 01520 (774) 272-0182 adam_young@wrsd.net

**Wachusett Regional School District Committee
Subcommittee Assignments
2018-2019**

Attachment 4
April 5, 2019

Business/Finance

Michael Dennis, Chair
Benjamin Mitchel, Vice-chair
Maleah Gustafson
Matthew Lavoie
Linda Long-Bellil
Adam Young

Education

Robert Imber, Chair
Christina Smith, Vice-chair
Anthony DiFonso
Rachel Dolan
Sarah LaMountain
Linda Long-Bellil
Asima Silva

Legal Affairs

Scott Brown, Chair
Robert Imber, Vice-chair
Stephen Godbout
Amy Michalowski
Michael Rivers

Management

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

Superintendent Goals and Evaluation

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

Facilities and Security

Thomas Curran, Chair
Michael Rivers, Vice-chair
Adam Young

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

Audit Advisory Board

Benjamin Mitchel, Chair

School Council Liaisons

Central Tree Middle School – Matthew Lavoie
Chocksett Middle School – Stephen Godbout
Davis Hill Elementary School – Scott Brown
Dawson Elementary School – Adam Young
Glenwood Elementary School – Anthony DiFonso
Houghton Elementary School – Stephen Godbout
Mayo Elementary School – Thomas Curran

Mountview Middle School – Kenneth Mills
Naquag Elementary School
Paxton Center School – Benjamin Mitchel
Thomas Prince School – Asima Silva
WRHS – Amy Michalowski/Christina Smith
Special Ed. Parent Advisory Council – Maleah Gustafson
ECC – TBD



Metro

Attachment 5
April 5, 2019

'It's a great feeling': Mass. teens volunteer in Boston



MATTHEW J. LEE/GLOBE STAFF

Alexa Nogler (right) and Monet Vinciguerra painted at the McKay School in East Boston.

By John Hilliard

GLOBE CORRESPONDENT JANUARY 20, 2019

Hundreds of eighth-graders from across Massachusetts who worked on service projects in Boston on Saturday left a message of friendship to city residents: We're here for you.

"It's a great feeling to help other people," said Alexa Nogler, 14, from Tyngsborough, who helped repaint the gym at the Donald McKay K-8 School in East Boston. "We are leaving our mark on their school — it's a reminder that other people are looking out for them."

Nogler was among 375 eighth-graders — drawn from nearly every Massachusetts city and town — who participated Saturday in Project 351's Annual Launch & Service Day, which begins a series of community service projects across the state over the coming year. The organization's name is a reference to the 351 communities in Massachusetts.

Participating students will receive leadership training and mentorship to help them lead "transformative change," the organization said in a statement. Since 2011, more than 3,000 Massachusetts eighth-graders have participated in the program, according to Project 351.

The service day honored the work of civil rights leaders Dr. Martin Luther King and Coretta Scott King during a kickoff event at Faneuil Hall, which brought the eighth-graders together with hundreds of other volunteers.

US Representative Ayanna Pressley, who was part of a panel discussion on Coretta Scott King hosted by WBZ-TV anchor Lisa Hughes, told the audience how they could be inspired by her as well as her husband.

King deserves his accolades, but “it also behooves us to remember that he was simply a man,” Pressley said. “And so that reminds each of us, of the power of one man and one person. Coretta supported as a partner, but she was an activist, she was an agitator, she was a disruptor in her own right.”

Pressley also took a moment to note the backdrop of the discussion Saturday: Above the Faneuil Hall stage where she spoke was “Webster’s Reply to Hayne,” which depicts an 1830 debate in the US Senate.

In the painting, men dominate the foreground, while about a dozen women are barely visible in the Senate gallery. On Saturday, Pressley and Hughes were part of a discussion panel comprised entirely of women.

“You notice the women are seated in the balcony. And so, it is a heartening moment and uplifting, in the words of Auntie Maxine, that women are reclaiming their time and are now on the floor,” Pressley said, referring to her Democratic colleague, US Representative Maxine Waters of California.

Eighth-graders who participated in service projects Saturday were organized into teams each named for a service “hero,” including historic figures like Anne Frank and Mahatma Ghandi, as well as local leaders, such as Pressley and Boston Police Commissioner William Gross.

Along with McKay, service projects Saturday included work at the Greater Boston Food Bank, the Pine Street Inn, and the Leahy-Holloran Community Center in Dorchester.

At the McKay school, the service project brought about 100 students to help paint the gym and some bathrooms, according to the principal, Jordan Weymer.

Service projects like the painting work send a clear message to his school's students, Weymer said: "That we value you, that we love you, that you are respected here, and that you deserve our best."

“

'I care about my community, and it's important to help those who are in a worse situation [than me].'

Hannah Sullivan, an eighth-grade math teacher at the Gateway Regional Middle School in Huntington, joined a group of students and teachers who had commuted from Western Massachusetts early Saturday morning to join in the volunteer effort.

When McKay's students and staff return to school Tuesday, Sullivan hoped they'll take comfort in the freshly painted walls of their school.

"I think they'll feel appreciated, that someone cares about them," Sullivan said.

Aurora Estabrook, a 15-year-old sophomore at Maynard High School, volunteered with Project 351 as an eighth-grader and returned this year with the organization's alumni program to help support this year's volunteers.

“I wanted to keep helping out,” Estabrook said. Project 351 “really helps eighth-graders realize that one person can make a difference.”

Working alongside Estabrook was Cody Selvais, a 14-year-old from Marblehead. Selvais said young people need to be included in service projects so they understand why they should help others.

“I care about my community, and it’s important to help those who are in a worse situation [than me],” he said.

Thomas Leger, 13, of Lenox said young people like him can help make a difference in the lives of students at McKay.

“It’s good to help others,” Leger said. “This is a couple hours of work, but it will still be a big deal for them.”

John Hilliard can be reached at john.hilliard@globe.com.

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Mary Cringan

Chair, Project 351 Educators Advisory Group

RELENTLESS DEVOTION

Everywhere you look today, you will find evidence of Mary Cringan's devotion to education and, we are grateful to add, Project 351. The educators who lead us have been guided by her stewardship of our Educators' Advisory Group (EAG). Her mentorship of the staff has strengthened every aspect of our mission. Forty years of wisdom as an exceptional and much beloved educator reveals itself in our leadership model. Mary's belief in the unlimited potential of every child motivates our standard of excellence. Her hands-on partnership with school districts, is our secret weapon to ensure this new Class of remarkable young leaders. And, our unity as one Commonwealth, one community on this special day. We're humbled to be one of many causes to which Mary devotes herself fully. Wreaths Across America, her legions of alumni of Princeton's Thomas Prince School, civic causes in her hometown of Fitchburg, and a vast community of family and friends are some of those forever changed by Mary Cringan. Educators have a special place of reverence at Project 351 and Mary—our EAG leader—has a cherished place in all of our hearts.

What Do Our Schools Need to Thrive?

a Community Conversation

Parents, educators, students and community activists are invited to a forum on school funding

*What are the schools
our students need
and deserve?*

*What can we do together
to win new state funds
for our district?*

*What is the
Fund Our Future
campaign?*

Share ideas and help build a movement for quality education for all.

6 – 7:30 PM

Wachusett Regional High School Auditorium

1401 Main Street | Holden, MA

A light dinner will be provided.



**WACHUSETT
REGIONAL
EDUCATION ASSOCIATION**

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FUND OUR FUTURE



INVEST IN THE SCHOOLS AND COLLEGES OUR COMMUNITIES DESERVE

FUNDOURFUTUREMA.ORG

Resolution in Support of Full Funding for Our Public Schools

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

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

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

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

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

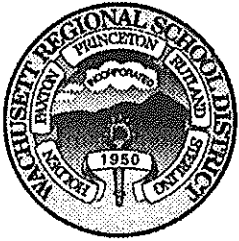
THEREFORE, be it resolved that the Wachusett Regional School District Committee urges the Legislature to approve and fully fund a new foundation budget formula by May 1, 2019.

Wachusett Regional School District Committee



Kenneth Mills, Chair, WRSDC

12/10/2018



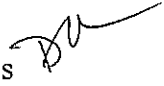
Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

Sent electronically

April 4, 2019

TO: Kathryn Andrus Linda Long-Bellil
Robert Berlo Melissa Martin
Heidi Lahey Kim Paquette
Christopher LaBreck Maureen Young
Matthew Lavoie

FROM Darryll McCall, Superintendent of Schools 

I wish to express my gratitude and thanks for your serving on the Search Committee for the Administrator of Special Education. The time spent on the pre-interview meetings and planning, and your participating in the interviews on March 11th was very valuable. Your commitment given to this task is appreciated.

In order to secure the best candidate for this important District-wide position, it has been decided the position will be re-posted and the search will continue.

DM:rlp

Attachment 10
April 5, 2019

Grade		K	1	2	3	4	5	6	7	8	9	10	11	12	
Holden	Davis Hill						1								
	Dawson														
	Mayo														
	Mountview							4	8	7					
	WRHS										9	10	4	10	
Paxton	PCS					1	2	3	1	4					
Princeton	TPS						6	1	6	4					
Rutland	Naquag														
	Glenwood														
	CTMS								1						
Sterling	Houghton														
	Chocksett						3	1	1	2					
Total			0	0	0	0	1	12	9	17	17	9	10	4	10
Grade		K	1	2	3	4	5	6	7	8	9	10	11	12	

Grand total: 89

POLICY RELATING TO PUPIL SERVICES

SCHOOL CHOICE

The Wachusett Regional School District welcomes school choice students and recognizes the benefits of enrolling students into our schools from other cities and towns.

Recognizing that any economic benefit of school choice will be offset by personnel costs, the District will not add personnel in order to accommodate school choice enrollment, except by specific vote of the School Committee. Projected school choice openings will be estimated as outlined in Massachusetts General Law 76, § 12B(c) and not exceed class size guidelines as outlined in WRSDC Policy 3510 *Policy Relating to Education Class Size*. Notwithstanding the above language, the School Committee maintains the right to opt-out of school choice in any given year.

The Wachusett Regional School District will utilize an application and lottery process to select school choice students. No student from outside the District shall be enrolled as a school choice student unless he/she has followed the appropriate protocols, including completion of an application, submission of an application by the established deadline and inclusion in the lottery. In extenuating circumstances, the Superintendent of Schools will have the final determination.

A deadline for acceptance of school choice applications shall be determined prior to the publication of applications, and clearly posted on the application, the District website and any other publication connected with school choice.

The District will select non-sibling students via a blind, random lottery. Current grades, state and local assessments, transcripts, letters of recommendation, or other auxiliary information will not be considered when selecting school choice students.

Siblings of school choice students currently enrolled in a school in the Wachusett Regional School District will be given priority when awarding seats under school choice for the following school year. Parents/guardians need to follow the application process for siblings, as they will be considered new school choice students.

The number of students accepted may differ from the number of additional seats available to non-resident students if, between the date of the projection and the running of the lottery, resident/school enrollment increases.

POLICY RELATING TO PUPIL SERVICES

SCHOOL CHOICE (continued)

All applicants who have applied for school choice will be notified in as timely a manner as possible of their child/children's school choice status (accepted, not accepted but on the waiting list).

The school choice acceptance letter will include instructions for enrolling each child in the school to which he/she has been assigned. The school choice wait list letter will include the child's/children's position on the waiting list, and an explanation of the waiting list process.

Any misleading information on the application could be cause for the District to withdraw its offer of school choice enrollment.

Families with a child or with children who have been accepted will also receive a "School Choice Family Acceptance Form." Families will use this form to indicate whether or not they will accept the offer of school choice enrollment.

The District will maintain a waiting list of students who applied but were not accepted. The waiting list will be active until June 30th of the previous school year. If a seat becomes available, the District will contact the first family on the waiting list to offer school choice placement. If a family declines the offer of school choice, the District will contact the next family on the list until the seat is filled or all families have been notified. Only students who have applied for school choice for the upcoming school year will be included on the waiting list.

Transportation to and from school is the responsibility of the parents/guardians. Families may request in writing permission to ride District-sponsored transportation to and from school from an established bus stop within District boundaries, for an annual fee which will be established by the District at the beginning of every school year. Such decisions shall be based upon available room with priority given to resident students. The District will not provide transportation from stops outside District boundaries for school choice students. The Superintendent of Schools has final authority to grant permission for transportation privileges.

School choice students are eligible to participate in any school-sponsored activity. Families are responsible for paying any student activity, sports or extra-curricular fees.

POLICY RELATING TO PUPIL SERVICES

SCHOOL CHOICE (continued)

School choice students are held to the same standards, both personally and academically, as any other student in the District. District policies apply to all students enrolled in our schools.

Once a child has been accepted to a district under the school choice program, he/she is enrolled until they graduate or transfer to another district.

School choice students may withdraw from Wachusett Regional School District at any time. If a student should withdraw and decides to return to the Wachusett Regional School District, the application process must be followed once again, and re-admittance is not guaranteed.

On an annual basis, the Superintendent will provide to the School Committee the current status of school choice student numbers and anticipated vacancies.

First Reading: 4/28/14

Second Reading: 5/21/14

WRSDC Policy 6130



March 11, 2019

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

Project: Mountview Middle School – Final Approval

Dear Superintendent McCall;

Congratulations! The Collaborative for High Performance Schools® (CHPS) recognizes that Mountview Middle School as a high performance school that has earned CHPS Verified Leader™ status.

Compliance with the MA-CHPS 2009 is a significant achievement. This distinction demonstrates the project has undergone a rigorous design and construction process for review and is now in compliance with the necessary prerequisites, categorical minimums and credits to be recognized as a CHPS Verified school. This project has earned 60 points under MA-CHPS 2009.

High performance schools will deliver many benefits, including making a significant improvement on the health and education of our children, inspire future leaders and create a stronger America.

CHPS is pleased to acknowledge your contribution and welcome Mountview Middle School to the distinguished rank of educational facilities that are leading the movement to build this new generation of healthy, high performance, green schools.

Thank you for joining CHPS in our mission to make every school an ideal place to learn.

Warm regards,

Elisabeth Krautscheid
Managing Director

cc:



Congratulations on achieving CHPS Verified™ recognition of your project from the Collaborative for High Performance Schools®!

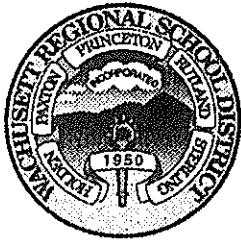
Your project now joins a distinguished rank of educational facilities leading the movement to build a new generation of healthy, high performance, green schools and you should be proud. Your CHPS Verified plaque should be hung for everyone to see. This plaque is intended for interior mounting only; the front office, multipurpose room, or a recently opened wing on campus could be great locations for mounting your CHPS Verified plaque.

If you have any questions regarding your plaque, or need an additional copy of the CHPS Verified Ceremony Planning Guide, please don't hesitate to contact us at (415) 957-9888 or info@chps.net

Thank you for joining CHPS in our mission to make every school an ideal place to learn!

Kind regards,

Elisabeth Krautscheid
Managing Director



April 5, 2019

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

March 26, 2019

Ms. Linda Brown
Division of Violence and Injury Prevention
Department of Public Health
250 Washington Street – 4th Floor
Boston, MA 02108

Dear Ms. Brown:

As the regular meeting of the Wachusett Regional School District Committee held on Monday, March 25, 2019, the full Committee reviewed Policy 6613.2 Policy Relating to Pupil Services Athletic Concussion Policy, dated 3/12/18. Upon review of the existing policy, the School Committee **affirms** Policy 6613.2 accurately reflects the position of the Wachusett Regional School District relating to concussion protocols.

If additional action is required aside from what is outlined above, please advise.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
Jennifer Lynch, Curriculum Specialist – Athletics

Enc.
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

MASC DAY ON THE HILL: Wednesday, May 1, 2019

LEGISLATION • ADVOCACY • LITIGATION

Investing in all MA students

Attachment 14
April 5, 2019

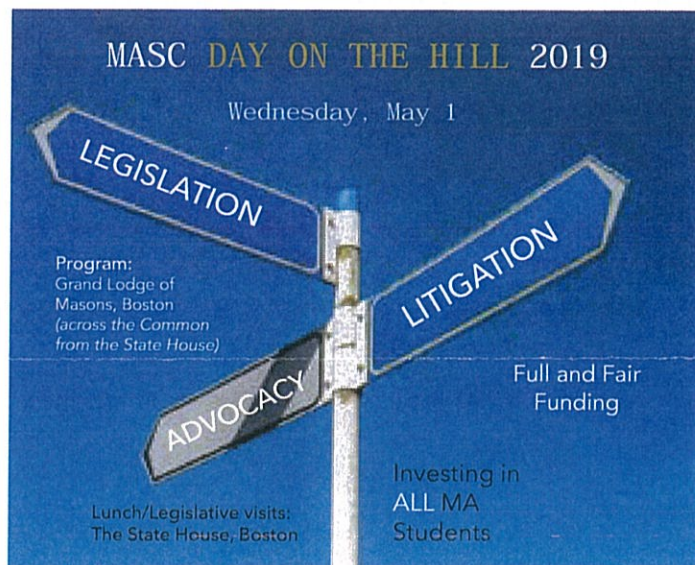
PROGRAM

Location: Grand Lodge of Masons
186 Tremont St., Boston
(across the Common from the State House)

- Foundation budget legislation update
- MASC legislative priorities (see reverse side)
- Advocacy strategies
- School funding lawsuit restart update

LUNCH

The State House, Great Hall
Prepared and catered by
MA vocational school students



**BRING YOUR STUDENTS, JOIN YOUR LEGISLATORS AND COLLEAGUES
FOR THIS CRITICAL UPDATE ON THE FUTURE OF SCHOOL FUNDING**

REGISTER NOW:

Name: _____

Billing District: _____

District Address: _____

Participant's cell phone: _____ Participant's email: _____

☐ Bill me ☐ Bill school district ☐ Check enclosed

Cost: \$75.00. Includes continental breakfast, materials and buffet lunch.

Return registration to MASC, One McKinley Square, Boston, MA 02109

Or fax: 617-742-4125

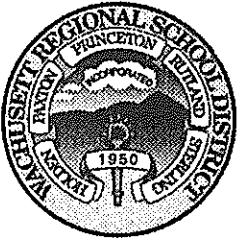
Or register online: www.masc.org

School committee members and superintendents are encouraged to invite students to join them at this important learning/advocacy event. Students may attend at NO CHARGE but they MUST be registered to ensure that we have sufficient materials and resources for all.

MASC 2019 LEGISLATIVE PRIORITIES

- Support for Early Education Programs
 - Strengthen the Children's Services Safety Net
- Chapter 70 Funding Revision/Foundation Budget
- Full Funding for Special Education Circuit Breaker
- Charter School Funding/Approval/Mitigation Reform
 - Full Funding for Regional Transportation
 - Full Funding for METCO
 - Mandate and Regulatory Relief
 - Support for Rural School Districts
 - Retention of Medicaid Covered Services
- Coverage for Medically Insured Services in Schools

Visit MASC website for Day on the Hill updates.
www.masc.org



Wachusett Regional School District

Holden, Paxton, Princeton, Rutland, Sterling

March 26, 2019

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 recently amended and recently adopted Wachusett Regional School District Committee policies:

Policy Relating to Education

P3240 School Ceremonies and Observances

Policy Relating to Pupil Services

P6124 Educational Opportunities for Military Children

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
Enc.

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
3/26/07	3130. Time on Learning
	3200. Schedule
	3210. School Year
	3211. Vacations and Holidays
	3212. Scheduled In-service Days
	3220. School Days
	3230. Emergencies
11/10/97	3231. Inclement Weather
3/25/19	3240. School Ceremonies and Observances
	3300. Curriculum Content and Instructional Methods
	3310. Curriculum Content
3/12/18	3311. Course Organization, Curriculum, and Course Credit
4/9/18	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
6/9/03	3311.31 Online Education Policy
	3312. Goals and Objectives
3/26/07	3313. Controversial Issues
3/26/07	3313.1. Parent Notification of Human Sexuality Issues
	3313.2. Religious Beliefs and Customs
10/24/94	3313.3. AIDS and Sexually Transmitted Diseases
3/26/07	3314. Ethics Policy
	3320. Instructional Methods
2/23/15	3321. Field Trips
2/23/15	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
3/12/19	3341. Curriculum Adoption
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
3/12/19	3450 Instructional 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

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
10/15/18	3895.	English Language Learners
5/23/95	3900.	Program Evaluation
	3910.	Testing
5/21/14	3911.	Standardized Testing
	3912.	Reporting
	3920.	Accreditation

POLICY RELATING TO EDUCATION

SCHOOL CEREMONIES AND OBSERVANCES

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of “separation of church and state” and the “preclusion of sectarian instruction in public schools.”

The Wachusett Regional School Committee, in order to help staff members abide by the spirit and letter of the law and to avoid compromising any student's religious or conscientious beliefs or freedoms, establishes the following guidelines:

1. The observance of religious holidays will not be the responsibility of the public schools.
2. While it is recognized that many activities are initiated with the approach of major holidays, in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings. Care should be taken not to advocate for the religious aspects of such holidays.
3. Music programs given at times close to religious holidays should not use religious aspects of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging artwork that promotes religious aspects of such holidays. If, however, an individual student chooses to use a religious personage, event, or symbol as the vehicle for an artistic expression, the individual student should be allowed to take this action.
4. In compliance with Massachusetts General Laws Chapter 151C, section 2B, any student who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which may have been missed because of such absence on any particular day; provided, however, that such makeup

POLICY RELATING TO EDUCATION

SCHOOL CEREMONIES AND OBSERVANCES (continued)

examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the District for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student availing themselves of the provisions of this section.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

Legal References: 603 CMR 26:05
MGL C 151C, section 2B

First Reading: 04/10/95
Second Reading: 05/09/95

Amendment First Reading: 03/11/19
Amendment Second Reading: 03/25/19

WRSDC Policy 3240

6000. PUPIL SERVICES

	6100. Admission to the District
4/26/99	6110. Entrance Age Policy
	6120. Other New Entry Students
9/11/17	6121. Student Residency Policy
9/17/18	6122. Homelessness
	6123. Educational Opportunities for Children in Foster
Care	
3/25/19	6124. Educational Opportunities for Military Children
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

6000. PUPIL SERVICES (Continued)

8/29/00	6434. Sexual Harassment
10/9/07	6435. Weapons
10/9/07	6436. Appreciation of Diversity
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

6000. PUPIL SERVICES (Continued)

1/8/07	6617.	Administration of Medication
3/12/18	6618	Nutrition and Wellness Policy
8/10/15	6619	Life Threatening Allergies
	6620.	Safety
10/22/07	6621.	Transportation Safety and Security Procedures
	6630.	Civil and Legal Rights
1/22/19	6631.	Non-discrimination
	6632.	Freedom of Speech
	6633.	Search and Seizure
	6634.	Questioning and Arrest
	6635.	Education
	6636.	Pledge of Allegiance
12/13/11	6637	Animals in Schools
	6640.	Guardianship
4/11/05	6650.	Confidentiality
	6700.	Progress
	6710.	Course Load
	6720.	Grading
	6730.	Student Promotion
	6740.	Kindergarten Retention
	6750.	Acceleration
5/15/02	6760.	Recognition of Outstanding Achievement
	6800.	Exit
	6810.	Graduation
	6811.	Requirements
3/25/03	6812.	Diplomas for Veterans
5/15/02	6813.	Scholarships
	6820.	Withdrawal
	6900.	Records and Reporting
3/8/10	6910.	Student Records
	6911.	Access
	6920.	Reporting to Parents
	6921.	Formal
	6921.1.	Report Cards
5/28/96	6921.2.	Parent-Teacher Conferences
	6922.	Informal
	6930.	Transcripts
	6940.	Adult
12/10/18	6950.	School-Parent/Guardian Relations

POLICY RELATING TO PUPIL SERVICES

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

Definitions

Children of military families means school aged children, enrolled in kindergarten through 12th grade, in the household of an active duty member of the uniformed service of the United States, including members of the National Guard and Reserve serving on active duty.

Deployment means the period one month before the service members' departure from their home station on military orders through six months after return to their home station.

Education(al) records means official records, files, and data directly related to a student and maintained by the school including, but not limited to, records encompassing all the material kept in the student's cumulative folder.

The requirements, applicable to eligible students, which must be fulfilled, are listed below. Eligible students are those who are children of active duty personnel, active duty personnel or veterans who have been severely injured and medically discharged, and active duty personnel who die on active duty within one year of service. Students are not eligible for the provisions of the Compact if they are children of inactive Guard or Reserves, retired personnel, veterans not included above or U.S. Department of Defense personnel and other federal civil service employees and contract employees.

The District's responsibilities to eligible children include the following:

- Sending schools must send either official or unofficial records with the moving students and District receiving schools must use those records for immediate enrollment and educational placement.
- Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records.
- Immunization requirements of the District may be met within 30 days from the date of enrollment (or be in progress).

POLICY RELATING TO PUPIL SERVICES

EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN (continued)

- Receiving schools must initially honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school and space is available. The receiving schools must also initially honor placement of like programs to those of the student in the sending state, including, but not limited to, Gifted and Talented programs, and English as a Second Language programs. Receiving schools are not precluded from performing subsequent evaluation to ensure the appropriate placement and continued enrollment of the student in courses and programs.
- In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.
- The District will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate.
- Students of active duty personnel shall have additional excused absences at the discretion of the District for visitations relative to leave or deployment.
- An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living without the custodial parent without any tuition fee imposed.
- The District high school will accept exit or end-of-year exams required from the sending state, national norm-referenced tests, or alternate testing instead of testing requirements for graduation in the District (receiving state.) If this is not possible, the alternative provision of the Interstate Compact shall be followed in order to facilitate the on-time graduation of the student in accordance with Compact provisions.

LEGAL REFS: M.G. L. 15E;
 Interstate Compact on Educational Opportunity for Military Children

First Reading: 03/11/19
Second Reading: 03/25/19

8:43 AM 4/4/2019

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

SUPERINTENDENT GOALS AND EVALUATION SUBCOMMITTEE

MINUTES

Monday, March 4, 2019
5:30 PM

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

In Attendance: Matthew Lavoie, Chair, Amy Michalowski, Vice-chair, Kenneth Mills, Megan Weeks

Administration: Darryll McCall

Others:

I. Call to Order

Chair Lavoie called the meeting to order at 5:38 PM.

II. Approval of Minutes

Motion: To approve the minutes of the January 22, 2019 meeting of the Superintendent Goals and Evaluation Subcommittee.

(K. Mills)
(M. Weeks)

The minutes were approved by consensus.

III. Superintendent's 2018-2019 Goals – Evaluation Process

The evaluation process used in the spring of 2018 was discussed and reviewed. Last year key indicators were divvied up to identify priority areas, and then moved forward independently to craft language for the online evaluation tool, Google Forms, which was shared with the full School Committee for input.

In preparation for this year's evaluation, each subcommittee member will address/review a Standard and Indicators:

- Standard I, Indicators A, C, E (Weeks)
- Standard II, Indicators A, B, E (Mills)
- Standard III, Indicators B, D (Michalowski)
- Standard IV, Indicators D, F (Lavoie)

Additional discussion took place. It was agreed the “feedback section” should be strengthened to allow for more open conversation/input by School Committee members. The suggestion was made that the full School Committee be given the option of using unselected Indicators as a text box for feedback.

The tentative timeline for the evaluation process is:

- By March 20th - subcommittee members share Indicators with Rebecca Petersen at the Central Office
- April 8th - share evaluation tool with the full School Committee at the regular School Committee meeting
- April 15th – Superintendent McCall to provide Evaluation Narrative with the full School Committee
- April 23rd – feedback due back to subcommittee
- April 25th – meeting of the Superintendent’s Goals and Evaluation Subcommittee, 6:00 PM, District Central Office
- April 29, 2019 – vote on Superintendent’s 2018-2019 evaluation by the full School Committee

IV. Next Meeting

The subcommittee will meet next on Monday, March 25, 2019, 6:00 PM in the Media Center at WRHS.

V. New Business

There was no new business brought before the subcommittee.

IV. Adjournment

Motion: To adjourn.

(K. Mills)
(M. Weeks)

Vote:

In favor:

Matthew Lavoie
Amy Michalowski
Kenneth Mills
Megan Weeks

Opposed:
None

The motion was unanimously approved.

The meeting adjourned at 6:27 PM.

Respectfully submitted,

Megan Weeks, Member
Superintendent's Goals and Evaluation Subcommittee

MW:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

MINUTES

Business/Finance Subcommittee

Monday, March 4, 2019
7:00 PM

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

In Attendance: Michael Dennis, Chair, Linda Long-Bellil, Maleah Gustafson, Benjamin Mitchel

Absent: Charles Witkes, Vice-chair

Administration: Darryll McCall, Superintendent of Schools
Daniel Deedy, Director of Business and Finance

I. Call to Order

Subcommittee Chair Dennis called the meeting to order at 7:00 PM.

II. Approval of Minutes

Motion: To amend the draft minutes of the February 4, 2019 Business/Finance Subcommittee meeting, to include reference to District administration providing chargeback detail(s) to the full School Committee.

(M. Dennis)

(B. Mitchel)

Vote:

In favor:

Michael Dennis
Linda Long Bellil-
Maleah Gustafson
Benjamin Mitchel

Opposed:

None

The motion passed unanimously.

Motion: To approve the minutes, as corrected, of the February 4, 2019 meeting of the Business/Finance Subcommittee.

(B. Mitchel)

(M. Gustafson)

The minutes were approved by consensus.

III. Update on FY18 E&D Certification

Superintendent McCall and Director Deedy reported the FY18 Excess and Deficiency has not yet been certified by the Department of Revenue (DOR). DOR has contacted the District to request revisions to submitted forms. The proposed FY20 budget cannot be approved until FY18 E&D is certified. Note was made that FY17 E&D was not certified until May 2018. Director Deedy will answer all questions asked by DOR by the end of the day on March 5, 2019. Member Mitchel asked if the FY20 budget could be provisionally approved, pending certification of FY18 E&D. Superintendent McCall and Director Deedy also reported Medicaid receipts may be higher than previously anticipated, and this could be reflected in the FY20 proposed budget and use of E&D in the FY20 might not be necessary. More discussion and updating ensued, including unencumbered/unspecified amount submitted in approximately \$770,000 which may not be what is certified; the FY20 proposed budget includes use of \$150,000 of E&D funds. Member Gustafson asked about the turf field replacement, which Superintendent McCall explained use of E&D toward the turf field is contingent upon FY18 E&D certification "not less than \$600,000". Subcommittee Chair Dennis asked whether the FY19 budget will be impacted since FY17 E&D was not certified until after the FY19 budget was approved. Superintendent McCall and Director Deedy reported FY19 budget may need to be modified.

IV. FY19 Budget

- FY19 Budget Transfers

Director Deedy gave an overview of a FY19 budget transfer request.

Motion: To recommend the full School Committee authorize the Director of Business and Finance to transfer \$50,000.00 from the Salaries and Stipends Appropriation to the Benefits and Insurance Appropriation.

(M. Dennis)

(B. Mitchel)

Vote:

In favor:

Michael Dennis
Linda Long Bellil-
Maleah Gustafson
Benjamin Mitchel

Opposed:

None

The motion passed unanimously.

- FY19 Budget Review, Expense v Revenue

Superintendent McCall and Director Deedy reported they had reached out to UMass about Medicaid billing and the process moving forward. A representative from UMass will be scheduled to come to the District Central Office to provide “moment in time” submission training for service providers. They reported Circuit Breaker receipts could increase significantly over what was projected.

A shortfall in Special Education tuitions was reported, and it was explained that additional Circuit Breaker funds could help with this shortfall.

Director Deedy reported on some issues he sees in the Business Office. For example, expenditures/requests for reimbursements coming through without purchase orders in place; heating issues in some of the schools.

V. FY20 Budget

- FY20 Budget Review, Expense v Revenue; Town Assessments

Superintendent McCall and Director Deedy reported on District administration’s attempt to lower the FY20 budget proposal from the 3.95% increase initially proposed to a 3.85% increase, due to health insurance proposal coming in at 0% increase.

- FY20 Revised Budget Book and Revised Line-Item Budget

The revised Draft FY20 Budget Book and Revised Line-Item Budget were thoroughly reviewed, with questions asked and answered about specific line items.

- Tuition-free, Full-day Kindergarten

One additional bus is being added to the FY20 proposed budget, in the event an additional bus is needed to address implementation of tuition-free, full-day kindergarten.

VI. Procurement Updates

- Turf Field

Director Deedy reported bids for this project have been received and will be examined closely. It is anticipated awarding of the contract would be in early April, as the soonest. Member Mitchel reminded administration the importance of obtaining a construction schedule for the field replacement. Superintendent McCall reported that Town Administrators have been supportive of the turf field replacement project and the way the District has proposed to fund this project.

- Out-of-District Special Education Transportation

Awarding of contracts for 2019-2020 school year will be made within the next couple of weeks.

VII. OPEB (Other Post-Employment Benefits)

- Data Review

Comparison with other towns.

- Plan Moving Forward

District administration plans to have a set amount contributed to OPEB on an annual basis.

VIII. Next Meeting

Monday, April 1, 2019, 7:00 PM

IX. Old Business

There was no old business brought before the subcommittee.

X. New Business

There was no new business brought before the subcommittee.

XI. Adjournment

Motion: To adjourn.

(B. Mitchel)
(L. Long-Bellil)

Vote:

In favor:

Michael Dennis
Linda Long-Bellil
Maleah Gustafson
Benjamin Mitchel

Opposed:

None

The motion passed unanimously.

The meeting adjourned at 9:00 PM.

Respectfully submitted,

Linda Long-Bellil, Member
Business/Finance Subcommittee
LL-B/rjp

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

LEGAL AFFAIRS SUBCOMMITTEE

Tuesday, March 12, 2019
4:30 PM

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

Minutes

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

Absent: Scott Brown, Vice-chair

Administration: Jeff Carlson, Director of Human Resources

I. Call to Order

Subcommittee Chair Hitchcock called the meeting to order at 4:36 PM.

II. Approval of Minutes

Motion: To approve the minutes of the February 26, 2019 meeting of the Legal Affairs Subcommittee.

(S. Godbout)
(M. Rivers)

The minutes were approved by consensus.

Motion: To approve the minutes of the February 26, 2019 executive session of the Legal Affairs Subcommittee, not to be released.

(M. Rivers)
(S. Godbout)

Roll call vote:

In favor:

Susan Hitchcock
Stephen Godbout
Michael Rivers

Opposed:

None

The minutes were approved 3-0.

III. Review of WRSDC By-Laws

Members were provided with the WRSDC By-Laws showing amendments the subcommittee and Attorney Stonberg have suggested to date (attachment 1). Further review of the WRSDC By-Laws continued, with edits made to the document.

IV. Executive Session to discuss strategy for contract negotiations with bargaining units (Wachusett Cafeteria Association; AFSCME, Council 93, Local 2885 – Custodial Employees; AFSCME, Council 93, Local 2885 – Clerical Employees), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, not to reconvene in public session

Motion: To enter executive Session to discuss strategy for contract negotiations with bargaining units (Wachusett Cafeteria Association; AFSCME, Council 93, Local 2885 – Custodial Employees; AFSCME, Council 93, Local 2885 – Clerical Employees), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, not to reconvene in public session

(S. Godbout)
(M. Rivers)

Roll call vote:

In favor:

Susan Hitchcock
Stephen Godbout
Michael Rivers

Opposed:

None

The motion passed unanimously.

The subcommittee entered executive session at 5:55 PM, not to return to open session.

Respectfully submitted,

Jeff Carlson
Director of Human Resources
JC:rlp

Attachments:

- Attachment 1 – Draft Amended WRSDC By-Laws

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Kenneth Mills, Chair

1745 Main Street

Jefferson, MA 01522

March 26, 2019

Mrs. Heidi Lahey
166 Bullard Street
Holden, MA 01520

Dear Heidi:

Please accept my thanks on behalf of the School Committee for your attendance at last evening's meeting, speaking as a resident, taxpayer, parent, and educator as well as president of the WREA, providing an overview of the March 22nd Massachusetts Legislative Joint Committee on Education hearing on Senate Bill S.238, the PROMISE act, and for also speaking about the Funding Forum that will take place on April 11th at WRHS. Your continued commitment to all students and this district is much appreciated.

Sincerely yours,



Kenneth Mills, Chair
Wachusett Regional School District Committee

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

KM:rlp

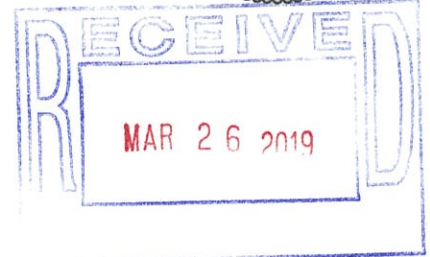


TOWN OF RUTLAND

MICHAEL J. NICHOLSON
TOWN ADMINISTRATOR
246 Main Street, Rutland, MA 01543
PHONE: (508) 886-4131
FAX: (508) 886-7913

March 11, 2019

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



RE: Response to Budget Meeting

Dear Dr. McCall,

I hope this letter finds you well. I would like to thank you, along with all of the representatives of the School District for meeting with the Board of Selectmen, the Finance Committee, and myself on February 28th to explain the District's Budget Proposal. As was stated by Chairwoman Dibb at the meeting, the Town of Rutland is currently looking at a potential budget deficit of around \$300,000 for the Town's FY2020 Operating Budget. As such, the Board of Selectmen of the Town of Rutland would like to request that the District look into the possibility of cutting \$600,000 from the FY 2020 operating budget proposal. This would equate to a reduction of around half of the Town's anticipated shortfall, while still providing an increase to the School District from last year's levels.

We hope that you, as well as the members of the School Committee, will view this as a proposed compromise in which we can all work together to ensure that both the Town and the School District maintain steady financial footing, while still offering the best services to our constituents.

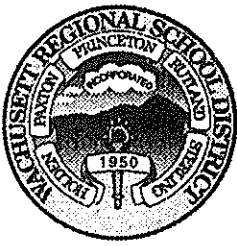
Should you have any further questions, please do not hesitate to contact my office.

Sincerely,

Michael J. Nicholson
Town Administrator

CC:

Town of Holden Board of Selectmen and Town Manager
Town of Princeton Board of Selectmen and Town Administrator
Town of Paxton Board of Selectmen and Town Administrator
Town of Sterling Board of Selectmen and Town Administrator
Mr. Kenneth Mills and Town of Rutland Representatives to the WRSD School Committee



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

Superintendent's Correspondence
Attachment 2
April 5, 2019

March 29, 2019

Mrs. Susan Hitchcock
6 Squareshire Road
Sterling, MA 01564

Dear Susan:

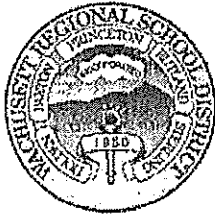
On behalf of the Wachusett District and the WRSDC, please accept my sincere thanks for the time you served on the School Committee representing the Town of Sterling. Your commitment to the students of this district during your almost five years as a WRSDC member is appreciated.

Sincerely,

Darryll McCall, Ed.D.
Superintendent of Schools

cc: Wachusett Regional School District Committee
Richard Lane, Chair, Sterling Selectboard
Ross Perry, Sterling Town Administrator

DM:rlp



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

TO: Business/Finance Subcommittee

THROUGH: Darryll McCall, Superintendent of Schools

FROM: Daniel Deedy, Director of Business and Finance

RE: Material for April 1, 2019 Meeting

DATE: March 29, 2019

Attached are materials for Monday's Business/Finance Subcommittee Meeting. I will see you Monday evening @ 7:00 pm.

Attachments

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

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

Business/Finance Subcommittee

Monday, April 1, 2019
7:00 PM

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

Revised Agenda

- I. Call to Order
- II. Election of Business/Finance Subcommittee Vice-chair
- III. Approval of Minutes of March 4, 2019 Meeting
- IV. Update on FY18 E&D Certification
- V. FY19 Budget
 - FY19 Budget Transfer

Motion: To recommend to the full School Committee a budget transfer of \$20,000 from the Salaries and Stipends Appropriation to the Special Ed Tuitions Appropriation.
 - Request for OMNIBUS Approval by the Director of Business and Finance for Budget Transfers.

Motion: To recommend to the full School Committee to allow the Director of Business and Finance to make budget transfers between Appropriations for the General Fund only effective May 13, 2019 through July 15, 2019.
- VI. FY20 Budget
- VII. FY19 Grant and Revolving Fund Update
- VIII. District Treasurer – Annual Evaluation and Contract Renewal
- IX. 2019-2020 School Use Fees – Discussion/Status of Changes to Facilities Usage Rates effective July 1, 2019, for action at a later meeting
- X. Procurement Updates
- XI. Additional Member on Audit Advisory Board, representing the School Committee
- XII. Policy Review
 - Policy 4323.20, Bidding Requirements
- XIII. Next Meeting

Monday, April 22, 2019, 7:00 PM, Superintendent's Conference Room
- XIV. Old Business
- XV. New Business
- XVI. Adjournment

Business/Finance Subcommittee

Monday, April 1, 2019

7:00 PM

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

Executive Summary

PLEASE NOTE: The order of the Executive Summary reflects the order of the discussion for Monday's Meeting

- I. **Call to Order:**
- II. **Election of Vice Chair of Business/Finance Subcommittee:** The subcommittee will need to elect a Vice-chair with the recent resignation of Subcommittee Member Witkes.
- III. **Approval of Minutes of March 4, 2019:**
- IV. **Update on E&D Certification:** Please see **Attachment A**. The District received notification from the Department of Revenue on March 20, 2019 certifying its FY18 E&D request at \$1,285,259.00. Mr. Deedy will discuss this Monday evening.
- V. **FY19 Budget Update:**
 - FY19 Budget Review, Expense v Revenue: Mr. Deedy will present an overview of the FY19 budget both Salary and Expense. Please see **Attachment B**, which is a FY19 Budget Report by Appropriation. As in previous meetings, Mr. Deedy included a report for FY18 which is used to compare activity between fiscal years. Please See **Attachment C**. In FY18, the District was reclassifying both Health Insurance and Kindergarten Teacher salaries to both School Choice and Kindergarten Revolving. In FY19, the District has not reclassified these expenditures to either Revolving Fund for the purpose of bringing forward cash into FY20. **Attachment D** is the FY19 Budget Report by DESE Function Code. **Attachment E** is the same report, converted to Excel with notes reflecting additional expenditures and adjustments through June 30, 2019. **Attachment F** is year to date revenues. As discussed at last month's meeting, Medicaid receipts for FY19 are expected to exceed the benchmark of \$987,523.00 by \$329, 581.03. Please see **Attachment G** and **Attachment H** regarding Medicaid receipts for payments through March 25, 2019. Mr. Deedy also spoke with the DESE on March 13 regarding the second payment of Regional Transportation later this spring. Though still early, the reimbursement rate may be increased from 70% (January 2019 payment) to about 77% (June 2019 estimated payment). For the District, the estimated June payment would \$1.3 million for a total

reimbursement in FY19 of approximately \$2,255,975. Again, DESE cautioned these figures for the second reimbursement are still projections. Finally, **Attachment I** is the FY19 tuitions, all Fund codes – General Fund, 240 Grant, and Circuit Breaker Revolving. These figures reflect both actual encumbrances and projected payments through the end of the fiscal year referred to here as the Wait List. With the Wait List figure of \$65,677, tuitions may be in deficit (\$14,224). Removing the Wait List figure, tuitions are projected to have a balance of \$51,453.00. As of this writing, the District assumes no change in the fourth quarter Circuit Breaker reimbursement of \$651,059.00.

- FY19 Budget Transfer: Mr. Deedy has prepared one (1) budget transfer between Appropriations requesting initial approval from the Business/Finance Subcommittee to be brought forward to the full School Committee on April 8, 2019. He is looking to transfer \$20,000.00 from the Salary and Stipends Appropriation to the Special Education Tuition Appropriation to cover the estimated shortfall. He will speak to this request Monday evening. Please see **Attachment J**.
- Motion: To recommend to the full School Committee a budget transfer of \$20,000 from the Salaries and Stipends Appropriation to the Special Ed Tuitions Appropriation.

FY19 Request for Omnibus Approval: Mr. Deedy is requesting Omnibus Approval for FY19 budget transfers effective May 13, 2019. He will speak to this Monday evening.

- Motion: To recommend to the full School Committee to allow the Director of Business and Finance to make budget transfers between Appropriations for the General Fund only effective May 13, 2019 through July 15, 2019.

- VI. **FY20 Budget Update:** Administration met with the Town of Holden Finance Committee on Wednesday, March 27, 2019. The Finance Committee voted to support the District's FY20 Draft Budget and the FY20 Town Assessment. The District is awaiting the release of the House Budget. In the interim, the District will be updating the FY20 budget book in preparation for the Annual Town Meetings.

Mr. Deedy also held a follow-up meeting on March 22, 2019 with Rutland Finance Committee to discuss some follow-up questions relative to the FY20 budget and the certification of the FY18 Excess and Deficiency.

- VII. **FY19 Grants and Revolving Fund Update:** **Attachment K** is a report Mr. Deedy printed from Grants Management of the DESE. He will speak to both the FY18 and the FY19 grants.

Attachment L is the District's Revolving Funds. These expenditures which reflect activity through February 2019 were updated on March 28, 2019 to project year end balances in Revolving funds.

- VIII. **District Treasurer – Annual Evaluation and Contract Renewal:** As in past years, the District’s Treasurer’s contract is subject to annual renewal pending completion of a successful evaluation. Mr. Deedy is working with Mr. Dunbar to complete that process prior to the end of April, 2019.
- IX. **School Use Fees, 2019-2020 School Year: Attachment M.** This item is likely to involve considerable discussion. I share the materials with the group to begin to review it in advance of our next meeting (three weeks from now) for a longer discussion.
- X. **Procurement Update:** The District continues to review references for the Turf Field Project. No award has been made.
- XI. **Additional Member of Audit Advisory Board:** The District continues outreach to fill this important void. Final deliverables were sent to the auditors on March 28. A draft report is due shortly.
- XII. **Policy Review, Policy 4323.2 Bidding Requirements: Attachment N** is a copy of the District’s current policy relating to procurement. Administration would like to begin the discussion to align this policy with current procurement thresholds as noted under Chapter 30B. Please see **Attachment O** for a copy of the current thresholds per the Office of the Inspector General. The current policy requires “multiple quotations for all purchases in excess of \$2,500.00.” Chapter 30B uses sound, business practice up to \$10,000.00 and three (3) written quotes from \$10,000.00 to \$50,000.00.
- XIII. **Next Meeting:** Monday, April 22, 2019 Superintendent’s Conference Room.
- XIV. **Old Business:**
- XV. **New Business:**
- XVI. **Adjournment:**

3/20/2019

Attachment A

ichusett



iel Deedy <daniel_deedy@wrsd.net>

EXCESS AND DEFICIENCY - Wachusett

1 message

dissupport@dor.state.ma.us <dissupport@dor.state.ma.us>

Wed, Mar 20, 2019 at 1:42 PM

To: accountant@town.princeton.ma.us, lkennedy@townofpaxton.net, lrose@holdenma.gov, dbhaynes@ron.com, faponte@sterling-ma.gov, gherlihy@holdenma.gov, dparsons@townofpaxton.net, townadministrator@town.princeton.ma.us, abenoit@townoffruitland.org, jkilcoyne@sterling-ma.gov, criches@townofpaxton.net, RLane@sterling-ma.gov, rlavigne@holdenma.gov, jkurtz@holdenma.gov, arenzoni@holdenma.gov, lgibbs@holdenma.gov, Mcranson@sterling-ma.gov, darryl_mccall@wrsd.net, darryll_mccall@wrsd.net, daniel_deedy@wrsd.net, jimdun0509@yahoo.com, dlsitgroup@dor.state.ma.us

Cc: guzmanda@dor.state.ma.us

Massachusetts Department of Revenue Division of Local Services

Christopher C. Harding, Commissioner

Sean R. Cronin, Senior Deputy Commissioner of Local Services

Wachusett
3/20/2019

Re: EXCESS AND DEFICIENCY - Wachusett

Based upon the unaudited balance sheet submitted, I hereby certify that the amount of excess and deficiency or "E & D" as of July 1, 2018 for Wachusett is:

General Fund \$1,285,259.00

This certification is in accordance with the provisions of G. L. Chapter 71, §16B½, as amended. The unencumbered funds certified above in excess of five percent of the operating budget and budgeted capital costs for the succeeding fiscal year must be applied to reduce the current fiscal year's assessment. For your district, this excess amount equals \$0.00.

This certification letter will also be e-mailed to the school superintendent, the board of selectmen in each member town and the city council in each member city immediately upon approval, provided an e-mail address is reported in DLS' Local Officials Directory. Please forward to other officials that you deem appropriate.


Sincerely

Mary Jane Handy

Mary Jane Handy

Director of Accounts
Massachusetts Department of Revenue

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this mail in error please notify the postmaster at dor.state.ma.us.

 Wachusett E & D Calculation Form.pdf
12K

Attachment A

SUBMITTED BY	Daniel Deedy	DISTRICT	Wachusett
PHONE	(508)829-1670 x226	DATE RECEIVED	03/08/19
FIELD REP	Kim Peloquin	DATE SUBMISSION COMPLETE	03/20/19

EXCESS AND DEFICIENCY CALCULATION

BEGIN:

UNRESERVED FUND BALANCE/EXCESS AND DEFICIENCY	1,416,615
---	-----------

LESS:

OTHER RECEIVABLE, OVERDRAWN ACCOUNTS, DEFICITS	
G/F W/H Employee Health Insurance	47,319
GF Health Ins Cobra	11,981
GF Dental Ins Non Employee	2,662
GF W/H Emplée Life Ins	840
SR Federal Grants (see detail)	23,905
SR Athletic Revolving (see detail)	4,389
SR School Revolving (see detail)	39,322
SR Program Initiatives (see detail)	944
Agency - DAB	15

OTHER ADJUSTMENTS:

	-
	-
	-

TOTAL CERTIFIED UNENCUMBERED EXCESS AND DEFICIENCY	1,285,259
--	-----------

UNENCUMBERED E & D IN EXCESS OF 5% CALCULATION

OPERATING AND CAPITAL BUDGET	94,209,452
5% OF BUDGET	4,710,473
TOTAL IN EXCESS	-

Kim Peloquin

REVIEWED BY:	PLEASE SEE CERTIFICATION LETTER
DATE: 3/20/2019	FOR DIRECTOR OF ACCOUNTS APPROVAL

Attachment B

03/25/2019 09:42
9820ddeeWachusett Regional School District
FY19 BUDGET REPORT BY APPROPRI 3.25.19P
glytdbud 1

FOR 2019 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1 SALARIES & STIPENDS	59,582,718	-29,474	59,553,244	36,769,613.96	22,137,246.26	646,383.60	98.9%
2 BENEFITS & INSURANCE	14,566,115	27,299	14,593,414	13,030,662.27	2,522,976.57	-960,224.84	106.6%
3 INSTRUCTIONAL SUPPORT	3,089,977	-1,450	3,088,527	2,473,860.44	511,744.10	102,922.61	96.7%
4 OPERATIONS & MAINTENANCE	3,474,472	0	3,474,472	2,479,423.71	1,187,974.79	-192,926.73	105.6%
5 PUPIL SERVICES	63,035	1,350	64,385	42,303.08	12,995.60	9,086.32	85.9%
6 SPECIAL ED TUITIONS	2,913,244	0	2,913,244	2,348,961.26	1,665,091.56	-1,100,808.62	137.8%
7 OTHER OPERATING COSTS	1,205,101	0	1,205,101	760,886.00	.00	444,215.00	63.1%
8 TRANSPORTATION	6,840,933	0	6,840,933	4,520,480.23	2,486,814.27	-166,361.50	102.4%
9 DEBT SERVICE	2,473,856	2,275	2,476,131	2,331,925.01	141,931.25	2,275.00	99.9%
GRAND TOTAL	94,209,451	0	94,209,451	64,758,115.96	30,666,774.40	-1,215,419.36	101.3%

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

Attachment C



03/29/2019 10:54
9820ddes

Wachusett Regional School District
FY18 BUDGET REPORT BY APPROPRIATION

P 1
glytdbud

FOR 2018 08

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1 SALARIES & STIPENDS	57,285,431	90,200	57,375,631	30,164,030.20	25,317,766.11	1,893,834.91	96.7%
2 BENEFITS & INSURANCE	14,769,034	1,685	14,770,719	11,186,425.52	3,205,527.89	378,765.73	97.4%
3 INSTRUCTIONAL SUPPORT	2,640,288	10,504	2,650,792	1,895,620.41	654,195.80	100,975.98	96.2%
4 OPERATIONS & MAINTENANCE	3,400,262	-27,839	3,373,123	1,805,897.97	1,403,949.78	163,275.38	95.2%
5 PUPIL SERVICES	49,815	1,450	51,065	46,969.01	13,027.33	-8,931.34	117.5%
6 SPECIAL ED TUITIONS	2,153,428	-76,000	2,077,428	1,901,976.56	1,930,479.22	-1,755,027.79	184.5%
7 OTHER OPERATING COSTS	1,152,873	0	1,152,873	763,448.00	.00	389,424.93	66.2%
8 TRANSPORTATION	6,415,854	0	6,415,854	3,664,793.71	2,827,600.60	-76,540.71	101.2%
9 DEBT SERVICE	2,510,894	0	2,510,894	2,344,887.51	166,006.25	.04	100.0%
GRAND TOTAL	90,378,379	0	90,378,379	53,774,048.89	35,518,552.48	1,085,777.13	98.8%

** END OF REPORT - Generated by Dan Deady **

Attachment D

03/25/2019 09:39
9820ddecWachusett Regional School District
FY19 BUDGET REPORT 3.25.19P
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FOR 2019 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
1110 SCHOOL COMMITTEE	11,639	422	12,061	9,312.64	5,236.50	-2,488.24	120.6%
1210 SUPERINTENDENT	267,239	6,535	273,774	206,450.20	70,986.09	-3,661.91	101.3%
1230 OTHER DIST-WIDE ADMINISTRATION	530,264	65,770	595,934	424,223.10	170,708.54	1,002.63	99.8%
1410 BUSINESS & FINANCE	587,531	-32,170	555,361	418,695.99	186,018.06	-49,352.74	108.9%
1420 HUMAN RESOURCES & BENEFITS	279,484	342	279,826	262,446.32	69,433.30	-52,053.78	118.6%
1430 LEGAL SERVICE FOR SCH COM	74,540	0	74,540	46,587.05	16,412.95	11,539.55	84.5%
1435 LEGAL SETTLEMENTS	25,944	-25,944	0	0.00	0.00	0.00	0.0%
1450 DIST-WIDE INFORM NGMT & TECH	415,157	25,853	441,010	403,825.23	36,004.46	1,180.70	99.7%
2110 CURRICULUM DIRECTORS (SUPERV)	788,700	14,565	803,265	572,062.42	223,728.92	7,473.19	99.1%
2120 DEPARTMENT HEADS (NON-SUPERV)	105,133	-2,705	102,428	59,092.95	43,334.82	0.00	100.0%
2200 PAYROLL (BUDGET)	625,493	-625,493	0	0.00	0.00	0.00	0.0%
2210 SCHOOL LEADERSHIP-BUILDING	4,192,130	-133,477	4,058,653	2,703,410.73	1,332,947.51	21,295.01	99.5%
2220 SCHOOL CUR/DEPT HEAD-BUILDING	183,833	94,256	278,089	187,276.49	90,812.74	0.00	100.0%
2250 SCHOOL BUILDING TECHNOLOGY	455,086	17,689	472,775	339,138.83	117,440.65	16,195.76	96.6%
2305 TEACHERS, CLASSROOM	36,174,260	-74,786	36,099,474	21,000,285.16	15,075,643.17	23,545.46	99.9%
2320 MEDICAL/THERAPEUTIC SERVICES	2,443,987	-14,263	2,429,724	1,360,651.51	940,217.86	128,854.77	94.7%
2324 SUBSTITUTE TEACHER LONG TERM	63,554	17,105	80,659	43,845.00	0.00	36,814.00	54.4%
2325 SUBSTITUTE TEACHERS	518,682	-3,554	515,128	326,825.42	0.00	189,303.07	63.4%
2330 NON-CLERICAL PARAPROFESSIONALS	6,404,985	475,045	6,880,030	4,865,742.66	1,910,152.17	104,135.58	98.5%
2340 LIBRARIANS & MEDIA CENTER DIR	148,262	-52,707	95,556	59,060.85	36,711.75	-216.72	100.2%
2355 SUB FOR TEACHER @ PD	607	-154	453	0.00	0.00	453.23	0.0%
2356 PROF DEV TEACHER EXPENSES	175,655	-18,354	157,301	79,207.86	25,389.03	52,704.51	66.5%
2358 PROF DEV CONTRACTED SERVICES	3,717	0	3,717	11,245.50	2,275.00	-9,803.50	363.7%
2410 TEXTBOOKS & RELATED MATERIALS	613,489	0	613,489	586,871.99	26,735.75	-119.24	100.0%
2415 OTHER INSTRUCTIONAL MATERIALS	16,475	0	16,475	14,845.10	516.60	1,113.30	93.2%
2420 INSTRUCTIONAL EQUIPMENT	0	11,367	11,367	2,034.25	9,332.40	0.00	100.0%
2430 GENERAL SUPPLIES	318,110	-15,304	302,807	261,253.31	11,702.76	29,850.60	90.1%
2440 OTHER INSTRUCTIONAL SERVICES	3,061	0	3,061	393.37	0.00	2,668.10	12.8%
2451 CLASSROOM INSTRUCTIONAL TECHNO	55,531	-50,514	5,017	2,818.97	11.98	2,185.97	56.4%
2455 INSTRUCTIONAL SOFTWARE	0	2,400	2,400	2,395.00	0.00	5.00	99.8%
2710 GUIDANCE & ADJUST COUNSELORS	882,252	40,993	923,245	543,877.84	351,516.30	27,851.32	97.0%
2720 TESTING & ASSESSMENT	4,688	1,872	6,560	5,478.01	0.00	1,081.36	83.5%
2800 PSYCHOLOGICAL SERVICES	1,252,388	-14,527	1,237,861	727,991.49	489,586.17	20,283.70	98.4%
3200 MEDICAL/HEALTH SERVICES	1,060,906	32,718	1,093,624	645,827.61	397,900.75	49,895.36	95.4%
3300 TRANSPORTATION SERVICES	6,840,933	0	6,840,933	4,520,480.23	2,486,814.27	-166,361.50	102.4%
3400 FOOD SERVICES	41,282	-887	40,395	30,240.00	10,080.84	74.25	99.8%
3510 ATHLETICS	538,859	-21,157	517,702	343,120.37	95,725.82	78,855.76	84.8%
3520 OTHER STUDENT ACTIVITIES	73,277	256	73,533	33,364.63	11,138.44	9,030.23	87.7%
3600 SCHOOL SECURITY	27,288	0	27,288	20,000.00	30,000.00	-22,712.00	183.2%
4110 CUSTODIAL SERVICES	2,753,281	70,512	2,823,794	2,075,796.73	743,572.39	4,424.57	99.8%

Attachment D



03/25/2019 09:39
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Wachusett Regional School District
FY19 BUDGET REPORT 3.25.19

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FOR 2019 99

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
4120 HEATING OF BUILDINGS	865,571	0	865,571	611,645.92	281,216.89	-27,291.98	103.2%
4130 UTILITY SERVICES	1,287,851	0	1,287,851	782,439.60	502,555.08	2,855.97	99.8%
4210 MAINTENANCE OF GROUNDS	447,555	0	447,555	245,506.19	205,114.51	-3,066.17	100.7%
4220 MAINTENANCE OF BUILDINGS	761,109	3,646	764,755	737,620.55	118,827.21	-91,692.50	112.0%
4230 MAINTENANCE OF EQUIPMENT	11,330	0	11,330	2,572.80	.00	8,757.44	22.7%
4300 EXTRAORDINARY MAINTENANCE	219,003	0	219,003	158,642.01	71,362.68	-11,002.02	105.0%
4400 NETWORKING & TELECOMMUNICATIONS	112,595	29,607	142,202	114,627.76	26,550.73	1,023.12	99.3%
5100 EMPLOYER RETIREMENT CONTRIB	2,720,128	0	2,720,128	2,401,838.40	352,060.00	-33,710.40	101.2%
5200 INSURANCE FOR ACTIVE EMPLOYEES	9,155,746	27,299	9,183,045	8,539,787.63	1,651,315.31	-1,008,057.94	111.0%
5250 INSURANCE FOR RETIRED EMPLOYEE	2,439,247	0	2,439,247	1,868,897.84	509,578.29	60,770.87	97.5%
5260 OTHER NON EMPLOYEE INSURANCE	248,305	0	248,305	223,130.03	10,082.97	15,052.00	93.9%
5300 RENTAL-LEASE EQUIPMENT	301,496	146,802	448,299	372,358.02	64,643.35	11,297.24	100.0%
5350 RENTAL-LEASE BUILDINGS	5	0	5	5.00	.00	984.55	97.3%
5500 OTHER FIXED CHARGES	35,358	983	36,340	22,929.92	12,426.00	-1,128.07	102.2%
5550 CROSSING GUARDS	54,355	-2,320	52,035	38,172.21	14,990.58	2,275.26	99.9%
8100 DEBT RETIREMENT/SCH CONST	1,895,000	2,275	1,897,275	1,895,000.00	141,931.25	-	100.0%
8200 DEBT SERVICE/SCH CONST	578,856	0	578,856	436,925.01	411,297.76	188,989.50	84.8%
9100 TUITION TO MASS SCHOOLS	1,227,260	16,379	1,243,639	643,351.91	.00	191,096.00	70.8%
9110 SCHOOL CHOICE TUITION	654,287	0	654,287	463,191.00	.00	229,728.00	56.4%
9120 TUITION TO MA CHARTER SCHOOLS	527,418	0	527,418	297,690.00	.00	-1,392,257.95	197.3%
9300 TUITION TO NON-PUBLIC SCHOOLS	1,437,411	-5,985	1,431,426	1,601,788.25	31,897.80	125,850.63	51.9%
9400 TUITION TO COLLABORATIVES	271,964	-10,394	261,570	103,821.10			
TOTAL GENERAL FUND	94,209,451	0	94,209,451	64,758,115.96	30,666,774.40	-1,215,439.36	101.3%

GRAND TOTAL 94,209,451 0 94,209,451 64,758,115.96 30,666,774.40 -1,215,439.36 101.3%

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

ATTACHMENT E
FY19 Expense Budget Projections

DEPT OF ED	ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET
1110	1110 SCHOOL COMMITTEE	11,639.00	421.90	12,060.90	9,312.64	5,236.50	-2,488.24
1210	1210 SUPERINTENDENT	267,239.00	5,535.38	273,774.38	206,450.20	70,986.09	-3,661.91
1230	1230 OTHER DIST-WIDE ADMINISTR	530,164.08	65,770.19	595,934.27	424,223.10	170,708.54	1,002.63
1410	1410 BUSINESS & FINANCE	587,530.82	-32,169.51	555,361.31	418,695.99	186,018.06	-49,352.74
1420	1420 HUMAN RESOURCES & BENEFIT	279,484.00	341.84	279,825.84	262,446.32	69,433.30	-52,053.78
1430	1430 LEGAL SERVICE FOR SCH COM	74,539.55	0.00	74,539.55	46,587.05	16,412.95	11,539.55
1435	1435 LEGAL SETTLEMENTS	25,944.14	-25,944.14	0.00	0.00	0.00	0.00
1450	1450 DIST-WIDE INFORM MGMT & T	415,157.00	25,853.39	441,010.39	403,825.23	36,004.46	1,180.70
2110	2110 CURRICULUM DIRECTORS (SUP	788,699.68	14,564.85	803,264.53	572,062.42	223,728.92	7,473.19
2120	2120 DEPARTMENT HEADS (NON-SUP	105,133.00	-2,705.23	102,427.77	59,092.95	43,334.82	0.00
2200	2200 PAYROLL (BUDGET)	625,492.84	-625,492.84	0.00	0.00	0.00	0.00
2210	2210 SCHOOL LEADERSHIP-BUILDIN	4,192,130.20	-133,476.95	4,058,653.25	2,703,410.73	1,333,947.51	21,295.01
2220	2220 SCHOOL CUR/DEPT HEAD-BUIL	183,833.00	94,256.23	278,089.23	187,276.49	90,812.74	0.00
2250	2250 SCHOOL BUILDING TECHNOLOG	455,086.00	17,689.24	472,775.24	339,138.83	117,440.65	16,195.76
2305	2305 TEACHERS, CLASSROOM	36,174,259.73	-74,785.94	36,099,473.79	21,000,285.16	15,075,643.17	23,545.46
2320	2320 MEDICAL/THERAPEUTIC SERVI	2,443,987.19	-14,263.05	2,429,724.14	1,360,651.51	940,217.86	128,854.77
2324	2324 SUBSTITUTE TEACHER LONG T	63,554.00	17,105.00	80,659.00	43,845.00	0.00	36,814.00
2325	2325 SUBSTITUTE TEACHERS	518,682.37	-3,553.88	515,128.49	326,825.42	0.00	188,303.07
2330	2330 NON-CLERICAL PARAPROFESSI	6,404,985.38	475,045.03	6,880,030.41	4,865,742.66	1,910,152.17	104,135.58
2340	2340 LIBRARIANS & MEDIA CENTER	148,262.47	-52,706.59	95,555.88	59,060.85	36,711.75	-216.72
2355	2355 SUB FOR TEACHER @ PD	606.98	-153.75	453.23	0.00	0.00	453.23
2356	2356 PROF DEV TEACHER EXPENSES	175,655.01	-18,353.61	157,301.40	79,207.86	25,389.03	52,704.51
2358	2358 PROF DEV CONTRACTED SERVI	3,717.00	0.00	3,717.00	11,245.50	2,275.00	-9,603.50
2410	2410 TEXTBOOKS & RELATED MATER	613,488.50	0.00	613,488.50	586,871.99	26,735.75	-119.24
2415	2415 OTHER INSTRUCTIONAL MATER	16,475.00	0.00	16,475.00	14,845.10	516.60	1,113.30
2420	2420 INSTRUCTIONAL EQUIPMENT	0.00	11,366.65	11,366.65	2,034.25	9,332.40	0.00
2430	2430 GENERAL SUPPLIES	318,110.32	-15,303.65	302,806.67	261,253.31	11,702.76	29,850.60
2440	2440 OTHER INSTRUCTIONAL SERVI	3,061.47	0.00	3,061.47	393.37	0.00	2,668.10
2451	2451 CLASSROOM INSTRUCTIONAL T	55,530.89	-50,513.97	5,016.92	2,818.97	11.98	2,185.97
2455	2455 INSTRUCTIONAL SOFTWARE	0.00	2,400.00	2,400.00	2,395.00	0.00	5.00
2710	2710 GUIDANCE & ADJUST COUNSEL	882,252.00	40,993.46	923,245.46	543,877.84	351,516.30	27,851.32
2720	2720 TESTING & ASSESSMENT	4,687.50	1,871.87	6,559.37	5,478.01	0.00	1,081.36
2800	2800 PSYCHOLOGICAL SERVICES	1,252,388.18	-14,526.82	1,237,861.36	727,991.49	489,586.17	20,283.70
3200	3200 MEDICAL/HEALTH SERVICES	1,060,905.74	32,717.98	1,093,623.72	645,827.61	397,900.75	49,895.36
3300	3300 TRANSPORTATION SERVICES	6,840,933.00	0.00	6,840,933.00	4,520,480.23	2,486,814.27	-166,361.50
3400	3400 FOOD SERVICES	41,282.00	-886.91	40,395.09	30,240.00	10,080.84	74.25
3510	3510 ATHLETICS	538,859.00	-21,157.05	517,701.95	343,120.37	95,725.82	78,855.76
3520	3520 OTHER STUDENT ACTIVITIES	73,277.00	256.30	73,533.30	33,364.63	31,138.44	9,030.23
3600	3600 SCHOOL SECURITY	27,288.00	0.00	27,288.00	20,000.00	30,000.00	-22,712.00
4110	4110 CUSTODIAL SERVICES	2,753,281.20	70,512.49	2,823,793.69	2,075,796.73	743,572.39	4,424.57
4120	4120 HEATING OF BUILDINGS	865,570.83	0.00	865,570.83	611,645.92	281,216.89	-27,291.98
4130	4130 UTILITY SERVICES	1,287,850.65	0.00	1,287,850.65	782,439.60	502,555.08	2,855.97
4210	4210 MAINTENANCE OF GROUNDS	447,554.53	0.00	447,554.53	245,506.19	205,114.51	-3,066.17
4220	4220 MAINTENANCE OF BUILDINGS	761,109.41	3,645.85	764,755.26	737,620.55	118,827.21	-91,692.50
4230	4230 MAINTENANCE OF EQUIPMENT	11,330.24	0.00	11,330.24	2,572.80	0.00	8,757.44
4300	4300 EXTRAORDINARY MAINTENANCE	219,002.67	0.00	219,002.67	158,642.01	71,362.68	-11,002.02
4400	4400 NETWORKING & TELECOMMUNICA	112,595.00	29,606.61	142,201.61	114,627.76	26,550.73	1,023.12
5100	5100 EMPLOYER RETIREMENT CONTR	2,720,128.00	0.00	2,720,128.00	2,401,838.40	352,000.00	-33,710.40
5200	5200 INSURANCE FOR ACTIVE EMPL	9,155,746.00	27,299.00	9,183,045.00	8,539,787.63	1,651,315.31	-1,008,057.94
5250	5250 INSURANCE FOR RETIRED EMP	2,439,247.00	0.00	2,439,247.00	1,868,897.84	509,578.29	60,770.87
5260	5260 OTHER NON EMPLOYEE INSURA	248,305.00	0.00	248,305.00	223,130.03	10,082.97	15,092.00
5300	5300 RENTAL-LEASE EQUIPMENT	301,496.13	146,802.48	448,298.61	372,358.02	64,643.35	11,297.24
5350	5350 RENTAL-LEASE BUILDINGS	5.00	0.00	5.00	0.00	0.00	0.00
5500	5500 OTHER FIXED CHARGES	35,357.56	982.91	36,340.47	22,929.92	12,426.00	984.55
5550	5550 CROSSING GUARDS	54,354.74	-2,320.02	52,034.72	38,172.21	14,990.58	-1,128.07
8100	8100 DEBT RETIREMENT/SCH CONST	1,895,000.00	2,275.26	1,897,275.26	1,895,000.00	0.00	2,275.26
8200	8200 DEBT SERVICE/SCH CONST	578,856.00	0.00	578,856.00	436,925.01	141,931.25	-0.26
9100	9100 TUITION TO MASS SCHOOLS	1,227,260.00	16,379.17	1,243,639.17	643,351.91	411,297.76	188,989.50
9110	9110 SCHOOL CHOICE TUITION	654,287.00	0.00	654,287.00	463,191.00	0.00	191,096.00
9120	9120 TUITION TO MA CHARTER SCH	527,418.00	0.00	527,418.00	297,690.00	0.00	229,728.00
9300	9300 TUITION TO NON-PUBLIC SCH	1,437,411.00	-5,984.70	1,431,426.30	1,601,788.25	1,221,896.00	-1,392,257.95
9400	9400 TUITION TO COLLABORATIVES	271,964.00	-10,394.47	261,569.53	103,821.10	31,897.80	125,850.63
	001 GENERAL FUND	94,209,451.00	0.00	94,209,451.00	64,758,115.96	30,666,774.40	-1,215,439.36
	Revenue Total	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Total	94,209,451.00	0.00	94,209,451.00	64,758,115.96	30,666,774.40	-1,215,439.36
	Grand Total	94,209,451.00	0.00	94,209,451.00	64,758,115.96	30,666,774.40	-1,215,439.36

ATTACHMENT E
FY19 Expense Budget Projections

DEPT OF ED	-1,215,439.36	DESCRIPTION			
1430	-\$7,000.00	Additional SPED Legal Costs			
2325	-\$136,174.58	Balance of Subs due per EOYR, 465K			
2356	-\$41,000.00	Teacher PD money			
2430	-\$29,050.00	General Supply purchases			
3510	-\$87,500.35	Coaches to be encumbered			
9110	-\$233,184.00	Local Aid Chapter 70, Choice Out			
9120	-\$141,600.00	Charter School Assessment			
	<u>-\$1,894,216.90</u>				
			-\$1,894,216.90		Re-class tuitions to Circuit Breaker upon receipt of third and fourth quarter payments; reflects adjustment of 60K from CS audit
			\$1,241,114.00		
			\$224,320.00		Projected savings in SPED Transportation due to changes in student programs
			\$200,000.00		Projected savings in heating of buildings per Jim; 3.7.19
			\$10,119.00		ECC teacher salary reclassified to ECC Revolving account, \$3,373 @ 3 payrolls
			\$51,554.00		Repayment to district to HR Concepts for Flexible Spending
			\$134,424.00		Projected savings in electricity through 1.1.2019
			\$12,061.00		Projected savings in trash, water and sewer
			\$5,000.00		Projected savings in Other, Non-Employee Ins.
			\$5,000.00		Projected savings in Contracted Services
			\$185,250.00		Health Insurance costs reclassified to School Lunch; \$113,750 completed Jan., 2019
			\$15,000.00		Health Insurance costs reclassified to all grants
			\$21,882.51		OOD Tuition reimbursement due to the District
			\$10,000.00		Additional ECC adjustment, para
			<u>\$221,517.51</u>		

Created 3.26.19

Attachment F


03/25/2019 09:47
9820ddesWachusett Regional School District
FY19 REVENUE BUDGET REPORT 3.25.19P 1
glytdbud

FOR 2019 99

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001 GENERAL FUND						
0000 UNDESIGNATED						
001 401417 GF MIN LOCAL CONT - HOL	-18,233,370	0	-18,233,370	-13,675,027.50	-4,558,342.50	75.0%
001 401413 GF MIN LOCAL CONT - PAX	-4,217,007	0	-4,217,007	-3,162,755.25	-1,054,251.75	75.0%
001 401415 GF MIN LOCAL CONT - PRI	-3,481,413	0	-3,481,413	-2,511,060.25	-970,352.75	72.1%
001 401416 GF MIN LOCAL CONT - BUT	-6,954,143	0	-6,954,143	-5,215,607.25	-1,738,535.75	75.0%
001 401412 GF MIN LOCAL CONT - STR	-7,944,064	0	-7,944,064	-5,958,048.00	-1,986,016.00	75.0%
001 401422 GF OPER - HOLDEN	-6,787,692	0	-6,787,692	-5,090,769.00	-1,696,923.00	75.0%
001 401423 GF OPER - PAXTON	-1,427,545	0	-1,427,545	-1,070,658.75	-356,886.25	75.0%
001 401424 GF OPER - PRINCETON	-932,016	0	-932,016	-699,012.00	-233,004.00	75.0%
001 401425 GF OPER - RUTLAND	-3,472,920	0	-3,472,920	-2,604,690.00	-868,230.00	75.0%
001 401426 GF OPER - STERLING	-2,332,149	0	-2,332,149	-1,749,111.75	-583,037.25	75.0%
001 401432 GF TRANS ASSESS - HOLDE	-2,004,018	0	-2,004,018	-1,503,013.50	-501,004.50	75.0%
001 401434 GF TRANS ASSESS - PAXTO	-421,473	0	-421,473	-316,104.00	-105,369.00	75.0%
001 401434 GF TRANS ASSESS - PRINC	-275,171	0	-275,171	-206,378.25	-68,792.75	75.0%
001 401435 GF TRANS ASSESS - RUTLA	-1,025,355	0	-1,025,355	-769,016.25	-256,338.75	75.0%
001 401436 GF TRANS ASSESS - STERL	-688,551	0	-688,551	-516,413.25	-172,137.75	75.0%
001 401442 GF DEBT ASSESS - HOLDEN	-1,061,967	0	-1,061,967	-796,476.00	-265,491.00	75.0%
001 401443 GF DEBT ASSESS - PAXTON	-247,436	0	-247,436	-185,577.00	-61,859.00	75.0%
001 401444 GF DEBT ASSESS - PRINCET	-175,270	0	-175,270	-131,453.50	-43,816.50	75.0%
001 401445 GF DEBT ASSESS - RUTLAND	-610,209	0	-610,209	-457,657.50	-152,551.50	75.0%
001 401446 GF DEBT ASSESS - STERLIN	-378,975	0	-378,975	-284,232.00	-94,743.00	75.0%
001 401450 GF CHAP TO - REG SCHOOL	-27,472,242	0	-27,472,242	-18,466,128.00	-9,006,114.00	67.2%
001 401451 GF CHAP TO - CHAPTER EE	-2,426,365	0	-2,426,365	-955,975.00	-1,470,390.00	39.4%
001 401452 GF CHAP TO - SCHOOL CHOICE	-50,578	0	-50,578	-21,364.00	-29,214.00	42.2%
001 401453 GF TXFR - UNRESERVED RE	0	0	0	0.00	0.00	0%
001 401454 GF TXFR - MEDICAID	-150,000	0	-150,000	-398,684.55	-588,838.45	40.4%
001 401455 GF INTEREST	-987,523	0	-987,523	-27,735.06	14,985.06	217.5%
001 401460 GF REVENUE - MISCELLANE	-12,750	0	-12,750	-174,874.28	-264,375.72	39.8%
001 401462 GF REVENUE - INSUR PREM	-439,250	0	-439,250	0.00	0.00	0%
001 401464 GF REVENUE - RAN	0	0	0	0.00	0.00	0%
001 401466 GF REVENUE - MSPA REVEN	0	0	0	0.00	0.00	0%
001 401468 GF PEV - TRANSFER IN	0	0	0	0.00	0.00	0%
TOTAL UNDESIGNATED	-94,209,452	0	-94,209,452	-66,947,821.89	-27,261,630.11	71.1%
5400 SHORT-TERM INTEREST						
5400 401466 GF PREM - REV ANTICI	0	0	0	0.00	0.00	0%
TOTAL SHORT-TERM INTEREST	0	0	0	0.00	0.00	0%

Attachment F

03/25/2019 09:47 9820dde	Wachusett Regional School District FY19 REVENUE BUDGET REPORT 3.25.19	P 2 glytdbud
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FOR 2019 99

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMNTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
TOTAL GENERAL FUND	-94,209,452	0	-94,209,452	-66,947,821.89	-27,261,630.11	71.1%
TOTAL REVENUES	-94,209,452	0	-94,209,452	-66,947,821.89	-27,261,630.11	
GRAND TOTAL	-94,209,452	0	-94,209,452	-66,947,821.89	-27,261,630.11	71.1%
** END OF REPORT - Generated by Dan Deedy **						

Attachment G



A MISSION-DRIVEN APPROACH TO COST-EFFECTIVE HEALTH CARE

March 29, 2019

School-Based Medicaid Program

Wachusett Regional School District			FY 2019
<u>Projected School-Based Medicaid Claiming Revenue</u>			
<u>March 2019</u>			
Direct Service Claims paid 10/01/2018 thru 12/31/2018	\$ 135,175.36	actual	
Administrative Q1 FY 19 Claim (07/01/2018 to 09/30/2018)	\$ 63,612.21	actual	
	<u>\$198,787.57</u>		
<u>June 2019</u>			
Direct Service Claims paid 01/01/2019 thru 03/31/2019	\$ 79,631.91	to date (4 more weeks to add)	
Administrative Q2 FY 19 Claim (10/01/2018 thru 12/31/2018)	\$80,000.00	estimate	
FY 18 Direct service cost report	<u>\$560,000.00</u>	estimate	
	<u>\$719,631.91</u>		
<u>September 2019</u>			
Direct Service Claims paid 04/1/2019 thru 06/30/2019	\$150,000.00	estimate	
Administrative Q3 FY 19 Claim (01/01/2019 thru 03/31/2019)	<u>\$80,000.00</u>	estimate	
	<u>\$230,000.00</u>		
<u>December 2019</u>			
Direct Service Claims paid 07/01/2018 thru 09/30/2019	\$80,000.00	estimate	
Administrative Q4 FY 19 Claim (04/01/2019 thru 06/30/2019)	<u>\$75,000.00</u>	estimate	
	<u>\$155,000.00</u>		

Attachment H



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
One Ashburton Place, Room 1109
Boston, Massachusetts 02108

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MARYLOU SUDDERS
Secretary

Tel: (617) 573-1600
Fax: (617) 573-1891
www.mass.gov/eohhs

March 25, 2019

Mr. Darryll McCall
Wachusett Regional School District

Dear Mr. McCall,

The Executive Office of Health and Human Services (EOHHS), working with the Center for Health Care Financing at the University of Massachusetts Medical School, has compiled a record of School Based Medicaid claims submitted for the quarter ended on December 31, 2018.

The statement below includes:

- Administrative Activity Claims and amendments (submitted in QE 12/31/18)
- Direct Service Interim Claims (adjudicated in QE 12/31/18)

The breakdown of amounts for this quarter is as follows:

Administrative Activity QE 09/30/18	\$63,612.21
Direct Service Interim Claims QE 12/31/18	\$135,175.46
Total Distribution	\$198,787.67

In case of positive net distribution, the amount will be transferred to an account on your behalf. The State Treasurer's Office will issue this money to you by check or wire transfer based on the vendor code information which you submitted with your original Medicaid Provider Application. It is important that you notify your treasurer's office of the anticipated release of funds. We are anticipating that this payment will be made within the next 10 days.

If an overpayment was made, an Accounts Receivable will be established to recoup these funds. Your school will receive further guidance on the recoupment process.

If you have any questions concerning payment, please contact the School-Based Claiming Program at 1-800-535-6741 or by email at SchoolBasedClaiming@umassmed.edu.

Sincerely,

Caitlin N. Feuer
Cross Agency Medicaid Manager
Executive Office of Health and Human Services | MassHealth
One Ashburton Place | Boston MA 02108



ATTACHMENT I

FY19 SPED OOD Tuitions

Estimated Revenues and Expenditures

Updated March 25, 2019

<u>Estimated Revenues -- All Funds</u>	<u>Notes</u>
<u>General Fund \$ 2,913,244.00</u>	
<u>Circuit Breaker \$ 2,544,230.00</u>	Per DESE on 9.19.18 @ 72 %; revenue does reflect 60k reduction per CB audit
<u>240 Grant \$ 1,302,974.00</u>	Approved Grant; reflects additional revenue of \$3,456 per DESE email of 3.11.19
<u>Total \$ 6,760,448.00</u>	
<u>Estimated Expenditures -- All Funds</u>	
<u>\$6,774,672.00</u>	Estimate includes Wait List placements of \$65,677.00 revised 3.25.19
<u>\$ (14,224.00)</u>	with Wait List @ \$65,677.00 pending
<u>\$ 51,453.00</u>	without Wait List @ \$65,677.00
<u>Balance</u>	
<u>\$6,774,672.00</u>	

Updated 3.12.19
Updated 3.25.19

3.28.19

[illegible]

ATTACHMENT K

Massachusetts Department of Elementary & Secondary Education Claim Status Report as of 3/6/19

District Wachusett		LEA Code	FY	Account	Fund Name	Grant Award	Claimed as of 3/6/19	Available to Claim as of 3/6/19	% Available to Claim as of 3/6/19
		0775	2018	140-148535-2018-0775	Title IIA	\$126,044	\$101,703	\$24,341	19.3%
				180-151761-2018-0775	Title III	\$19,210	\$15,709	\$3,501	18.2%
				240-146359-2018-0775	IDEA 240	\$1,618,452	\$1,618,452	\$0	0.0%
				305-140424-2018-0775	Title I	\$450,810	\$450,810	\$0	0.0%
				309-146866-2018-0775	Title IV	\$11,396	\$11,200	\$196	1.7%
			2019	140-217758-2019-0775	Title II	\$113,943	\$11,394	\$102,549	90.0%
				180-217759-2019-0775	Title III	\$16,742	\$2,430	\$14,312	85.5%
				240-217760-2019-0775	IDEA 240	\$1,633,071	\$385,033	\$1,248,038	76.4%
				262-217761-2019-0775	IDEA 262	\$63,114	\$28,931	\$34,183	54.2%
				305-217762-2019-0775	Title I	\$247,541	\$157,275	\$90,266	36.5%
				309-217763-2019-0775	Title IV	\$32,610	\$20,460	\$12,150	37.3%
		0775 Total				\$4,332,933	\$2,803,397	\$1,529,536	0.0%

ATTACHMENT L

WACHUSETT REGIONAL SCHOOL DISTRICT

FEBRUARY 2019

GOVERNMENTAL FUNDS, FIDUCIARY FUNDS CASH & FUND BALANCES REPORT

GOVERNMENTAL FUNDS, FIDUCIARY FUNDS CASH & FUND BALANCES REPORT										
FUND/ FUNC	FUND NAME	CASH BALANCE				ENDING CASH BALANCE	PROJECTED REMAINING REV	PROJECTED REMAINING EXP	ENCUMBERED	ENDING FUND BALANCE
		REVENUE	EXPENDED	BEG BAL	YEAR TO DATE					
022	CAFETERIA	190,863.16	193,354.68	2,589.36	1,312,487.97	1,194,261.88	659,136.84	459,890.21	314,732.67	5,329.41
023	ATHLETIC	12,130.91	23,174.53	135,682.50	293,111.20	285,665.72	143,127.98	93,035.47	126,742.73	77,709.87
027/101	KINDERGARTEN	581.97	51,368.94	370,352.82	407,223.16	352,900.12	507,615.86	0.00	329,376.83	180,527.06
027/510	APPLIED ARTS	2,562.66	5,410.95	33,620.07	46,538.10	39,540.62	40,615.45	2,389.05	26,853.79	22,310.61
027/511	BUILDING USE	13,541.04	9,375.27	62,529.02	52,827.56	64,323.52	55,033.00	34,324.73	3,270.16	55,398.27
027/512	DAMAGED PROPERTY		2,130.00	5,864.92	532.50	5,577.67	819.75	0.00	0.00	2,949.75
027/514	DRIVER EDUCATION	9,780.66	7,944.95	65,459.36	79,875.13	91,461.65	53,872.84	87,020.00	7,548.94	82,138.85
027/515	EQUIP REPAIRS	3,011.00		0.00	3,011.00	0.00	300.00	0.00	0.00	500.00
027/516	GIFTS & GRANTS	7,424.19	11,436.97	70,111.14	56,562.55	69,634.98	87,282.51	1,500.00	20,917.66	16,724.39
027/517	LOST BOOKS			14,467.22	2,862.76	2,865.59	14,524.39	3,700.00	0.00	
027/518	PARKING	215.10	2,069.12	60,420.15	56,895.69	61,333.40	55,962.69	6,171.00	10,820.88	35,359.57
027/519	PERFORMING ARTS		153.77	3,996.05	4,925.16	9,613.36	12,500.00	6,201.23	999.00	4,607.62
027/520	SCHOOL TECHNOLOGY			0.00	0.00	0.00	0.00	0.00	0.00	0.00
027/522	SUMMER SCHOOL			4,961.29	0.00	0.00	4,961.29	0.00	0.00	4,961.29
027/524	LOCKER FEES			17,413.64	1,779.10	750.34	18,442.30	0.00	0.00	18,442.30
027/551	STERLING EXTENDED DAY			282.48	0.00	0.00	282.48	0.00	0.00	282.48
027/551	PRINCETON EXTENDED DAY	1,407.40	3,151.10	14,535.08	23,650.60	19,648.67	18,536.41	7,500.00	9,248.90	6,152.51
027/551	DAVIS HILL EXTENDED DAY			0.00	0.00	0.00	0.00	0.00	0.00	0.00
028/000	ECC TUITION	12,212.51	15,398.92	150,944.66	60,858.19	161,498.70	59,304.15	55,537.49	961,483.62	24,358.02
028/530	SCHOOL CHOICE	36,258.00		0.00	333,714.00	224,940.60	108,774.00	145,032.00	0.00	253,806.00
028/551	CIRCUIT BREAKER			(809,738.00)	2,111,852.00	1,302,114.00	1,242,114.00	1,242,114.00	0.00	0.00
028/554	INSURANCE REIMBURSEMENTS		16,237.00	0.00	31,337.00	27,474.00	6,863.00	0.00	0.00	0.00
029	ADULT EDUCATION	0.02		71.69	0.23	0.00	71.92	0.08	0.00	72.00
040	PROGRAM INITIATIVES	9,500.00	9,234.24	82,030.99	69,765.60	84,925.22	96,870.77	62,321.00	1,295.40	111,369.61
050	STUDENT ACTIVITIES	37,500.22	82,114.39	435,621.83	166,475.42	588,435.03	513,162.22	468,748.78	41,676.94	371,248.45
060	TRUST FUNDS/SCHOLARSHIPS			195,201.62	0.00	0.00	195,201.62	4,000.00	0.00	192,401.62
TOTALS		334,344.98	432,553.83	916,417.89	5,568,810.57	4,383,480.53	2,101,747.93	3,012,797.92	988,342.82	1,555,402.51

WACHUSETT REGIONAL SCHOOL DIST
SCHOOL USE APPLICATION and AGREE

USER: _____
(Organization Name)

(Address)

TYPE OF EVENT: _____

SCHOOL: _____ EVENT SPACE: _____

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

DAY(S): _____ DATE(S): _____

TIME: FROM: _____ TO: _____

User's Contact Person: _____ Phone: _____

Email address: _____

Address and telephone for invoicing, if different than above:

Tax Exempt # (if applicable): _____

Number of participants expected: _____

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

AGREEMENT

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

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

4. **Insurance and Release.** If User maintains liability insurance, User shall have the District named as an additional insured thereof for the purpose of the Event and shall deliver to the District prior to the Event a certificate evidencing same.

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

5. **Compliance.** User agrees to comply with all local, state and federal laws, regulations and ordinances. User also agrees to comply with all Wachusett Regional School District and School Committee Policies and School Regulations.
6. **Criminal History Systems Board:** If applicable, User agrees to comply with M.G.L. c.6, § 172G and obtain all available criminal offender record information and juvenile data for all employees or volunteers prior to employment or volunteer service in conjunction with use or lease of school facility.

7. **Miscellaneous.** Paragraph headings are for convenience and are not a substantive part of this Agreement. This document contains all statements and agreements made regarding the use of the School by the User, except for any specific instructions and rules provided by the District.

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

USER:

By: _____

Title: _____ Date: _____

BUILDING PRINCIPAL RECOMMENDATION: Approve: _____ Disapprove: _____

By: Principal Date: _____

Fee Schedule - FY19

The following fees will be charged for School Building Use for the year 2018-2019:

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

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

Rates are per person per hour or any part of an hour. Time will be charged if incremental to operations of building. All rates are billed at a minimum of three hours.

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

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

Kitchen/Cafeteria – Elementary/Middle School	\$10.00 per hour
Kitchen/Cafeteria – High School	\$10.00 per hour
Gym/Auditorium – Elementary/Middle School	\$10.00 per hour
Gym – High School	\$40.00 per hour
Auditorium – High School	\$25.00 per hour
Library – Elementary/Middle School	\$5.00 per hour
Library – High School	\$10.00 per hour
Athletic Fields – Elementary/Middle School	No Charge
Athletic Fields (Natural) – High School	\$50.00 per hour
Athletic Fields (Synthetic Turf) – High School	\$75.00 per hour, plus \$30.00 per hour for lights at night
Classroom/Pod – Elementary/Middle School	\$5.00 per hour
Classroom – High School	\$5.00 per hour
Theater	\$10.00 per hour
<i>(AV use in theater may require use of Specialist)</i>	
Foyer (if not included in above)	\$50.00 per half day
Trash Removal as appropriate	Actual cost of dumpster
Other	Fees to be specified

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

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

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

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

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

Kitchen/Cafeteria	\$125.00 per half day
Gym/Auditorium – Elementary/Middle School	\$125.00 per half day
High School	\$900.00 per half day
Athletic Fields – Elementary/Middle School	\$125.00 per half day
Athletic Fields (Natural) – High School	\$100.00 per hour
Athletic Fields (Synthetic Turf) – High School	\$150.00 per hour, plus \$50.00 per hour for lights at night
Small Classroom	\$125.00 per half day
Large Classroom	\$250.00 per half day
Theater – Elementary/Middle School	\$500.00 per half day
High School	\$1,000.00 per half day
Set up and cleaning fee	\$250.00
<i>(AV use in theater may require use of Specialist)</i>	
Foyer (if not included in above)	\$100.00 per half day
Trash Removal as appropriate	Actual cost of dumpster
Other	Fees to be specified

DRAFT

Attachment M

March 20, 2019

DRAFT

TO: Peter Lukes, Holden Town Manager
Carol Riches, Paxton Town Administrator
Nina Nazarian, Princeton Town Administrator
Michael Nicholson, Rutland Town Administrator
Ross Perry, Sterling Town Administrator

FROM: Darryll McCall, Superintendent of Schools

RE: School Use Fees

In our communities during off-school hours, schools in our towns are used by many individuals and groups (for both non-profit and profit activities and events), a mutually agreed upon practice which provides space for meetings, town recreation sports offerings, scout meetings, summer programs, etc. Because there are costs associated with the use of the schools, fees are charged to help offset District expenses when space is used for non-school related activities. The last time any adjustments/increases were made to fees charged for school use was in July 2010.

Last year, District administration and the Business/Finance Subcommittee reviewed school use fees. Fee increases were not brought forward last year, but fee increases are being proposed, effective July 1, 2019. Attached is a draft of the FY20 School Use Application and Agreement, with increased fees reflected. We ask that you review our new fee structure, and we also ask that you share this information with your town's Recreation Departments and others who may be interested in/impacted by the new fee structure. This spring we will be informing the public of the new fees so that those individuals and groups that use our schools for their activities are aware the costs will be increasing.

It has been almost nine years since the District made any adjustments to fees charged for building use and we are hopeful the public will be understanding of our need to make these minor adjustments.

On a side note, fire and safety concerns when school facilities are used to host large attendance events have been brought to our attention, with the request that our local Fire Departments be notified when a large scale event will be held in one of our schools. Our thought is an addendum to the School Use Application and Agreement be penned, requesting outside organizations who use our schools keep the local safety officials informed when a large event is planned. I will share this addendum once finalized.

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

DM:rlp
Attachment

DRAFT

WACHUSETT REGIONAL SCHOOL DISTRICT
SCHOOL USE APPLICATION and AGREEMENT

USER: _____
(Organization Name)

(Address)

TYPE OF EVENT: _____

SCHOOL: _____ EVENT SPACE: _____

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

DAY(S): _____ DATE(S): _____

TIME: FROM: _____ TO: _____

User's Contact Person: _____ Phone: _____

Address and telephone for invoicing, if different than above:

Tax Exempt # (if applicable): _____

Number of participants expected: _____

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

AGREEMENT

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

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

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

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

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

USER:

By: _____

Title: _____ Date: _____

BUILDING PRINCIPAL RECOMMENDATION: Approve: _____ Disapprove: _____

_____ Date: _____

By: Principal

Fee Schedule - FY20

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

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

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

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

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

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

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

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

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

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

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

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

POLICY RELATING TO BUDGET/FINANCE

BIDDING REQUIREMENTS

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

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

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

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

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

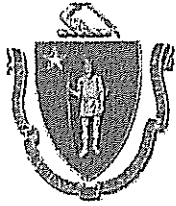
Provisions for bonding requirements will be made when it is deemed necessary to protect the interests of the District.

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

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

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

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



GLENN A. CUNHA
INSPECTOR GENERAL

The Commonwealth
Office of the

Attachment O

John W. McCormack
State Office Building
One Ashburton Place
Room 1311
Boston, MA 02108
Tel: (617) 727-9140
Fax: (617) 723-2334

July 2018

Dear Local Official:

The Office of the Inspector General (Office) created the following charts for local officials to use as a quick guide on public procurement procedures that must be followed pursuant to the Massachusetts General Laws. Your local rules may establish stricter or additional requirements that you must follow. Contact your chief procurement officer or legal counsel for advice on your local rules and procurement procedures.

The Office updated the charts with changes that are effective June 15, 2018, pursuant to the passage of Chapter 113 of the Acts of 2018, *An Act Providing for Capital Facility Repairs and Improvements for the Commonwealth*. The charts highlight particular compliance requirements depending on the cost or the nature of your procurement. For example, the charts highlight, where applicable, the requirement for a ten-hour course in construction safety and health approved by the United States Occupational Safety and Health Administration (OSHA). The charts are meant to provide a general overview of the principal public procurement statutes, and are not a substitute for reviewing the statute or obtaining the advice of legal counsel.

The charts include:

- M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B – PUBLIC WORKS (NON-BUILDING) CONSTRUCTION CONTRACTS (WITH LABOR)
- M.G.L. c. 30, § 39M, or M.G.L. c. 30B – CONSTRUCTION MATERIALS PROCUREMENTS (WITHOUT LABOR)
- M.G.L. c. 7C, §§ 44-58 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS: Cities, Towns, Regional School Districts and Horace Mann Charter Schools
- M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Any suggestions for the charts or questions concerning Chapter 30B (M.G.L. c. 30B) may be directed to this Office by calling (617) 722-8838. Questions concerning M.G.L. c. 149, M.G.L. c. 30, § 39M, and M.G.L. c. 7C may be directed to the Office of the Attorney General by calling (617) 963-2371 or your legal counsel.

Additional information is available from the following sources:

- Prevailing wage rate sheets may be requested online at <http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/> or by calling the Department of Labor Standards at (617) 626-6953.
- *Central Register* advertisements may be submitted to the Secretary of the State's Office online at <http://www.sec.state.ma.us/spr/sprcentral/infosubmit.htm>. The submission deadline is 4:00 p.m. on Thursday for publication the following Wednesday.
- *Goods and Services Bulletin* advertisements may be submitted the Secretary of the State's Office online at <http://www.sec.state.ma.us/spr/publicforms/GSSubmissionform.aspx>. The submission deadline is 4:00 p.m. on Wednesday for publication the following Monday.
- COMMBUYS postings may be completed at www.commbuys.com.

My Office is committed to helping procurement officials comply with the state's procurement laws and make responsible purchasing decisions. Please do not hesitate to contact our Chapter 30B hotline if we can be of further assistance. Thank you.

Sincerely,



Glenn A. Cunha
Inspector General

M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS

Estimated Contract Amount		Under \$10,000	\$10,000 to \$50,000	Over \$50,000 to \$150,000	Over \$150,000	Over \$1,000,000
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2). ¹	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids (using M.G.L. c. 30, § 39M).	Sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	Solicit statements of qualifications prior to soliciting sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ²	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ³	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ⁴	Advertise the request for qualifications at least two weeks before responses are due (1) in a newspaper; (2) in the <i>Central Register</i> ; and (3) on COMMBUYS. ⁵	
DCAMM Certification	No.	No.	No.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.	
OSHA Training	No.	Yes.	No.	Optional. ⁶	Yes.	
Prequalification	No.	No.	No.	Yes, if more than \$25,000.	Yes, if more than \$25,000.	
Filed Sub-bids	No.	No.	5% of the value of the total bid.	5% of the value of the total bid or sub-bid.	5% of the value of the total bid or sub-bid.	
Bid Deposit	No.	No.	50% payment bond if contract is >\$25,000. ⁷	100% payment bond.	100% payment bond.	
Payment Bond	No.	No.	No.	100% performance bond.	100% performance bond.	
Performance Bond	No.	No.	No.	Yes.	Yes.	
Prevailing Wage	Yes.	Yes.	No.	Yes.	Yes.	
Contractor Evaluation	No.	No.	No.	No.	No.	
OSD or Blanket Contract Option	Yes.	Yes.	No.	No.	No.	

¹ M.G.L. c. 149, § 44A(2)(A), as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."² M.G.L. c. 149, § 44A(2)(B), as amended by Chapter 218 of the Acts of 2016.³ M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.⁴ M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.⁵ The advertising procedures listed pertain only to the request for qualifications. Within 14 days of the completion of the prequalification process, you are required to post a notice in your jurisdiction and on COMMBUYS listing those general contractors and subcontractors that have been prequalified. A copy of the notice must be sent via first class mail, postage pre-paid, to all prequalified general and subcontractors along with an invitation to bid. The invitation to bid must have a deadline of at least two weeks. Although you may only consider bids from those general and subcontractors who have been prequalified, the advertising requirements for building construction contracts over \$150,000 apply.⁶ If you decide to use the optional prequalification process for projects over \$100,000, follow the procedures listed in the "Over \$10,000,000" column. (Note: The prequalification threshold was not raised in 2016.)⁷ M.G.L. c. 149, § 29.

**M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – PUBLIC WORKS (NON-BUILDING) CONSTRUCTION CONTRACTS
(WITH LABOR)**

Estimated Contract Amount		Under \$10,000	\$10,000 to \$50,000	\$50,000 or less	Over \$50,000
		M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30B, § 5 Option ¹	M.G.L. c. 30, § 39M
Procurement Procedure		Sound business practices (as defined in M.G.L. c. 30B, § 2). ²	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work. ³	Sealed bids.	Sealed bids.
Notice/Advertising Requirements		None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ⁴	Post a notice at least two weeks before bids are due 1) in your jurisdiction's office, and publish 2) in a newspaper; 3) on COMMBUYS; and 4) in the <i>Central Register</i> . ⁵	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ⁶
OSHA Training		No.	Yes.	Yes.	Yes.
Prequalification		No.	No.	No.	Maybe. ⁷
Bid Deposit		No.	No.	No.	5% of the value of the total bid.
Payment Bond		No.	50% payment bond if contract is more than \$25,000. ⁸	50% payment bond if contract is more than \$25,000. ⁹	50% payment bond.
Performance Bond		No.	No.	No.	No.
Prevailing Wage		Yes.	Yes.	Yes.	Yes.
OSD or Blanket Contract Option		Yes.	Yes.	No.	No.

¹ Authorized by M.G.L. c. 30, § 39M(d).² M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."³ M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.⁴ M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.⁵ M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A.⁶ M.G.L. c. 149, § 44J.⁷ Although M.G.L. c. 30, § 39M, does not mandate a contractor prequalification process, prequalification of bidders by the Massachusetts Department of Transportation is required for contracts of \$50,000 or more (1) if the awarding authority receives State Aid funds under M.G.L. c. 90, § 34; or (2) the work is on a state road, regardless of whether the awarding authority receives State Aid funds under M.G.L. c. 90, § 34.⁸ M.G.L. c. 149, § 29.⁹ M.G.L. c. 149, § 29.

M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – CONSTRUCTION MATERIALS PROCUREMENTS (WITHOUT LABOR)

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000	Any Amount
	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30B, § 5 Option ¹
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2). ²	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids.	Sealed bids.
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUYS; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ³	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUYS. ⁴	Post a notice at least two weeks before bids are due 1) in your jurisdiction's office and publish 2) in a newspaper; 3) on COMMBUYS; and 4) in the <i>Central Register</i> . ⁵
OSHA Training	No.	No.	No.	No.
Prequalification	No.	No.	No.	No.
Bid Deposit	No.	No.	5% of the value of the total bid.	No.
Payment Bond	No.	50% payment bond if contract is more than \$25,000. ⁶	50% payment bond.	50% payment bond if contract is more than \$25,000. ⁷
Performance Bond	No.	No.	No.	No.
Prevailing Wage	No.	No.	No.	No.
OSD Option	Yes.	Yes.	Yes.	No.
Blanket Contract Option	Yes.	Yes.	No.	No.

¹ Authorized by M.G.L. c. 30, § 39M(d).² M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."³ M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.⁴ M.G.L. c. 149, § 44J.⁵ M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A. (Note: If the procurement will exceed \$100,000, and the materials will be purchased for the purpose of stockpiled inventory and will not be used in conjunction with a specific project, at least two weeks before bids or proposals are due, publish in the *Goods and Services Bulletin*.)⁶ M.G.L. c. 149, § 29.⁷ M.G.L. c. 149, § 29. (Note: If the materials will be purchased for the purpose of stockpiled inventory and will not be used in conjunction with a specific project, you do not need to obtain a payment bond.)

M.G.L. c. 7C, §§ 44-58 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS:
Cities, Towns, Regional School Districts and Horace Mann Charter Schools¹

Estimated Design Fee (EDF)/Estimated Construction Cost (ECC)		EDF less than \$30,000 or ECC less than \$300,000	EDF \$30,000 or more and ECC \$300,000 or more
Procurement Procedure		None. Recommend soliciting qualifications and prices from at least three designers.	Qualifications-based selection process. Jurisdiction must either (1) set the design fee; or (2) set a not-to-exceed fee limit and then negotiate the fee with the top-ranked designer within the fee limit.
Advertising Required		No.	Advertise in the <i>Central Register</i> and your local newspaper at least two weeks before the deadline for filing applications.
Designer Selection Board¹		No.	No – adopt selection procedure in writing. ^{2,3}
Designer Application		No.	Yes. See <u>Designer Selection Procedures for Municipalities</u> . Use “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)”
Designer Evaluation (Submit to DCAMM and Designer Selection Board)		No.	Yes. See <u>Designer Evaluation Forms & Information for Municipalities and Agencies</u>
Registration Insurance		Yes.	Yes.
		No.	At a minimum, the lesser of \$1 million or 10% of the project’s estimated cost of construction. ⁴
Prevailing Wage		No.	No.

¹ Executive Departments of the Commonwealth and Commonwealth charter schools are subject to the jurisdiction of the Designer Selection Board when the design fee is \$30,000 or more and the estimated construction cost is \$300,000 or more.

² Cities, towns, school districts and Horace Mann charter schools are required to adopt their own procedures for selecting designers for building projects. These procedures must conform to the purposes and intent of the designer selection process as outlined in M.G.L. c. 7C, §§ 44 – 58, and noted herein. See this Office’s Model Designer Selection Procedures for Municipalities and Other Local Public Agencies.

³ Housing Authorities must follow the procedures established by the Department of Housing and Community Development for the design of state-funded housing. Projects requesting funding from the Massachusetts School Building Authority (MSBA) are subject to MSBA rules.

⁴ M.G.L. c. 7C, § 51.

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

Estimated Contract Amount		Under \$10,000	\$10,000 to \$50,000	Over \$50,000
Procurement Procedure		Sound business practices. ¹	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service. ²	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).
Notice/Advertising Requirements		None.	None.	Post a notice 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUYS. If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .
Award contract to:		Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible ³ and responsive ⁴ bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.
Written Contract Required⁵		No. Keep written records as a best practice.	Yes.	Yes.
Maximum Contract Term⁶		Three years, unless majority vote authorizes longer.		
OSD Option		Yes.		

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

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

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

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

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

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