

# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

August 17, 2018

To: *Wachusett Regional School District Committee*

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

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

A handwritten signature in dark ink, appearing to be "DMC", enclosed within a circular outline.

SUBJECT: Superintendent's Report

## Photo Op

Before the start of the School Committee meeting on August 20<sup>th</sup>, a photographer from *The Landmark* will assemble members to take a group photo of the Committee for inclusion in the newspaper's back-to-school issue. Please try to be at the Media Center by 6:45 PM so the photo can be taken and the meeting can be called to order at 7:00 PM.

## Posting, Roster, and Subcommittee Assignments

Attached is the updated posting of School Committee and subcommittee meetings for August, September, and October (attachment 1). Please note the September meeting will be held Monday, **September 17<sup>th</sup>**.

Attached is the updated listing of subcommittee assignments and School Council liaisons (attachment 2). The Early Childhood is still in need of representation by the School Committee on their SIMCO. If a member is willing and able to serve in this capacity, please speak with Chair Mills.

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### Jefferson School

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

## *Wachusett Regional School District*

### Director of Business and Finance

The newest member of our administrative team will officially take on the role effective August 20<sup>th</sup>. Dan Deedy's first day as Director of Business and Finance will be Monday, August 20<sup>th</sup>, and Director Deedy will be at the School Committee meeting that evening. I look forward to working with Dan and having him part of our administrative team.

### Director of Guidance and SEL

We are pleased that Jon Krol, our new Director of Social Emotional Learning (SEL) and Guidance, joined our administrative team earlier this month. Director Krol has met already met with principals from both Davis Hill and Mountview, and he will continue to establish meetings with administrators at the remaining schools in the District. These meetings are twofold: to build a shared vision of what SEL will look like in our community; and to gather information on SEL needs in each building in order to develop a cohesive action plan for SEL in the District. Following these meetings, Director Krol will be developing next steps which will likely include meeting with key SEL stakeholders - District counselors and psychologists, teachers, parents, and students. At the high school, Director Krol will be working with staff as we undertake the new BRYT (Bridge for Resilient Youth in Transition) program. We will be developing protocols and identifying the best way to support students re-entering the high school after returning from a hospitalization. Finally, Director Krol is working with Deputy Berlo and Brown University around providing mindfulness professional development for staff this school year.

### District Counsel 7/1/2018 - 6/30/2019

Earlier this week, the Legal Affairs Subcommittee met and conducted interviews of two current attorneys who have provided us with legal services the past several years. Attorney Naomi Stonberg of Brody, Hardoon, Perkins & Kesten, LLP and Attorney Joseph Bartulis of Fletcher Tilton spoke with Legal Affairs members, provided background and references, and assured subcommittee members of their firms' interest in continuing to serve this district. School Committee authorization to appoint these two firms, as well as Nuttall, MacAvoy & Joyce, P.C. to provide legal services specific to Special Education, is on the agenda for Monday's meeting.

Attached you will find background information provided by Attorneys Bartulis and Stonberg (attachments 3 & 4).

### High School Wifi Upgrade

The WRHS WiFi network received a number of significant upgrades over the summer through the state's Digital Connections Partnership Grant. The project, which began prior to the end of school in June and was completed in mid-August, included the following:

- 50 additional wireless access points were installed, bringing the school's total to 150
- All network switches were replaced
- The school's internal fiber backbone was upgraded to 10Gbps

## *Wachusett Regional School District*

- VLANs were configured to optimize network traffic

These upgrades will provide increased WiFi coverage and performance in all academic areas and will help to ensure the continued success of our 1:1 Chromebook program.

### Regional Transportation

At the most recent Management Subcommittee meeting and also at Tuesday's Business/Finance Subcommittee meeting, I reviewed information shared with us by DESE concerning our regional transportation reimbursement.

Joe Scanlon, former Director of Business and Finance, was contacted at the end of June by Jay Sullivan, Associate Commissioner for Finance at DESE, concerning a comment that was included in the District's end-of-year audit that addressed the methodology WRSD has used to report reimbursable transportation expenses on Schedule 7 of the End-of-Year Report (EOYR). The Schedule 7 report is the form used to calculate how much transportation aid a regional school district will receive. Jay Sullivan expressed a concern about the methodology the WRSD was using for reporting students living within 1.5 miles from school who would not qualify as eligible to be reimbursed for associated transportation costs.

After several conversations with Mr. Sullivan, he concluded that our current methodology needed to be modified and that the District would be required to amend the FY17 Schedule 7 and also recalculate FY18. The Cherry Sheet for the FY19 budget amount for Chapter 71 has now been reduced by \$250,000. When the amendment for Schedule 7 for FY17 is completed, there will be another estimated dollar amount of \$350,000 for FY18 that will also be a reduction. This dollar amount will be spread over two years, approximately \$175,000 each year, and will be reduced from our current reimbursement for FY19 and also from our FY20 reimbursement. Regional transportation reimbursement is based upon the prior fiscal year information so although we are required to update Schedule 7 for FY17, the new reimbursement calculation will be for FY18 and beyond.

Former Director Scanlon and Dan Deedy have spent time working on defining the budget implications of this situation. Based on the final Cherry Sheet released on July 27, 2018, the District will receive approximately \$226,955 additional Chapter 70 Aid than had been originally budgeted. The impact of the reduction in regional transportation reimbursement on the final budget for FY19 is yet to be determined, but initial estimations put the figure at approximately \$80,000.

<b>Ch. 71 Transportation</b>	<b>FY19</b>
Approved WRSDC budget	\$2,426,365
DOR Cherry Sheet budget as of July 27th	\$2,519,310
After Schedule 7 amendment	\$2,344,310

### ECC Parking Lot

The ECC parking lot was recently regraded and paved in order to provide proper drainage. We

would like to thank the five towns for their support of this project as it will provide a much safer environment for students, families, and staff as they go to and from the ECC during all times of the year (attachment 5).



### Chromebook Distribution

We are excited about the latest distribution of Chromebooks to all incoming 9<sup>th</sup> grade students at WRHS this coming week. Chromebooks will be distributed on Tuesday, August 21<sup>st</sup>, from 4:00-7:00 p.m. and then again Wednesday, August 22<sup>nd</sup>, from 2:00-5:00 p.m. These time slots are open for any incoming freshman to pick up their Chromebook as long as they are accompanied by a parent or guardian.

### Safety and Security

Over the past several weeks, I have had the opportunity to meet with a District-level safety team composed of the three administrators who were ALICE trained last spring, as well as members from Police and Fire departments from our five towns. We have several different areas that we are currently focusing on including ALICE implementation, CrisisGo (an online alert system for instant communication through a school), and Go Buckets that will be placed in every classroom throughout the District. Go Buckets will supply each classroom with items necessary for students and staff to remain in their classrooms for an extended period of time. Holden Police Chief Armstrong has worked with Home Depot in Worcester to attain 800 buckets at a discounted price and we will be filling the buckets this fall. Each local police department has offered to support the purchase of the buckets and the District is grateful for their support.

### Annual Administrative Retreat

On August 15<sup>th</sup> and 16<sup>th</sup>, the Annual Administrative Retreat was held in the Media Center at Wachusett Regional High School. The Retreat gives us the opportunity to establish our plan of action moving forward for the school year, by having open discussions around relevant topics.



## *Wachusett Regional School District*

This year, we continued to work with administrators on the evaluation process, as well as continuing to develop goals associated with the Strategic Plan. We also spent a great deal of time working on school safety topics, including having all participants take the ALICE e-training program and expanding Emergency Operation Plans (EOPs) for each school.

### Start of the School Year

With the passing of the budget earlier this year, supplies and materials have been arriving at schools for the past several weeks. The Business/Finance Subcommittee has asked for a more detailed description of our textbook and technology purchases made thus far and this will be shared in Director Deedy's next report.

On Monday, August 27<sup>th</sup>, returning staff will gather at the high school to be welcomed back for the 2018-2019 school year. I look forward to the opportunity to seeing many familiar faces and to welcome our new hires, and to wish them a productive and successful school year. The expectation is for teachers and staff to return to their schools by 10:00 that morning, to meet as school communities and to ready their classrooms for the first day of school, Tuesday, August 28<sup>th</sup>.

*The Landmark* back-to-school edition should be in mailboxes the end of next week. Attached is my letter to Wachusett families that will be included in that edition of our local newspaper (attachment 6).

Finally, my annual letter to parents/guardians, giving them the opportunity to request that their student's information not be released to military recruiters and institutions of higher learning (to "opt-out") has been provided to the high school Guidance Office for inclusion in information for incoming freshmen and new WRHS enrollees (attachment 7).

### MASC/MASS Joint Conference

Three WRSDC members will be attending this year's MASC/MASS Joint Conference, and School Committee approval of expenses incurred when Vice-chair Smith, Member Gustafson, and Member Weeks attend the November conference in Hyannis is on Monday evening's agenda.

### Ratified Contracts

Copies of recently ratified contracts with the WREA and with the ABA PA bargaining group are available as separate links in Drive.

### FY18 Audit

Beginning Monday, August 27<sup>th</sup>, auditors from Melanson Heath will be at the Central Office for the week to continue their work on our FY18 audit.

# *Wachusett Regional School District*

## Audit Advisory Board

Chair Mills continues to reach out to the towns about representation on the Audit Advisory Board (attachment 8).

## Treasurer's Update

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

## Conflict of Interest Training

Most School Committee members have yet to provide evidence of completion of the online training program about the Conflict of Interest Law. You, as a School Committee member, might ask "Are you a municipal employee for conflict of interest law purposes?" The answer is "You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law." The District's Human Resources office prepared a Conflict of Interest Law Summary for new employees. I've attached a copy for your information (attachment 9).

## Subcommittee Minutes

- Minutes of the June 4, 2018 meeting of the Business/Finance Subcommittee (Subcommittee Minutes attachment 1)
- Minutes of the March 12, 2018 meeting of the Education Subcommittee (Subcommittee Minutes attachment 2)
- Minutes of the January 8, 2018 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 3)
- Minutes of the January 8, 2018 executive session of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 4)
- Minutes of the February 12, 2018 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 5)
- Minutes of the February 12, 2018 executive of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 6)
- Minutes of the March 26, 2018 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 7)

## *Wachusett Regional School District*

- Minutes of the March 26, 2018 executive session of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 8)
- Minutes of the April 9, 2018 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 9)
- Minutes of the April 9, 2018 executive session of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 10)
- Minutes of the July 10, 2018 meeting of the Legal Affairs Subcommittee (Subcommittee Minutes attachment 11)
- Minutes of the April 4, 2018 meeting of the Management Subcommittee (Subcommittee Minutes attachment 12)
- Minutes of the April 4, 2018 executive session of the Management Subcommittee (Subcommittee Minutes attachment 13)
- Minutes of the June 11, 2018 meeting of the Management Subcommittee (Subcommittee Minutes attachment 14)

### Superintendent's Correspondence

- July 25, 2018 correspondence to Elise Korejwa, Public Policy Center, UMass Dartmouth (Superintendent's Correspondence 1)

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

cc: Executive Staff  
DM:rlp

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

*Agenda*

Regular Meeting #1316  
Monday, August 20, 2018  
7:00 PM

Media Center  
Wachusett Regional High School, Holden

- I. Public Hearing
- II. Chair's Opening Remarks
- III. Student Representatives' Reports
- IV. Superintendent's Report
  - A. Discussion of Report
  - B. Recommendations Requiring Action by the School Committee
    - 1. Motion: To approve expenses incurred in connection with WRSDC Members (Gustafson, Smith, Weeks) attending November 7 – 10, 2018 MASC/MASS Joint Conference in Hyannis, Massachusetts
- V. Unfinished Business
- VI. Secretary's Report
  - A. Approval of #1315 Regular Meeting Minutes of the Wachusett Regional School District Committee held on July 16, 2018 – enclosed
- VII. Treasurer's Report/Financial Statements
- VIII. Committee Reports
  - A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, T. Curran, M. Dennis, S. Hitchcock, R. Imber, M. Lavoie)
  - B. Education Subcommittee (R. Imber, Chair, C. Smith, Vice-chair, A. DiFonso, R. Dolan, S. LaMountain, L. Long-Bellil, A. Silva)
    - 1. Draft Policy 6122 *Policy Relating to Pupil Services Homelessness*
  - C. Business/Finance Subcommittee (M. Dennis, Chair, C. Witkes, Vice-chair, M. Gustafson, L. Long-Bellil, B. Mitchel)

- D. Legal Affairs Subcommittee (S. Hitchcock, Chair, S. Brown, Vice-chair, H. Fradellos, S. Godbout, M. Rivers)
  - 1. Motion: To authorize the School Committee to appoint Fletcher Tilton; Brody, Hardoon, Perkins & Kesten, LLP; and Nuttall, MacAvoy & Joyce, P.C. as District Legal Counsel for the period July 1, 2018 – June 30, 2019
  - 2. Amended Policy 1312 **Policy Relating to School Committee Operation Evaluation of the Superintendent** - first reading
- E. Superintendent Goals and Evaluation Subcommittee (M. Lavoie, Chair, A. Michalowski, Vice-chair, K. Mills, M. Weeks)
- F. Facilities and Securities Subcommittee (T. Curran, Chair, , M. River, Vice-chair, A. Young)
- G. Audit Advisory Board (C. Witkes, Chair, B. Mitchel, Vice-chair)
- H. Ad Hoc Subcommittees
- I. Building Committees
  - 1. Mountview Building Committee
- J. School Council Reports:  
  
Central Tree Middle School (M. Lavoie), Chocksett Middle School (S. Godbout), Davis Hill Elementary School (S. Brown), Dawson Elementary School (A. Young), Glenwood Elementary School (A. DiFonso), Houghton Elementary School (S. Godbout), Mayo Elementary School (T. Curran), Mountview Middle School (K. Mills), Naquag Elementary School (C. Witkes), Paxton Center School (B. Mitchel), Thomas Prince School (A. Silva), Wachusett Regional High School (A. Michalowski/C. Smith), Special Education Parent Advisory Council (M. Gustafson), Early Childhood Center (TBD)

IX. Public Hearing

X. New Business

XI. Adjournment



WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

DRAFT Minutes

Regular Meeting #1315

Monday, July 16, 2018  
7:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

*Wachusett Regional School District Committee*

Kenneth Mills, Chair	Robert Imber
Christina Smith, Vice-chair	Matthew Lavoie
Scott Brown	Linda Long-Bellil
Thomas Curran (7:11 PM)	Amy Michalowski
Anthony DiFonso	Benjamin Mitchel
Rachel Dolan	Michael Rivers
Maleah Gustafson	Charles Witkes

*Committee Members Absent:*

Michael Dennis	Sarah LaMountain
Harriet Fradellos	Asima Silva
Stephen Godbout	Megan Weeks
Susan Hitchcock	Adam Young

*Committee Members Participating Remotely:*

None

*Administration Present:*

Darryll McCall, Superintendent of Schools  
Robert Berlo, Deputy Superintendent  
Jeff Carlson, Director of Human Resources  
Rebecca Petersen, Executive Secretary to the Superintendent

*Student Representatives Present:*

None

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

Chair Mills called the meeting to order at 7:02 PM. He announced the meeting is live on Channel 194 and is streaming live on HoldenTV.com.

I. Public Hearing

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

II. Chair's Opening Remarks

Chair Mills welcomed Member Maleah Gustafson to the Committee, explaining Member Gustafson was appointed by the Holden Selectboard to fill the vacancy created when Robin Van Liew resigned from the Committee.

Chair Mills noted that that FY19 state budget has not yet been approved, and he encouraged all to contact local legislators encouraging support of the state budget.

Chair Mills took the opportunity to direct Holden members and residents to a Holden Master Plan survey on the Holden town website.

III. Student Representatives' Reports

It is expected the new Student Representatives will be on-board by the September School Committee meeting.

IV. Superintendent's Report

A. Discussion of Report

Superintendent McCall reported that with the May approval of the District's FY19 budget, textbooks, classroom materials, and other items have been ordered in a timely manner and orders should be received well in advance of the opening of schools the end of August. Superintendent McCall also reported that Chromebooks for incoming freshmen have been ordered, in preparation for distribution to these students in August. Member Imber thanked District administration for moving forward with ordering and planning for the coming school year, even in light of the state budget not yet being approved.

7:11 PM Member Curran joined the meeting.

B. Recommendations Requiring Action by the School Committee

Motion: That in order to reduce interest costs on outstanding debt, the District is authorized to issue bonds or notes for the purpose of refunding all or any portion of its outstanding bonds, including the payment of any premium and accrued interest associated therewith, and all other costs incidental and related thereto,

under and pursuant to Chapter 44, Section 21A and Chapter 71, Section 16(o) of the Massachusetts General Laws, or any other enabling authority.

FURTHER VOTED: That the District Treasurer, or any other officer of the District, is authorized to file an application with the appropriate officials of The Commonwealth of Massachusetts (the "Commonwealth") to qualify under Chapter 44A of the General Laws any and all refunding bonds of the District authorized pursuant to this vote, and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith.

(R. Imber)  
(B. Mitchel)

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Anthony DiFonso  
Rachel Dolan  
Maleah Gustafson  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel  
Michael Rivers  
Charles Witkes

*Opposed:*

None

The motion was unanimously approved.

Motion: To accept the Director of Business and Finance Employment Contract, between the Wachusett Regional School District and Daniel Deedy, as presented, and to enter into an employment contract with Daniel Deedy, effective August 20, 2018 at an annual salary of \$125,000.

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

Members had been provided with a draft of the proposed contract with Daniel Deedy (attachment 2). At Superintendent McCall's invitation, Mr. Deedy approached the podium and introduced himself to the Committee, providing some employment background (attachment 3).

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Anthony DiFonso  
Rachel Dolan  
Maleah Gustafson  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel  
Michael Rivers  
Charles Witkes

*Opposed:*

None

The motion was unanimously approved.

V. Unfinished Business

There was no unfinished business brought before the School Committee.

VI. Secretary's Report

- A. Approval of 1314<sup>th</sup> Regular Meeting Minutes of the Wachusett Regional School District Committee held on June 11, 2018

Motion: To approve minutes of the regular meeting of the WRSDC held on June 11, 2018.

(L. Long-Bellil)  
(T. Curran)

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Anthony DiFonso  
Rachel Dolan  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski

Charles Witkes

*Opposed:*

None

*Abstained:*

Maleah Gustafson

Benjamin Mitchel

Michael Rivers

The minutes were approved 11-0-3.

VII. Treasurer's Report/Financial Statements

Chair Mills informed the Committee that questions regarding Business and Finance should be directed to Business/Finance Subcommittee Chair Dennis and questions regarding the Treasurer's Report should be directed to the Superintendent.

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 will meet on July 30, 2018.

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

Subcommittee Chair Imber reported this subcommittee met immediately before this School Committee meeting and the subcommittee is drafting a policy to address homelessness.

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

In Business/Finance Subcommittee Chair Dennis' absence, Member Witkes reported this subcommittee has not met since the last School Committee meeting, and a meeting of the subcommittee is posted for August 14, 2018.

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

Subcommittee Vice-chair Brown reported on the July 10, 2018 meeting of this subcommittee. At Member Long-Bellil's inquiry, Chair Mills explained the Janus Decision. It was reported this subcommittee will conduct interviews of firms to provide legal services and the subcommittee will bring forward a recommendation to a future School Committee meeting.



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

Subcommittee Chair Lavoie reported this subcommittee is scheduled to meet on August 16, 2018. The anticipated timeline for the Superintendent's goals will be the full School Committee will review Superintendent McCall's proposed goals at the August 20, 2018 School Committee meeting and the full Committee will vote on the goals at the September meeting.

- F. Audit Advisory Board

Chair Witkes reported this Board has not met since the last School Committee meeting. It was reported that members from the towns of Holden, Paxton, Princeton, and Rutland are needed to serve on the AAB and volunteers interested in serving on this board were invited to contact Chair Mills.

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

Subcommittee Chair Curran reported this subcommittee will have the initial meeting on July 23, 2018.

- H. Ad Hoc Subcommittees

Chair Witkes reported this Board has not met since the last School Committee meeting. It was reported that members from the towns of Holden, Paxton, Princeton, and Rutland are needed to serve on the AAB and volunteers interested in serving on this board were invited to contact Chair Mills.

- I. Building Committees

1. Mountview Building Committee

Superintendent McCall reported this building committee has not met and he spoke briefly about the HVAC system at Mountview, which continues to be worked on.

- J. School Council Reports:

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

IX. Public Hearing

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

X. New Business

Member Long-Bellil thanked Deputy Superintendent Berlo for his update on the Strategic Plan.

XI. Adjournment

Motion: To adjourn.

(T. Curran)  
(C. Witkes)

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Anthony DiFonso  
Rachel Dolan  
Maleah Gustafson  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Benjamin Mitchel  
Michael Rivers  
Charles Witkes

*Opposed:*

None

The motion was unanimously approved.

The Committee adjourned at 7:36 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

Attachments:

- Attachment 1 – Sign-in sheets
- Attachment 2 – Draft Contract with Director of Business and Finance Daniel Deedy
- Attachment 3 – Daniel Deedy bio information

## Attachment 1

**Regular Meeting  
Monday, July 16, 2018**

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

[illegible]

[illegible]

**Wachusett Regional School District  
Director of Business and Finance  
Employment Contract**

This Agreement is made effective August 20, 2018 by and between the Wachusett Regional School District Committee on behalf of the **WACHUSETT REGIONAL SCHOOL DISTRICT**, hereinafter referred to as the "District", and **Daniel F. Deedy**. In consideration of the promises herein contained, the parties hereto mutually agree as follows:

**EMPLOYMENT:** The District hereby employs Daniel F. Deedy as Director of Business and Finance, hereinafter referred to as the "Director," and the Director hereby accepts employment on the following terms and conditions:

**TERM:** This Agreement will remain in full force from August 20, 2018 to June 30, 2021.

- 1) **COMPENSATION:** The Director shall be paid an annual salary of \$125,000 for the first year of this agreement. During the first partial year, the salary will be pro-rated. Each year during which this contract is in effect the Superintendent of Schools and the Director shall meet by June 1<sup>st</sup> for the purposes of reviewing the Director's salary for the following fiscal year. Subsequent increases in salary shall be granted, upon achievement of performance goals and an evaluation deemed to be satisfactory.
- 2) **DUTIES:** The Director shall faithfully and effectively perform the duties contained in the job description of Director of Business and Finance. The Director recognizes that his responsibilities and conduct are not determined by prescribed hours and conditions and will perform the directed and implied duties of his position as determined by the Superintendent and will expend the time and effort necessary to effectively achieve the goals and purposes of the Wachusett Regional School District. The duties as established by Superintendent shall include, but not be limited to the items set forth in the Job Description, which is attached hereto as Addendum A and incorporated herein by reference.
- 3) **CERTIFICATION:** The Director shall possess and maintain a valid Educator's License from the Commonwealth of Massachusetts as a School Business Administrator.
- 4) **GOALS AND OBJECTIVES:** By May 15<sup>th</sup> of each year, the Superintendent and the Director shall establish goals and objectives for the next fiscal year. Said goals and objectives shall be in writing, approved by the Superintendent, and be among the criteria by which the Director is evaluated and compensated as hereafter provided.
- 5) **EVALUATION:** The Superintendent will conduct the evaluation of the Director with input from the Business/Finance Subcommittee. Each year, by November 1<sup>st</sup>, the Business/Finance Subcommittee will complete a questionnaire that will serve as the vehicle for subcommittee input. The annual evaluation will be shared with the full School Committee no later than December 31<sup>st</sup>.



- 6) **PROFESSIONAL ACTIVITIES:** The Director may, subject to the Superintendent's approval, accept speaking, writing, lecturing, or other engagements of a professional nature including taking of courses, provided they do not distract or derogate from the duties of the Director.
- 7) **REIMBURSEMENT FOR EXPENSES:** The District shall reimburse the Director for all authorized expenses reasonably incurred in the performance of duties under this contract. Such expenses shall include, but not be limited to, costs of ground transportation and authorized expenses relative to attendance at appropriate local, state, and national meetings or conferences or attendance at courses, seminars, or other activities approved by the School Committee. The District shall reimburse the Director for all approved travel on behalf of the District for which he uses his personal vehicle at a rate established by the School Committee.
- 8) **FRINGE BENEFITS:**
- (a) Health, Life, and Retirement: The Director shall be entitled to all health, life, and retirement benefits provided Wachusett administrators;
  - (b) Sick Leave: The Director shall be entitled to sick leave in an amount equal to fifteen (15) days per year. Sick leave may accumulate up to 180 days. The Superintendent has the right in his/her discretion to grant additional sick leave in the event of a major or catastrophic illness or disability. Within a month after his return from an absence, the Superintendent may request the Director to verify by a doctor's certificate the listing of an absence as a charge against sick leave. The cost of such certificate is to be paid by the District.
  - (c) Personal Leave: The Director shall be entitled to three (3) days of personal leave, with the prior approval of the Superintendent, in each contract year. Such leave shall not be cumulative;
  - (d) Annual Vacation: The Director shall receive twenty (20) working days as annual vacation scheduled with the prior approval of the Superintendent, exclusive of legal holidays.
  - (e) Bereavement Leave: The Director shall be entitled to five (5) bereavement days in each instance of the death of a member of his immediate family.
- 9) **TERMINATION:** The Director shall fulfill all aspects of this contract, and the Superintendent reserves the right to suspend or discharge the Director for good cause, which is defined as any ground which is put forward by the District in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant.

- 10) **NOTICE OF TERMINATION:** In the event the District or the Director desires to terminate this contract before the term of service has expired, either party may do so by giving at least ninety (90) days written notice to the Superintendent.

If termination occurs prior to June 30<sup>th</sup>, the vacation award will be prorated for that year, based upon the proportion of time actually worked by the Director. If any excess vacation days have already been used, the Director will compensate the District for them.

- 11) **INDEPENDENT MEDICAL EXAMINATION:** The District reserves the right to require the Director to have an independent medical examination.

- 12) **ENTIRE AGREEMENT:** This contract embodies the whole agreement between the District and the Director and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein.

- 13) **INVALIDITY:** If any paragraph or part of this contract shall be held invalid by a court of competent jurisdiction, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

In witness whereof the parties have hereunto signed and sealed this Agreement and a duplicate thereof this \_\_\_\_\_ day of July, 2018 to be effective on August 20, 2018.

\_\_\_\_\_  
Daniel F. Deedy  
Director of Business and Finance

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

\_\_\_\_\_  
Kenneth Mills  
Chair, Wachusett Regional School  
District Committee

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

## Dan Deedy Bio

Dan is a graduate of the College of the Holy Cross and Worcester State College (now Worcester State University). He worked for two educational collaboratives – the Greater Lawrence Educational Collaborative and the EDCO Collaborative (Education Collaborative for Greater Boston) for 23 years as a program supervisor and contract manager. In those roles, he gained invaluable knowledge with special education that has served him well as a school business official.

He began working as a school business official in the Auburn Public Schools where he worked for 8 years. He moved on to the Leominster Public Schools in 2013. While in Leominster, Dan was elected to the MASBO (Massachusetts Association of School Business Officials) Board of Directors (completing his term this past May 2018). He along with his colleague from the Pittsfield Public Schools co-authored the Grants Manual for the management of all Federal Grants. This work reflected the significant changes in the management of Federal Grants. Dan also served as chair (and later co-chair) of USBAR – Urban School Business Administrators Round Table. This roundtable discussed and evaluated the many challenges of school finance work in urban districts including the struggles with the Foundation Budget. In his USBAR role, Dan developed a strong relationship with the Massachusetts Budget and Policy Center. Dan also served on the School Building Committee for the renovation of Leominster High School and participated in several Accelerated Building Projects sponsored by the MSBA (Massachusetts Building Authority).

While in Leominster, Dan was contacted by the then Receiver of the Southbridge Public Schools to join her team, created to begin the difficult work of

turning around that district. The problems were many, a compilation of 10 plus years but time and patience was non-existent.

This past year, Dan served as the Director of Finance and Operations for the Leicester Public Schools. Since April 2018, he has served a duo role as the District's Facility and Transportation Director in addition to the Director of Finance and Operations. He serves as a member of the District's School Building Committee and also served as Chairman of the OPM (Owner's Project Manager) Selection Committee.

Dan brings to the Wachusett District unique experiences gained while working for educational collaboratives, working in small to medium suburban districts, an urban district that, as one would say, is too small to be big and too big to be small. He brings with him the many relationships he's developed in 14 years as a school business official, always mindful that Kids Are First (a banner in the School Committee Meeting Room taken from his Auburn days).

***Created July 15, 2018***

**POLICY RELATING TO SCHOOL COMMITTEE OPERATION**

**EVALUATION OF THE SUPERINTENDENT**

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

1. Prior to the evaluation cycle, ~~the Chair of the WRSDC~~ **Chair** shall provide the WRSDC ~~in writing~~ the **written** timelines for the evaluation process.
2. At the beginning of the evaluation cycle, each ~~Member of the WRSDC~~ **Member** shall receive a copy of the **DESE** blank evaluation instrument.
3. **Individual WRSDC Members shall complete the entire evaluation form according to the instrument directions, based upon the District's Strategic Plan, the District's and Superintendent's Goals, and evidence and artifacts submitted by the Superintendent. All Members shall submit the completed evaluation instrument to the WRSDC Chair by a date specified.**

~~Individual Committee Members shall complete the entire evaluation form according to the directions in the instrument and shall submit the appropriate sections to the Chair of the WRSDC by a specified date.~~

4. **The WRSDC Chair shall consider all input.**

~~The Chair of the WRSDC shall consider all input, including, as appropriate, the evaluation of the Superintendent's fulfillment of established annual goals. This information, together with comments, shall be provided to the Chair of the WRSDC.~~

5. **The Chair, with input from all subcommittee Chairs, will then consider and cull all data, including ratings and comments, and present the composite evaluation narrative to the WRSDC by April 30. If the evaluation process cannot be completed by this date, a special meeting shall be held prior to the first May town election.**

~~The Chair will then compile all observations and present the completed evaluation narrative to the WRDSC no later than April 30. The Chair of the WRSDC shall compile WRSDC members' ratings and judgments regarding the Superintendent's accomplishments regarding annual goals in a composite~~



**POLICY RELATING TO SCHOOL COMMITTEE OPERATION*****EVALUATION OF THE SUPERINTENDENT (continued)***

~~evaluation for approval of the WRSDC by April 30. If the evaluation process cannot be completed by this date, a special meeting shall be held prior to the first May town election.~~

6. ~~All written materials~~ **The Superintendent's composite evaluation narrative shall will be considered Public Information under the Open Meeting Law.**
7. During each academic year, the WRSDC may provide three occasions for the Superintendent to discuss his/her performance during a regular meeting of the WRSDC at his/her request. WRSDC members may offer constructive suggestions at that time.
8. The evaluation of the Superintendent shall be conducted in accordance with M.G.L. c.69, §1B; c.71, §38 and Massachusetts Department of Elementary and Secondary Education Regulations 603 CMR 35.00.

First Reading:	09/26/94
Second Reading:	10/11/94

Amendment First Reading:	08/21/95
Amendment Second Reading:	09/11/95

Re-amendment First Reading:	01/24/06
Re-amendment Second Reading:	02/13/06

Re-amendment First Reading:	12/11/06
Re-amendment Second Reading:	01/08/07

Re-amendment First Reading:	01/26/09
Re-amendment Second Reading:	02/09/09

Re-amendment First Reading:	01/11/16
Re-amendment Second Reading:	02/22/16

Re-amendment First Reading:	
Re-amendment Second Reading:	

WRSDC Amended Policy 1312

**POLICY RELATING TO PUPIL SERVICES****HOMELESSNESS****Homeless Students: Enrollment Rights and Services:**

The purpose of this Policy is to comply with the McKinney-Vento Homeless Education Assistance Act (the “McKinney-Vento Act”), which ensures that each homeless child or youth has equal access to the same free, appropriate public education as provided to other children and youths. To the greatest extent possible and as required by law, the District will work with homeless students and their families to provide stability in school attendance and other services.

**Definition of Homeless Student:**

Any individual who lacks a fixed, regular, and adequate nighttime residence is considered homeless. A regular residence is one which is used on a regular, nightly basis. A fixed residence is one that is stationary, permanent, and not subject to change. An adequate residence is one that is sufficient for meeting both the physical and psychological needs typically met in home environments.

The definition of homeless includes the following:

- Sharing housing of other persons due to loss of housing or economic hardship or similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Being abandoned in hospitals;
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings;
- Unaccompanied youths not in the physical custody of a parent or legal guardian, and not in the custody of a state agency;
- Migratory and undocumented immigrant children living in conditions described in the previous examples.

**District Homeless Education Liaison:**

The McKinney-Vento Act requires every school district to designate a staff person to serve as that District’s Homeless Education Liaison. The Homeless Education Liaison’s role is to:

- Identify and track children in homeless situations;
- Ensure that homeless students immediately enroll in school and have a full and equal opportunity to succeed;



**POLICY RELATING TO PUPIL SERVICES*****HOMELESSNESS (continued)***

- Inform students and parents of all available educational opportunities and educational rights;
- Ensure that they receive the educational services for which they are eligible, including preschool, special education, individualized education programs, and school nutrition assistance programs;
- Assist in resolving disputes; and
- Assist with and inform students and parents of transportation services.

The Superintendent shall annually designate a staff person employed by the District to serve as the Homeless Education Liaison for the Wachusett Regional School District.

**Enrollment:**

Under the McKinney-Vento Act, schools must promptly register and immediately enroll a homeless student, even if they do not have the documents usually required for enrollment, such as school records, medical records, immunization records, or other proof of residency.

Based on the homeless student's best interest, the student may:

- Continue his/her education in his/her school of origin (the school the student attended prior to becoming homeless or in which the student was last enrolled) while homeless or until the end of the academic year in which the student obtains permanent housing and is no longer deemed homeless; or
- Enroll in the public school assigned to the attendance area in which the student is actually living.
- In the case of an unaccompanied youth, the District will assist in any placement or enrollment decision, consider the views of the unaccompanied youth, and provide the youth notice of the right to appeal the decision.

**Disputes Concerning Enrollment:**

Although the District is free to request information concerning an applicant child's place of residence, it cannot refuse a homeless student enrollment based on the lack of such information. Homeless students must generally be immediately enrolled pursuant to Federal law. The District should, therefore, consider challenges to a student's enrollment with caution, and should only proceed with a challenge if there is reasonable basis the child's homelessness status is false.

- If there is an enrollment dispute between the student's parent/guardian and the school, or the student and the unaccompanied youth, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute.

**POLICY RELATING TO PUPIL SERVICES*****HOMELESSNESS (continued)***

- The District must provide the parent/guardian or unaccompanied youth with a written statement of the school placement decision and a notice of the right to appeal the decision on a Homeless Education Advisory 2003, Form 2003-7A or similar form prepared by the Massachusetts Department of Elementary and Secondary Education.
- The parent/guardian or unaccompanied youth must be provided with a Homeless Education Advisory 2003, Form 2003-7B or similar form prepared by the Massachusetts Department of Elementary and Secondary Education, and be referred to the Homeless Education Liaison who will expeditiously carry out the dispute resolution process.
- The final decision in such a situation resides with the Massachusetts Commissioner of Education.
- The District or enrolling school shall assist with obtaining records by contacting the school last attended by the student to obtain relevant academic or other records.

**Transportation:**

The District will ensure that transportation is provided, at the request of the parent, guardian, unaccompanied youth, or Homeless Education Liaison, to and from the school of origin. If the student is attending school in the district where he/she temporarily lives, that district is responsible for transportation. If the school of origin is in a different district, or a homeless student is living in another district but will attend his/her school of origin in the WRSD, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

**Services:**

Homeless students will be provided any District services for which they are eligible, including preschool, special education, transportation services, and school nutrition programs. School officials may accept documentation that students are homeless from the Homeless Education Liaison as the determination of eligibility for free lunch.

The District's Homeless Education Liaison will ensure that unaccompanied youth and/or parents and guardians of homeless students are informed of the educational and related opportunities available, including transportation to and from the school of origin, and that parents and guardians are provided with meaningful opportunities to participate in their child's education. The schools will maintain records for homeless students as are ordinarily kept for all students and the records will be made available in a timely fashion when the student enters a new school or district.

**POLICY RELATING TO PUPIL SERVICES**

***HOMELESSNESS (continued)***

LEGAL REFS.:

Federal Law: The McKinney-Vento Homeless Education Assistance Act, 42 U.S.C. 11431 et seq.

Massachusetts Department of Elementary and Secondary Education, Office for the Education of Homeless Children and Youth, <http://www.doe.mass.edu/mv>

Homeless Education Advisory 2003, Form 2003-7A

Homeless Education Advisory 2003, Form 2003-7B

First Reading:

Second Reading:

WRSDC Draft Policy 6122

To: Wachusett Regional School District Finance Committee

From: James J. Dunbar, Treasurer

Date: August 9, 2018

Subject: Treasurer's Update – June 2018

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I have reviewed the bank statements, bank reconciliations, and reconciling items for the month ending June 30, 2018 and feel that Treasurers cash is accurately stated.

1. The June 30, 2018 bank balances are as shown on the attached sheet.
2. The warrants funded during the month of June 2018 were as follows:

<u>Date</u>	<u>Description</u>	<u>Amount</u>
6/1	Payroll Warrant	\$ 2,021,297.19
6/1	Payroll Warrant	(2,814.24)
6/1	Payroll Warrant	6,257.04
6/11	Warrant #32	2,411,946.51
6/15	Payroll Warrant	2,084,254.64
6/22	Payroll Warrant	1,053,013.20
6/22	Payroll Warrant	(9,647.97)
6/22	Payroll Warrant	4,758.77
6/25	Warrant #33	1,269,272.85
6/29	Payroll Warrant	2,450,911.94

Note: Warrant #31 was to void checks.

Our excess general funds are currently earning the following rates:

Commerce Bank	0.50%
Avidia Bank	0.15%



**CASH RECONCILIATION OF CASHBOOK TO GENERAL LEDGER**

June 30, 2018

Bank	Account #	Fund	Description	Cashbook 6/30/2018
<b>CHECKING</b>				
Eastern Bank	-7310	001	Payables reconciliation-clearing	196.29
Berkshire Bank	-4534	001	Depository Account	3,495,655.27
Eastern Bank	-0264	001	Payroll Reconciliation	145.05
Fidelity Bank	-1451	050	checking - Paxton	2,514.17
Loomister Credit Union	-8861	050	checking - Mountview	2,550.00
Loomister Credit Union	-8832	050	checking - Dawson	100.00
Loomister Credit Union	-8845	050	checking - Mayo	2,500.00
Loomister Credit Union	-0244	050	checking - Sterling	2,500.00
Fidelity Bank	-1444	050	checking - Thomas Prince	2,515.63
Loomister Credit Union	-8858	050	checking - Davis Hill	2,500.00
Cornerstone Bank	-9626	050	checking - Naquag	2,286.47
Cornerstone Bank	-9618	050	checking - Central Tree	2,500.00
Cornerstone Bank	-9551	050	checking - Glenwood	500.00
Loomister Credit Union	-1024	050	WRHS student activity checking	3,324.93
<b>TOTAL CHECKING</b>				<b>3,519,787.81</b>
<b>MONEY MARKET</b>				
Berkshire Bank	-2960	022	Cafeteria revolving - Sterling	12,604.49
Loomister Credit Union	-1029	050	WRHS Student Activity Revolving	214,384.33
Berkshire Bank	-3002	023	Middle School Athletic Revolving	122,025.85
TD Banknorth, NA	-1032	001	General Fund	26,688.36
Eastern Bank	-0363	001	General Fund	3,534,458.26
Eastern Bank Debit Card	-6672	001	General Fund	1,033.88
Eastern Bank Tuition	-7357	001	General Fund	195,092.20
Enterprise Bank	-3225	001	General Fund	39,706.41
Avia Bank	-8701	001	General Fund	33,112.89
MMDT	-4707	001	Money Market	6,054.07
<b>TOTAL MONEY MARKET</b>				<b>4,185,160.74</b>
<b>SAVINGS</b>				
Cornerstone Bank	-0132	022	Cafeteria revolving - Naquag	4,008.97
Cornerstone Bank	-0140	022	Cafeteria revolving - CTMS	11,847.26
Cornerstone Bank	-1230	022	Cafeteria revolving - Glenwood	8,327.53
Cornerstone Bank	-3092	022	Student Activity - CTMS	18,606.26
Cornerstone Bank	-9535	022	Student Activity - Glenwood	14,551.33
Cornerstone Bank	-3117	022	Student Activity - Naquag	5,940.02
Fidelity Bank	-1908	022	Cafeteria revolving - Princeton	8,347.86
Fidelity Bank	-6479	022	Cafeteria revolving - Paxton	4,245.57
Berkshire Bank	-4569	022	Cafeteria revolving - Dawson	8,605.95
Berkshire Bank	-2944	022	Cafeteria revolving - Davis Hill	7,803.81
Berkshire Bank	-4550	022	Cafeteria revolving - Mayo	7,324.69
Berkshire Bank	-2952	022	Cafeteria revolving - Mountview	27,009.62
Berkshire Bank	-4542	022	Cafeteria revolving - WRHS	227,257.91
Berkshire Bank	-2979	029	Adult Education	71.69
Fidelity Bank	-0736	050	Student Activity Depository	39,465.19
Loomister Credit Union	-6025	050	Student Activity Revolving	158,363.90
Berkshire Bank	-2987	023	Athletic revolving	85,462.12
Berkshire Bank	-2995	023	Athletic transportation	49,322.50
<b>TOTAL SAVINGS</b>				<b>686,562.18</b>
<b>CDs (Investments)</b>				
Loomister Credit Union		60	Atlas	10,794.03
Loomister Credit Union		60	Bailey	2,133.11
Loomister Credit Union		60	Bradshaw	14,465.92
Loomister Credit Union		60	D'Errico	3,506.66
Loomister Credit Union		60	Finochio	8,084.05
Loomister Credit Union		60	Fitzgerald	9,229.86
Loomister Credit Union		60	Green	6,761.65
Loomister Credit Union		60	Grimm	18,662.07
Loomister Credit Union		60	Hayman	3,236.55
Loomister Credit Union		60	Hewson	13,486.66
Loomister Credit Union		60	Lionett	8,141.24
Loomister Credit Union		60	Ljungberg	2,184.75
Loomister Credit Union		60	Narolan	10,900.31
Loomister Credit Union		60	Shalala	4,738.20
Loomister Credit Union		60	Tarkenton	7,414.18
Loomister Credit Union		60	Thibodeau	4,525.04
Loomister Credit Union		60	Wachusett #2	59,704.90
Loomister Credit Union		60	Wesley	6,058.83
Loomister Credit Union		60	White	1,173.61
<b>TOTAL CDs</b>				<b>195,201.62</b>
<b>OPEB</b>				
Bartholomew and Company	-3593	70	OPEB	10,013.51
<b>TOTAL OPEB</b>				<b>10,013.51</b>
<b>TOTAL</b>				<b>8,596,725.86</b>
<b>A/P 1835</b>				<b>(651,491.63)</b>
<b>Adjusted Cashbook</b>				<b>7,945,234.23</b>
<b>General Ledger</b>				<b>7,945,234.23</b>
<b>Variance</b>				<b>0.00</b>
<b>General Fund Total</b>				<b>7,332,142.68</b>

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Education Subcommittee

Monday, August 20, 2018  
6:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

**AGENDA:**

- I Call to Order
- II Approval of Minutes
- III Draft Policy 6122 Policy Relating to Pupil Services Homelessness
- IV Old Business
  - Draft Policy Language (MASC templates)
    - English Language Learners
    - Amended Policy Language (MASC template)
      - Nondiscrimination
      - Amended Policy 3323 Policy Relating to Education Home Assignments
      - Draft Policy 3341 Policy Relating to Education Curriculum Adoption
      - Policy 3240 Policy Relating to Education Ceremonies and Observances
- V Adjournment

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

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Wachusett Regional School District Committee

Monday, August 20, 2018  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

**AGENDA:**

- Public Hearing
- Chair's Opening Remarks
- Student Representatives' Reports
- Superintendent's Report
  - Discussion of Report
  - Recommendations Requiring Action by the School Committee
    - 1. Motion: To approve expenses incurred in connection with WRSDC Members (Gustafson, Smith, Weeks) attending November 7 – 10, 2018 MASC/MASS Joint Conference in Hyannis, Massachusetts
- Unfinished Business
- Secretary's Report
  - Approval of 1315<sup>th</sup> Regular Meeting Minutes of the WRSDC held on 7/16/2018
- Treasurer's Report/Financial Statements
- Committee Reports
  - Management Subcommittee
  - Education Subcommittee
    - 1. Draft Policy 6122 Policy Relating to Pupil Services Homelessness – first reading
  - Business/Finance Subcommittee
  - Legal Affairs Subcommittee
    - 1. Motion: To authorize the School Committee to appoint Fletcher Tilton; Brody, Hardoon, Perkins & Kesten, LLP; and Nuttall, MacAvoy & Joyce, P.C. a District Legal Counsel for the period July 1, 2018 – June 30, 2019
    - 2. Amended Policy 1312 Policy Relating to School Committee Operation Evaluation of the Superintendent – first reading
  - Superintendent Goals and Evaluation Subcommittee
  - Facilities and Security Subcommittee
  - Audit Advisory Board
  - Ad-Hoc Subcommittee
  - Building Committees
    - 1. Mountview Building Committee
- School Council Reports
- Public Hearing
- New Business
- Adjournment

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

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Superintendent Goals and Evaluation Subcommittee

Thursday, August 30, 2018  
6:30 p.m.

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

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Management Subcommittee

Tuesday, September 4, 2018  
6:30 p.m.

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

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Facilities and Security Subcommittee

Wednesday, September 5, 2018  
6:00 p.m.

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

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Education Subcommittee

Monday, September 17, 2018  
6:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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Superintendent Goals and Evaluation Subcommittee

Monday, September 17, 2018  
6:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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Wachusett Regional School District Committee

Monday, September 17, 2018  
7:00 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

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**Education Subcommittee**

**Monday, October 15, 2018  
6:00 p.m.**

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

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**Wachusett Regional School District Committee**

**Monday, October 15, 2018  
7:00 p.m.**

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

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

Attachment 2  
August 17, 2018

**Business/Finance**

Michael Dennis, Chair  
Charles Witkes, Vice-chair  
Maleah Gustafson  
Linda Long-Bellil  
Benjamin Mitchel

**Education**

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

**Legal Affairs**

Susan Hitchcock, Chair  
Scott Brown, Vice-chair  
Harriet Fradellos  
Stephen Godbout  
Michael Rivers

**Management**

Kenneth Mills, Chair  
Christina Smith, Vice-chair  
Thomas Curran  
Michael Dennis  
Susan Hitchcock  
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**

Charles Witkes, Chair

Benjamin Mitchel, Vice-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 – Charles Witkes  
Paxton Center School – Benjamin Mitchel  
Thomas Prince School – Asima Silva  
WRHS – Amy Michalowski/Christina Smith  
Special Ed. Parent Advisory Council – Maleah Gustafson  
ECC – TBD

# Fletcher Tilton PC

## MEMORANDUM

To: Superintendent Darryll McCall  
From: Joseph T. Bartulis, Jr., Esq.  
CC: Jeff Carlson  
Date: August 3, 2018  
RE: Legal Services proposal

On behalf of Fletcher Tilton PC, I am writing in response to your District's request that our firm submit a proposal to provide legal services. Jeff had asked me to email him our firm's responses to the questions posed in your request for legal proposals.

*1. Number of years that your firm has been in business in Massachusetts?*

The firm has been in existence for one hundred and ninety-six years, since 1822.

*2. Number of attorneys in firm?*

Our Firm is a general services firm with fifty-two attorneys and more than twenty-five paralegals.

*3. Addresses of office(s)?*

Our firm has five different office locations throughout Massachusetts and one in Rhode Island. They are:

1. Worcester  
370 Main Street, 12<sup>th</sup> Floor  
Worcester, MA 01608
2. Framingham  
161 Worcester Road, Suite 501,  
Framingham, MA 01701
3. Cape Cod  
1597 Falmouth Road  
Centerville, MA 02632
4. Medfield  
266 Main Street, Bldg. 3, Suite 39  
Medfield, MA 02052

# Fletcher Tilton PC

5. New Bedford  
651 Orchard Street, Suite 107  
New Bedford, MA 02744
6. Providence  
1 Richmond Square, Suite 303N  
Providence, RI 02906

4. *Districts represented that are geographically close to Wachusett?*

Our firm represents several unionized public-school districts in Massachusetts.

They include: Wachusett Regional School District  
Ashburnham-Westminster Regional School District  
West Boylston School District  
Millbury School District  
Webster School District  
Advanced Math and Science Academy Charter School in Marlborough

5. *Areas of law, other than public education, in which your firm represents clients*

Given our firm's size and its breadth of services, we are the industry leaders in Central Massachusetts in many different areas of law beyond public sector education law. Those additional areas of law include:

Litigation

Including but not limited to:

- Business disputes
- Construction disputes
- Contract disputes
- Employment disputes
- Environmental/land use disputes
- Personal injury
- Product liability

Real Estate Law

Including but not limited to:

- Zoning
- Permitting
- Land Use
- Development

Immigration Law

Commercial Lending

# Fletcher Tilton PC

## Corporate Law Trusts and Estates Law

### *6. Name and credentials of lead attorney for this service including:*

- *Number of years in practice of negotiations and public education employee law*
- *Number of school districts, by name, for whom legal services were provided in areas of negotiations and employee relations in the past five years*
- *Number of public employee contracts negotiated from start to finish in past five years*

If our firm continues to be retained, I, the undersigned Attorney, Joseph T. Bartulis, Jr., will continue to have primary responsibility for servicing the School District. I have been practicing public sector education law in Massachusetts for over 20 years.

As the responsible attorney, I would also continue to be the District's go-to person on all matters. Where an issue requires another attorney at our office's expertise, he or she and I would work together to make sure that the District's issues are addressed quickly and cost effectively. If I am unavailable for whatever reason, I have other attorneys in my office who assist in my absence. Regarding matters I am working on for a client, I keep the client in the loop at all times by frequent, often informal updates conveyed by telephone to the Superintendent and or other designee and by providing "cc" copies to the client of all pertinent correspondences that are sent to or received from other parties on any given matter of the District our office is handling. Additionally, should a client wish for more formal status updates, I am also happy to provide those as well at whatever frequency the client may wish to receive them. Verbal response time to normal, everyday inquiries is often instantaneous, but rarely does it usually longer than a few hours or a day from when the inquiry is made. While formal written response times will vary based upon the issue, I am also usually able to generate opinion letters, were one to be needed, within a few days of receipt of the request. I am always willing to make myself available, as needed, for evening meetings and will frequently work into the evening to make sure I can timely get back to my client with responses to recently posed questions. The key is that I make every effort to provide my clients with whatever they are looking for, albeit responses to questions or opinion letters, within their needed timetable, whatever it may be.

One of the things I am most proud of is my ability to answer routine education law questions quite quickly without the need or client expense of having to spend appreciable time researching the issue and causing a delay in responding to the client's questions. Another thing about which I am very proud is my frequent speaking engagements for clients on the hot legal topics of the day that might impact them. I am frequently told I can make complex topics understandable and that I have a good way of explaining them. If the District is interested in continuing its relationship with my firm, I would be happy to provide leadership team or other staff training on topics of interest to the administration as I have recently begun doing for other school district clients free of charge. Among the various topics I have been asked to train the leadership team on include:

# Fletcher Tilton<sup>PC</sup>

documenting employee performance, progressive discipline, drafting disciplinary letters, the various levels of “cause,” teacher non-renewal, accommodations, etc. Those trainings have also been very well received. In addition to these no charge trainings, I also put on firm sponsored labor and employment law seminars to clients and business professionals at a nominal fee, which is charged to ensure people who sign up show up. As has been the case almost every year I do these firm-sponsored seminars, we end up shutting off the registration because the host site, Cyprian Keyes, cannot hold more than the 160 registrants without violating the fire code. I have also been a frequent speaker on all things labor and employment law for the Worcester Regional Chamber of Commerce, the Corridor 9 Chamber of Commerce, the Webster-Oxford-Dudley Chamber of Commerce, and the Massachusetts Society of CPA’s.

Given my expertise in negotiations and handling employee issues, I am often also asked to speak for the Massachusetts Association of School Committees (MASC), the Massachusetts Association of School Business Officials (MASBO), the Massachusetts Association of Regional Schools (MARS), and the Massachusetts Association of Vocational School Administrators (MAVA), among others, on negotiations and employee relations matters. For example, I spoke in April 2017 and April 2018 for MASBO on the anatomy of collective bargaining negotiations and other employee relations matters. Similarly, based on my success and knowledge of collective bargaining, I was the person asked by the MASC/MASBO to deliver a primer on the anatomy of collective bargaining at their annual joint MASS/MASC conference in Hyannis in November 2017. I have also been asked several times to discuss all aspects of collective bargaining to MASBO members at their Annual Law Institute as well as at their training courses which they conduct each winter at Assabet High School.

I have experience in all aspects of education law and am ready and very interested in continuing to provide legal services to the Wachusett Schools. I am very conversant in the Massachusetts Education Reform Act of 1993 and the Massachusetts education regulations. Additionally, I am very conversant in the latest public records law, the latest open meeting laws, the recent health care reform laws, procurement issues, labor relations, collective bargaining, and employment litigation, among others. I have also handled numerous arbitrations, mediations, and unfair labor practice charges.

As stated above, I also have extensive experience negotiating collective bargaining agreements, including teachers, paraprofessionals, cafeteria employees, secretaries, custodians, and administrators, etc. I have negotiated with virtually every single public-sector union in Massachusetts, including the Massachusetts Teachers' Association and the American Federation of Teachers. Dealing with such a large cross section of unions and their different representatives has allowed me to see all the various negotiation styles union representatives employ.

I have been told by third-party-neutral mediators that I am among the most effective, and most successful of all public-sector negotiators in Massachusetts. In my experience negotiating collective bargaining agreements, I have, among other things, successfully delivered lower-than-anticipated salary settlements, normalized salary steps by evening-out the gaps between steps, implemented extensive, and often-creative health care changes which result in very sizable insurance savings to the communities. This often frees up more money for educational pursuits.

# Fletcher Tilton<sup>PC</sup>

Additionally, I also have extensive experience in all other aspects of an education law practice including, but not limited to, student discipline, teacher discipline, student rights, employee handbooks, student handbooks, service contracts, education reform issues, town meeting funding issues, and all related matters. I have frequently appeared before School Committees on all school law matters and have represented districts at all types of hearings, including but not limited to, student disciplinary hearings, employee disciplinary hearings, teacher non-renewal cases, layoffs, and impact bargaining over management's exercise of its inherent managerial prerogatives.

As a person who has conducted numerous, usually victorious arbitrations, I am not only well-versed in analyzing and interpreting collective bargaining agreements and other contracts, but, no less importantly, I am very good at anticipating potential problems and successfully negotiating contract language which avoids disputes from arising in the first place -- thereby fostering better working relationships and saving the district from the cost and uncertainty inherent in litigation.

In providing the above services, I often interact with the following agencies/organizations: the Massachusetts Civil Service Commission, the Massachusetts Division of Labor Relations, the Massachusetts Board of Conciliation and Arbitration (now within the Division of Labor), the American Arbitration Association, and the Massachusetts Department of Elementary and Secondary Education, among others.

In keeping my objective of providing information in a timely and effective manner, I am virtually always reachable. Between smart-phone remote email access and my cell phone, any time I am not in the office I am still otherwise usually available. Ensuring that clients receive same-day responses to legal questions has never been a problem for me. Over my lengthy tenure in this field, I have already responded to most of the questions that are likely to arise. As such, I am very efficient and need not reinvent the wheel every time an issue comes up. Whenever I am out of the office, I check my messages from the road no less often than every hour or so and respond right away whenever possible. Additionally, on the exceedingly rare instance when I might be otherwise unavailable for any protracted period of time other attorneys in my office are ready to assist as needed. Regarding in-person meetings at the District, I am available for day and evening meetings and, to the extent possible, will always make myself available on a moment's notice should a meeting need to be scheduled to address a pressing issue. I also take client calls at all hours of the evening and on weekends. I do not mind doing so at all. It is part of the business and I take a vested interest in my clients' success.

Regarding the question posed about the number of school districts, by name, for whom I have provided legal services in the areas of negotiations and employee relations in the past five years, I have provided those services for each of the above listed six schools/districts as well as for North Attleborough Schools and the Medway Schools.

Regarding the number of public employee contracts for which I have been an active participant at the bargaining table for the negotiations from start to finish as an active participant over the past five years including a couple that are presently nearing completion, I believe that number to be nine or so different contracts.



# Fletcher Tilton PC

7. *Circumstances under which an attorney other than the lead attorney would represent the District in contract negotiations and employee relations matters?*

There are no circumstances under which an attorney other than I, as leading attorney, would be representing the District in negotiations or employee relations matters.

8. *A brief philosophy of practice concerning contract negotiations and employment law.*

In negotiations believe in a win-win strategy and seek to achieve my client's objectives while simultaneously maintaining the goodwill that exists between the employer and its employees. In my experience, all school committees and administration very much value the hard work and effort of their teachers and other staff. Unfortunately, school districts must, however, live within their means. I believe it goes a long way to tell the employees how much they are valued during negotiations and that the District will give them the most it can while remaining fiscally prudent. While the union and management may have a disagreement about where the line for fiscal prudence is drawn, the union at least feels valued.

In my lengthy tenure as counsel to school districts, I have seen virtually every proposal that a union can conjure up. I have prepared responses to all the proposals a union might make and I have model language that a school district can propose on virtually every subject sought by an employer. Once changes get into a collective bargaining agreement or into a policy, I will frequently advise my clients on how to go about rolling out the changes taking effect to make sure they are done correctly and in compliance with any legal mandates. In my experience one of the best things to achieve successful negotiations is, where possible, to have legal counsel be an active participant at the negotiations table from the start of negotiations until the contract is settled and be involved in all aspects of the drafting of proposals and the drafting of language that captures concepts agreed upon at the bargaining table. Just as the union will never negotiate without its seasoned outside union representative so too is it ideal where possible, I believe, to have district counsel involved at the table whether the negotiations are traditional negotiations or whether they are collaborative/interest based bargaining.

Regarding employee relations, I believe that well drafted contracts giving the employer a lot of management rights along with a practice of holding employees accountable and documenting employee performance are among the most effective ways to have a successful workplace. The employees appreciate knowing what is expected and they will also be pleased that all employees are being held to the same standards. Moreover, by having strong management rights provisions in the contracts and a good paper trail on documented employee performance, when and if the employer needs to take disciplinary action, it is best positioned to do so and more likely to have that decision upheld by a third-party arbitrator or other tribunal.

9. *A list of references, including at least 3 references in districts of similar size and characteristics of Wachusett.*

While I do not represent many other districts that are similar in size and characteristics of Wachusett, I offer the following references:

# Fletcher Tilton PC

Scott Holcomb, Superintendent of the North Attleborough Schools  
508-643-2100

Gary Mazzola, Superintendent of Ashburnham-Westminster Regional School District  
978-827-1434

Greg Myers, Superintendent of the Millbury Public Schools  
508-865-9501

*10. Hourly rate and billing practices including standard charges for travel and support services, e.g., copying, billing, paralegal.*

Services to the District would be billed without a retainer needing to be paid. The hourly rate for attorneys for the rest of FY 2019, all of FY 2020 and all of FY 2021 will be \$220/hour. Any future hourly rate increases would not likely exceed \$5-10 in any given year. Time will be billed in 1/10th hour increments. Any disbursements which need to be made, such as court filing fees, court stenographer fees, computerized research fees (such as Lexis/Nexis and Westlaw) and overnight mailing charges will be billed at their actual cost. Office related expenses such as postage, clerical expenses, supplies and related office expenses would not be billed to the District.

In closing, it would be our pleasure to continue to do the legal work for the Wachusett Regional School District. Both I and the other attorneys at Fletcher Tilton PC will make sure that all the District's legal needs are met in quickly, successfully, and no less importantly, in a cost-effective manner. Thank you in advance for your time and consideration. I look forward to seeing you on August 13<sup>th</sup>.

Best regards,  
Joe Bartulis



JOSEPH T. BARTULIS, JR.

**PRACTICE AREAS**

Business &amp; Corporate

Charitable & Exempt  
Organizations

Education &amp; Higher Education

Labor &amp; Employment

**The Guaranty Building**

370 Main Street, 12th Floor

Worcester, MA 01608

Direct: 508.459.8214

Fax: 508.459.8414

jbartulis@fletchertilton.com

# Fletcher Tilton<sup>PC</sup>

Attorneys at law

**BIOGRAPHY****Joseph T. Bartulis, Jr.***Officer*

P: 508.459.8214 | E: jbartulis@fletchertilton.com

**PRACTICE FOCUS**

Joseph T. Bartulis, Jr. is an Officer of the firm and is Chairperson of the Labor and Employment Law Practice Group at Fletcher Tilton PC. He is also a member of the Business & Corporate Law, and Education and Higher Education Law Practice Groups.

**BIOGRAPHY**

Attorney Bartulis advises private and public sector employers on all aspects of workplace law; and counsels school departments and institutions of higher learning on education law. A skilled attorney and successful negotiator for his clients, Attorney Bartulis delivers expert representation and sound resolution involving complex legal matters facing these sectors today.

Attorney Bartulis regularly advises clients on wage and hour, statutory compliance, unemployment, and pay practice issues. Mr. Bartulis drafts and negotiates employment agreements, drafts restrictive covenant agreements and severance agreements as well. He pro actively counsels employers on employee relations matters; and defends management in employment-based litigation.

Mr. Bartulis assists management during union organizational campaigns and unit determinations. He also represents management in unfair labor practice charge cases, mediations, and arbitrations.

Within the Education and Higher Education Law practice group at Fletcher Tilton, Attorney Bartulis represents and counsels clients on a variety of matters including: School policies, student discipline, teacher discipline, education laws, labor relations, and collective bargaining.

Attorney Bartulis' administrative assistant is Danielle Hebert, 508.459.8204.

**EDUCATION & CERTIFICATIONS**

Bachelor of Business Administration, *magna cum laude*; Baylor University  
Juris Doctor; Boston College Law School

**ADMITTED TO PRACTICE**

Commonwealth of Massachusetts

**MEMBERSHIPS**

Boston Bar Association's Labor and Employment Law Practice Group  
Worcester County Bar Association  
Massachusetts Bar Association  
Massachusetts Council of School Attorneys

*(continued on back)*

JOSEPH T. BARTULIS, JR.

**PRACTICE AREAS**

Business &amp; Corporate

Charitable & Exempt  
Organizations

Education &amp; Higher Education

Labor &amp; Employment

**The Guaranty Building**

370 Main Street, 12th Floor

Worcester, MA 01608

Direct: 508.459.8214

Fax: 508.459.8414

jbartulis@fletchertilton.com

**BIOGRAPHY** *(continued)***RECENT ARTICLES**Treble Damages for Wage Payment Violations: Employers Required to Pay  
Triple Damages Even if Violation was Unintentional

A Quick Look at the Rigid Massachusetts Independent Contractor Law

New Criminal Records Check Provisions Took Effect in May 2012

Federal Health Care Reform Act

Deadline for Complying With Massachusetts' New Personal Data Security Law  
Fast Approaching

Family And Medical Leave Act Is Expanded By New Law

New Family and Medical Leave Act Regulations Take Effect

Which Employees in Massachusetts are Eligible to be Paid as Tipped Service Employees?

Massachusetts Passes Legislation Requiring Covered Employers to Provide Domestic Violence  
Leave for Employees

New Massachusetts Sick Leave Law to Take Effect July 1, 2015

Massachusetts Passes Pay Equity Act

Decriminalization of Recreational Marijuana and the Workplace

**SEMINARS**

Attorney Bartulis is a frequent speaker nationally, regionally, and locally for many large trade organizations on all aspects of labor and employment law and education law. He also leads educational training seminars for his clients. Some of the past topics have included:

- How to properly Classify Employees as Exempt (Salaried) or Non-Exempt (Hourly)

- How to properly calculate one's overtime rate when he or she earns two or more different rates for doing different jobs

- How most workers cannot be paid as Independent Contractors

- How to use social media as an employment tool while avoiding discrimination claims

- Why it is important to have an employee handbook and what should be in it

- How "just cause" is determined

- How to properly discipline employees and how to document employee performance

**SIGNIFICANT REPRESENTATION**

Attorney Bartulis has successfully negotiated over one hundred and twenty collective bargaining agreements on behalf of management with many of the major national unions.

**FletcherTilton**<sub>PC</sub>  
Attorneys at law





**JOSEPH T. BARTULIS, JR.**  
Practice Group Chair

## LABOR & EMPLOYMENT ATTORNEYS

**Joseph T. Bartulis, Jr.**  
Practice Group Chair

Dennis F. Gorman  
William D. Jalkut  
Scott E. Regan  
Patrick C. Tinsley

# Fletcher Tilton<sup>PC</sup>

Attorneys at law



## LABOR & EMPLOYMENT PRACTICE GROUP

The Labor & Employment Practice Group of Fletcher Tilton provides a wide range of labor and employment services to businesses of all sizes, from small family-owned businesses to larger national and international concerns. We also represent a number of individuals on labor and employment matters, including employees, managers and business executives. Among the many services we provide are the following:

### EMPLOYEE HANDBOOKS

Our attorneys prepare and review employer policies and procedures and employee handbooks to ensure compliance with applicable federal statutes such as the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Fair Labor Standards Act, Occupational Safety and Health Act (OSHA), Immigration Reform and Control Act (IRCA), Employee Retirement Income Security Act (ERISA).

### PERSONNEL DECISIONS

The Group provides proactive counsel on significant employment decisions such as hiring, termination, promotion and discipline to minimize possible exposure to claims of wrongful discharge, employment discrimination, sexual harassment, unfair employment practices or other employment-related claims.

### DISCRIMINATION

We advise our clients on all aspects of anti-discrimination law in the workplace such as discrimination claims on the basis of age, gender, handicap and sexual orientation.

### EMPLOYEE LITIGATION

Our attorneys provide representation before state and federal courts and agencies, including the Massachusetts Commission Against Discrimination and the Equal Employment Opportunity Commission. Such representation includes the presentation and defense of claims for wrongful termination, sexual harassment, employment discrimination, unfair labor practices, and other employment-related claims.

### EMPLOYEE CONTRACTS

Our attorneys provide advice and counsel on executive and key employee contracts and compensation issues including intellectual property assignment, non-competition, confidentiality provisions, deferred compensation, succession planning, and other important business and employment issues.

### CONFIDENTIALITY

The Group provides advice on restrictive covenants necessary to protect intellectual property rights and confidential business information from disclosure, so as to protect employers from disloyal or departing employees.

*(continued on back)*

**LABOR & EMPLOYMENT  
ATTORNEYS**

**Joseph T. Bartulis, Jr.**

*Practice Group Chair*

Dennis F. Gorman

William D. Jalkut

Scott E. Regan

Patrick C. Tinsley

**COLLECTIVE BARGAINING**

Our attorneys represent employers with respect to the negotiation and administration of collective bargaining agreements.

**EMPLOYEE BENEFITS**

We provide advice and counsel on employee benefits, including qualified and non-qualified pension, profit sharing and other benefits plans.

**RESPONSIVE SOLUTIONS**

Two simple words that explain our commitment to you. Being responsive is a critical element in building a strong attorney-client relationship. Whether you are a new or existing client, we'll be quick to respond to your needs with the knowledge necessary to find solutions to your legal concerns.

**FletcherTilton**<sub>PC</sub>  
Attorneys at law

[FletcherTilton.com](http://FletcherTilton.com)

Brody, Hardoon, Perkins & Kesten, LLP  
Attorneys at Law

Richard E. Brody  
Laurence E. Hardoon  
Samuel Perkins  
Leonard H. Kesten  
Jocelyn M. Sedney  
Jeremy I. Silverfine  
Naomi R. Stonberg  
Judy A. Levenson  
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[www.bhpklaw.com](http://www.bhpklaw.com)

Kristin Tyler Harris  
Gregor A. Pagnini  
Evan C. Ouellette  
Michael Stefano, Jr.

OF COUNSEL  
Hon. Paul A. Chernoff (Ret.)  
Deidre Brennan Regan  
Andrew A. Rumer

August 8, 2018

*Via Email*

Darryll McCall, Ed.D  
Superintendent of Schools  
Wachusett Regional School District  
Jefferson School  
1745 Main Street  
Jefferson, MA 01522

Dear Dr. McCall:

This letter is in response to your request for a legal services proposal for the Wachusett Regional School District. The firm of Brody, Hardoon, Perkins and Kesten is pleased to submit this proposal to provide legal services for a full spectrum of legal services including but not limited to employment law, general litigation and other legal issues that may impact the District.

Our firm has been in business in Massachusetts for 23 years. The firm has 17 attorneys. The firm is located at 699 Boylston Street, Boston, MA 02116.

The firm represents the Northborough/Southborough Regional School District, Douglas Public School District, Georgetown Public School District, Wareham Public School District and Westport Public School District. The firm specializes in public education law and collective bargaining. In addition, the firm represents clients in the following areas: Municipal Law & Government, Ethics, Employment Law, Sexual Assault & Misconduct, Sexual Harassment and Discrimination, Personal Injury, Insurance Defense, Business Disputes, White Collar Criminal Defense, Mediation, Whistleblower, Legal Malpractice

The lead attorneys are Naomi R. Stonberg and Leonard H. Kesten. They are assisted by attorney Gregor Pagnini. Ms. Stonberg has represented school systems in negotiations and public education law for 44 years. She was the first Massachusetts attorney elected to the National Council of School Attorneys, an NSBA affiliate. She has written many articles on school law and has presented workshops in State and national forums. Mr. Kesten is one of the pre-eminent trial lawyers in Massachusetts. He has conducted over 130 jury trials as well as numerous public hearings before the MCAD. He has argued appeals at the State and Federal Appeal's courts as well as the Supreme Judicial Court. He has obtained favorable decisions regarding school liability at various appellate levels. Mr. Kesten has been designated as a Super Lawyer every year that the

Darryll McCall, Ed.D  
August 8, 2018  
Page Two

award has been given. Mr. Pagnini has been practicing law for over 12 years. He has advised and represented numerous school districts. He has negotiated contracts, advised on various employment and policy issues.

The firm represents in negotiations and employee relations: Westport, Wareham, Douglas, Georgetown, Northborough/Southborough, Masconomet Regional School District, Topsfield, Boxford, Middleton, Hamilton-Wenham, Gloucester, Rockport, Lawrence and THE LABBB collaborative.

During the past five years, Attorney Stonberg has negotiated approximately 25 school contracts from start to finish. If Ms. Stonberg is unavailable, Mr. Kesten and/or Mr. Pagnini would assist the District.

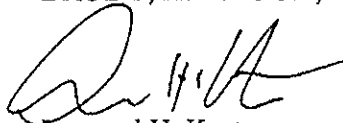
Our approach is preventive. We anticipate problems before they become crises. By active listening and careful communication in negotiations, we are able to identify the issues and problem solve the best solution for all parties. We keep our school clients informed of the current laws, regulations and collective bargaining trends.

Attached you will find a list of references. Our hourly rate is \$225.00.

Thank you for the opportunity to submit this proposal.

Very truly yours,

BRODY, HARDOON, PERKINS & KESTEN, LLP



Leonard H. Kesten  
Naomi R. Stonberg

LHK:NRS:dac  
Attachment



# Brody, Hardoon, Perkins & Kesten, LLP

## Attorneys at Law

Richard E. Brody  
Laurence E. Hardoon  
Samuel Perkins  
Leonard H. Kesten  
Jocelyn M. Sedney  
Jeremy I. Silverfine  
Naomi R. Steinberg  
Judy A. Levenson  
Thomas R. Donohue

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Boston, Massachusetts 02116  
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[www.bhpklaw.com](http://www.bhpklaw.com)

Kristin Tyler Harris  
Gregor A. Pagnini  
Evan C. Ouellette  
Michael Stefano, Jr.

OF COUNSEL  
Hon. Paul A. Chernoff (Ret.)  
Deirdre Brennan Regan  
Andrew A. Rainer

### LIST OF REFERENCES

#### Legal Services Proposal for the Wachusett Regional School District

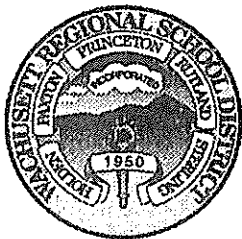
Richard Safier, Superintendent  
Gloucester Public Schools  
6 School House Road  
Gloucester, MA 01930  
Phone: 978-281-9800  
Email: [rsafier@gloucesterschools.com](mailto:rsafier@gloucesterschools.com)

Melissa Texeira, Chairwoman  
Gloucester School Committee  
Cell: 508 284-5555  
Email: [mjtex@comcast.net](mailto:mjtex@comcast.net)

Scott Morrison, Superintendent  
Tri-Town School Union  
Central Office  
28 Middleton Road  
Boxford, MA 01921  
Phone: 978-887-0771  
Email: [smorrison@tritownschoolunion.com](mailto:smorrison@tritownschoolunion.com)

Robert Liebow, Superintendent  
Rockport Community Education Center  
24 Jerden's Lane  
Rockport, MA 01966  
Phone: 978-546-1200  
Cell: 978-559-1995  
Email: [rliebow@rpk12.org](mailto:rliebow@rpk12.org)

Michael Harvey, Superintendent  
Hamilton-Wenham Regional School District  
5 School Street  
Wenham, MA 01984  
Phone: 978-626-0821  
Cell: 617-335-6312  
Email: [m.harvey@hwschools.net](mailto:m.harvey@hwschools.net)



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

August 1, 2018

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

Dear Peter:

As I look out my office window to the parking lot at 1745 Main Street, I am so pleased to see the upgrades to the lot as a result of recent excavation work followed by paving completed this week. This major improvement was possible in part due to the generous support by Holden residents at May's Annual Town Meeting when voters approved a portion of the cost for the ECC parking lot repairs.

Holden's portion of the expense, approved at the May ATM, is \$22,470. The District will process payment to the contractor and we ask that the Town of Holden reimburse the District their portion of this cost.

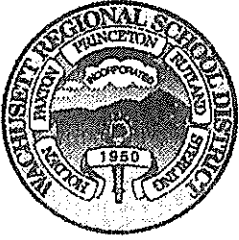
On behalf of the District, thank you and the Town of Holden for continuing to support the students and staff of the WRSD.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
WRSD Business Office

DM:rlp



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

August 1, 2018

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

Dear Carol:

As I look out my office window to the parking lot at 1745 Main Street, I am so pleased to see the upgrades to the lot as a result of recent excavation work followed by paving completed this week. This major improvement was possible in part due to the generous support by Paxton residents at May's Annual Town Meeting when voters approved a portion of the cost for the ECC parking lot repairs.

Paxton's portion of the expense, approved at the May ATM, is \$4,850. The District will process payment to the contractor and we ask that the Town of Paxton reimburse the District their portion of this cost.

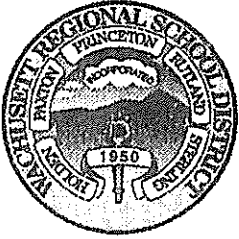
On behalf of the District, thank you and the Town of Paxton for continuing to support the students and staff of the WRSD.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
WRSD Business Office

DM:rlp



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

August 1, 2018

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

Dear Nina:

As I look out my office window to the parking lot at 1745 Main Street, I am so pleased to see the upgrades to the lot as a result of recent excavation work followed by paving completed this week. This major improvement was possible in part due to the generous support by Princeton residents at May's Annual Town Meeting when voters approved a portion of the cost for the ECC parking lot repairs.

Princeton's portion of the expense, approved at the May ATM, is \$3,105. The District will process payment to the contractor and we ask that the Town of Princeton reimburse the District their portion of this cost.

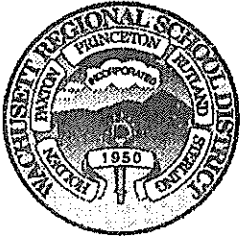
On behalf of the District, thank you and the Town of Princeton for continuing to support the students and staff of the WRSD.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
WRSD Business Office

DM:rlp



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

August 3, 2018

Mr. Robert Reed  
Interim Town Administrator  
Town of Rutland  
246 Main Street  
Rutland, MA 01543

Ms. Margaret Nartowicz  
Interim Town Administrator  
Town of Rutland  
246 Main Street  
Rutland, MA 01543

Dear Margaret and Mr. Reed:

As I look out my office window to the parking lot at 1745 Main Street, I am so pleased to see the upgrades to the lot as a result of recent excavation work followed by paving completed this week. This major improvement was possible in part due to the generous support by Rutland residents at May's Annual Town Meeting when voters approved a portion of the cost for the ECC parking lot repairs.

Rutland's portion of the expense, approved at the May ATM, is \$11,525. The District will process payment to the contractor and we ask that the Town of Rutland reimburse the District their portion of this cost.

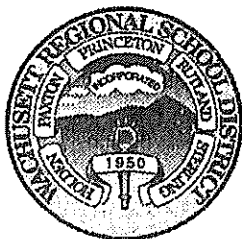
On behalf of the District, thank you to the Town of Rutland for continuing to support the students and staff of the WRSD.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
WRSD Business Office

DM:rlp



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

August 1, 2018

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

Dear Ross:

As I look out my office window to the parking lot at 1745 Main Street, I am so pleased to see the upgrades to the lot as a result of recent excavation work followed by paving completed this week. This major improvement was possible in part due to the generous support by Sterling residents at May's Annual Town Meeting when voters approved a portion of the cost for the ECC parking lot repairs.

Sterling's portion of the expense, approved at the May ATM, is \$8,045. The District will process payment to the contractor and we ask that the Town of Sterling reimburse the District their portion of this cost.

On behalf of the District, thank you and the Town of Sterling for continuing to support the students and staff of the WRSD.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
WRSD Business Office

DM:rlp

August 2018

Dear Wachusett Families:

It has been a busy summer in the Wachusett Regional School District as we prepare for the start of the school year in a few short weeks. As we work on cleaning buildings, taking stock in new materials and textbooks, as well as updated technology, we are anxiously awaiting the start of the school year when students and staff return from vacation. As we prepare for the coming school year, I would like take this time to share some information with you about our district.

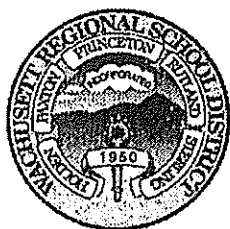
For the first time in many years, all five member towns approved a budget prior to the end of the school year. A great deal of preparation and outreach went into discussions on the FY19 budget and the District appreciates the support of Member Towns in the investment of educating our students. The WRSD Strategic Plan played a significant role for the District as we discussed the upcoming budget and the priorities established through the Strategic Plan. From supporting student safety and social-emotional wellness, to alignment of our curricular needs with the Commonwealth, the Strategic Plan has helped define areas of focus for our budget process. Providing our youth with opportunities to learn with strong educators, up-to-date curricular materials and technology, and safe and secure schools are the greatest gifts we can give the children who live in our five towns.

Last school year, all 9<sup>th</sup> grade students received a Chromebook that they could use at school and at home. Over 500 Chromebooks were distributed before the first day of school and the response from students and staff has been overwhelmingly positive. We also purchased another 700 Chromebooks that were distributed to our other schools, where, for the first time, all students in grades 3-8 took the Next Generation MCAS online. In a few weeks, we will have another rollout out of Chromebooks for the incoming 9<sup>th</sup> grade students. The addition of a Technology Integration Specialist, whose job will be to assist teachers around the integration of technology into their classroom instruction, will further increase how students access the curriculum in a 21st century classroom.

Finally, I would like to welcome new building administrators to our District. Liz Garden is the new principal of Mayo Elementary School in Holden, Shawn Rickan is the new principal of Paxton Center School, and Melissa Wallace is the new principal at Dawson Elementary School in Holden. I am pleased to say that Tammy Boyle will continue in the role of principal at Thomas Prince School in Princeton. I am also pleased to announce that Jon Krol has been appointed Director of Social Emotional Learning and Guidance and Cherie Lynne Dupont Kent joined the District on July 1<sup>st</sup> as the Director of Literacy. Also this year, longtime WRSD special educator Lincoln Waterhouse will serve as the Interim Administrator of Special Education. We are excited to have these new building leaders and Central Office administrators join our community and I look forward to working with them in the coming year.

Thank you for your support of our schools and I look forward to another productive year in the Wachusett District.

Darryll McCall  
Superintendent of Schools



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

August 2018

Dear Parent/Guardian:

The Wachusett Regional School District takes all reasonable precautions to preserve the confidentiality of a student's records. According to federal law, the District is required to release the names, addresses and telephone listings of students to military recruiters and institutions of higher learning for recruitment and scholarship purposes upon their request and without prior consent.

Parents and eligible students have the right to request that this information not be released without their consent by notifying their school building office in writing. If you wish to exercise your right to "opt out," please complete the form provided on the reverse side of this letter and return it to:

Wachusett Regional High School  
Attention: Guidance Department  
1401 Main Street, Holden, MA 01520

Completing this form will exclude your child's name from listings to military recruiters and institutions of higher learning ONLY.

Additional questions and concerns may be directed to:

Guidance Department  
Wachusett Regional School District  
1745 Main St., Jefferson, MA 01522  
508-829-6771

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
William Beando, Principal, Wachusett Regional High School

DM:rlp



Wachusett Regional High School  
Attention: Guidance Department  
1401 Main Street  
Holden, MA 01520-1095

To Whom It May Concern:

This serves as my formal request that the Wachusett Regional High School not release the name, address or telephone listing of my child to any of the following groups, as provided for under paragraph 2, subsection (a) of Section 9528 of PL 107-110.

☐

Military recruiters

☐

Institutions of higher learning

Thank you.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
DOB

*WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE*

*Kenneth Mills, Chair  
1745 Main Street  
Jefferson, MA 01522*

July 9, 2018

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

Dear Mr. Lukes:

The Audit Advisory Board of the Wachusett Regional School District Committee is a seven member board, consisting of representatives from the five Member Towns and two School Committee members. Appointments to the Audit Advisory Board are for three years, on a rotating basis. Holden resident James Robinson served on this board for four years. Mr. Robinson recently notified me of his resignation from the AAB due to relocating with his family.

In order to bring the Audit Advisory Board to full membership, we are in need of a Holden resident to serve on the Board. I am hoping that you, your Selectboard, or the Finance Committee might be able to recommend a candidate to represent your town on the Audit Advisory Board. Your assistance with this request will be much appreciated.

I can be reached at [kenneth\\_mills@wrsd.net](mailto:kenneth_mills@wrsd.net) should you or a possible candidate have questions or wish to discuss this appointment. I have enclosed a copy of WRSDC Policy 4713.1 Audit Advisory Board for your information.

Thank you very much for your attention to this request.

Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Charles Witkes, Chair, Audit Advisory Board  
Darryll McCall, Superintendent of Schools

Enclosure  
KM:rlp

*WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE*

*Kenneth Mills, Chair*

*1745 Main Street*

*Jefferson, MA 01522*

July 9, 2018

Mr. James Robinson  
98 Newell Road  
Holden, MA 01520

Dear Mr. Robinson:

On behalf of the Wachusett Regional School District Committee and District administration, I thank you very much for the time you served on the Audit Advisory Board, representing the Town of Holden.

Sincerely yours,

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

Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Charles Witkes, Chair, Audit Advisory Board  
Peter Lukes, Holden Town Manager  
Darryll McCall, Superintendent of Schools

KM:rlp

**James S. Robinson**  
98 Newell Road  
Holden, MA 01520

June 28, 2018

Mr. Kenneth Mills  
Chairman, Wachusett Regional School District Committee  
c/o Wachusett Regional School District  
Holden, MA 01520

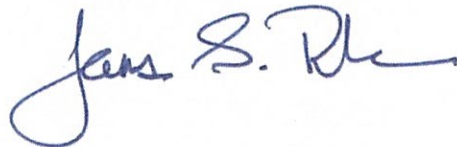
Dear Mr. Mills,

My wife and I will be relocating out of state in the coming months which will keep me from being able to continue to serve on the WRSD Audit Advisory Board. Thereby, I hereby resign from the WRSD Audit Advisory Board effective June 30, 2018.

I have enjoyed participating on the Audit Advisory Board and see it as a valuable component of the District's financial review process.

I offer my best wishes for the continued success of the Wachusett Regional School District.

Sincerely,

A handwritten signature in blue ink, appearing to read "James S. Robinson". The signature is fluid and cursive, with the first name "James" written in a larger, more prominent script than the last name "Robinson".

*WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE*

*Kenneth Mills, Chair*

*1745 Main Street*

*Jefferson, MA 01522*

June 27, 2018

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

Dear Ms. Nazarian:

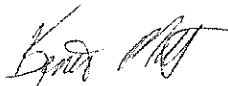
The Audit Advisory Board of the Wachusett Regional School District Committee is a seven member board, consisting of representatives from the five Member Towns and two School Committee members. Appointments to the Audit Advisory Board are for three years, on a rotating basis. Holden resident and former Selectboard member Jon Fudeman served on the AAB for over a year, representing the town of Princeton. Mr. Fudeman's term expires the end of this month.

In order to bring the Audit Advisory Board to full membership, we are in need of a Princeton resident to serve on the Board. I have been informed that Princeton is in the process of recruiting a candidate to represent your town on the Audit Advisory Board. Your assistance with this need is much appreciated.

I can be reached at [kenneth\\_mills@wrsd.net](mailto:kenneth_mills@wrsd.net) should you or a possible candidate have questions or wish to discuss this appointment. I have enclosed a copy of WRSDC Policy 4713.1 Audit Advisory Board for your information.

Thank you very much for your attention to this request.

Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Charles Witkes, Chair, Audit Advisory Board  
Darryll McCall, Superintendent of Schools

Enclosure  
KM:rlp

*WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE*

*Kenneth Mills, Chair*

*1745 Main Street*

*Jefferson, MA 01522*

June 27, 2018

Mr. Jon Fudeman  
P. O. Box 284  
Princeton, MA 01541

Dear Mr. Fudeman:

On behalf of the Wachusett Regional School District Committee and District administration, I thank you very much for the time you served on the Audit Advisory Board, representing the Town of Princeton.

Sincerely yours,

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

Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Charles Witkes, Chair, Audit Advisory Board  
Nina Nazarian, Princeton Town Administrator  
Darryll McCall, Superintendent of Schools

KM:rlp

*WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE*

*Kenneth Mills, Chair*

*1745 Main Street*

*Jefferson, MA 01522*

June 27, 2018

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

Dear Mrs. Riches:

The Audit Advisory Board of the Wachusett Regional School District Committee is a seven member board, consisting of representatives from the five Member Towns and two School Committee members. Appointments to the Audit Advisory Board are for three years, on a rotating basis. The town of Paxton has not been represented on the AAB since Mr. Eugene Fradellos' term expired in June of 2017.

In order to bring the Audit Advisory Board to full membership, we are in need of a Paxton resident to serve on the Board. I am hoping that you, your Selectboard, or the Finance Committee might be able to recommend a candidate to represent your town on the Audit Advisory Board. Your assistance with this request will be much appreciated.

I can be reached at [kenneth\\_mills@wrsd.net](mailto:kenneth_mills@wrsd.net) should you or a possible candidate have questions or wish to discuss this appointment. I have enclosed a copy of WRSDC Policy 4713.1 Audit Advisory Board for your information.

Thank you very much for your attention to this request.

Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Charles Witkes, Chair, Audit Advisory Board  
Darryll McCall, Superintendent of Schools

Enclosure  
KM:rlp

*WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE*

*Kenneth Mills, Chair*

*1745 Main Street*

*Jefferson, MA 01522*

June 27, 2018

Ms. Margaret Nartowicz  
Rutland Town Administrator  
246 Main Street  
Rutland, MA 01543

Dear Ms. Nartowicz:

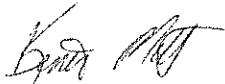
The Audit Advisory Board of the Wachusett Regional School District Committee is a seven member board, consisting of representatives from the five Member Towns and two School Committee members. Appointments to the Audit Advisory Board are for three years, on a rotating basis. Since September 2017 Rutland has been represented on the AAB by Rutland Town Accountant Daniel Haynes.

In order to bring the Audit Advisory Board to full membership, we are in need of a Rutland resident to serve on the Board. I am hoping that you, your Selectboard, or the Finance Committee might be able to recommend a candidate to represent your town on the Audit Advisory Board. Your assistance with this request will be much appreciated.

I can be reached at [kenneth\\_mills@wrsd.net](mailto:kenneth_mills@wrsd.net) should you or a possible candidate have questions or wish to discuss this appointment. I have enclosed a copy of WRSDC Policy 4713.1 Audit Advisory Board for your information.

Thank you very much for your attention to this request.

Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Charles Witkes, Chair, Audit Advisory Board  
Darryll McCall, Superintendent of Schools

Enclosure  
KM:rlp



# Summary of the Conflict of Interest Law for Municipal Employees

Attachment 9  
August 17, 2018

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

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

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

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

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

## II. On-the-job restrictions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### III. After-hours restrictions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\* \* \* \* \*

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

Version 4: Revised November 24, 2010

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TOWN OF HOLDEN

CONFLICT OF INTEREST LAW SUMMARY

ACKNOWLEDGMENT OF RECEIPT

I, \_\_\_\_\_ hereby acknowledge that I  
(first and last name)

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

on \_\_\_\_\_  
(date)

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

**WACHUSETT REGIONAL SCHOOL DISTRICT**

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

**MINUTES**

***Business/Finance Subcommittee***

Monday, June 4, 2018  
7:00 PM

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

In Attendance: Michael Dennis, Chair, Linda Long-Bellil, Charles Witkes

Absent: Adam Young, Vice-chair, Benjamin Mitchel

Administration: Darryll McCall, Joseph Scanlon

I. Call to Order

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

II. Election of Vice-chair

Deferred until new subcommittee membership is named by the School Committee Chair.

III. Motion: To approve the minutes of the April 23, 2018 meeting of the Business/Finance Subcommittee.

(L. Long-Bellil)  
(C. Witkes)

The minutes were approved by consensus.

IV. FY18 Budget Status

Superintendent McCall and Director Scanlon reviewed the status of the FY18 budget.

V. Authorization of FY18 Budget Transfers and FY18 Chargebacks

The proposed motions/information for budget transfers as listed by Director Scanlon, as well as the chargebacks proposed, were reviewed and discussed. It was agreed the chargebacks will be brought before the full School Committee at the July 16, 2018 meeting.

VI. FY19 Authorization for District Treasurer to Borrow

Director Scanlon explained this annual authorization.

Motion: To recommend to the full School Committee that the District Treasurer be authorized to borrow for FY19.

(C. Witkes)



(L. Long-Bellil)

Vote:

*In favor:*

Michael Dennis  
Linda Long-Bellil  
Charles Witkes

*Opposed:*

None

The motion passed unanimously.

VII. Approval of FY19 Revolving Funds and FY19 Student Activity Funds

Director Scanlon spoke about the FY19 Revolving Funds and Student Activity Funds, and explained this is an annual authorization by the full School Committee.

Motion: To recommend to the full School Committee authorization of FY19 Revolving Funds and FY19 Student Activity Funds, as presented.

(C. Witkes)

(L. Long-Bellil)

Vote:

*In favor:*

Michael Dennis  
Linda Long-Bellil  
Charles Witkes

*Opposed:*

None

The motion passed unanimously.

VIII. Authorization to Refinance High School Bond

Director Scanlon explained the benefits of refinancing the high school bond. He explained that the first step is to authorize the District Treasurer to conduct the refinancing, and the second step will be taken at the August 2018 School Committee meeting, when the Committee will be asked to accept the results of the refinancing and to distribute the proceeds to the Member Towns.

Motion: To recommend to the full School Committee that the District Treasurer be authorized to refinance the High School construction bond.

(C. Witkes)

(L. Long-Bellil)

Vote:

*In favor:*

Michael Dennis  
Linda Long-Bellil  
Charles Witkes

*Opposed:*

None

The motion passed unanimously.

IX. Award of Regular Education Bus Contract for FY20 – FY24

Director Scanlon provided history about the District going to bid for the regular education bus contract for FY20 – FY24, and he explained the only bid received was from the District's current regular education transportation provider, AA Transportation of Shrewsbury.

Motion: To recommend to the full School Committee the awarding of a contract to AA Transportation of Shrewsbury, Massachusetts to provide school bus transportation services to the Wachusett Regional School District for three (3) beginning July 1, 2019 and ending June 30, 2022, with the option to extend the contract two (2) additional years from July 1, 2022 to June 30, 2023 and from July 1, 2023 to June 30, 2024.

(C. Witkes)

(L. Long-Bellil)

Vote:

*In favor:*

Michael Dennis  
Linda Long-Bellil  
Charles Witkes

*Opposed:*

None

The motion passed unanimously.

X. Update on FY18 Financial Audit

Director Scanlon provided an update.

XI. Update on Status of Energy Commodity Contract

Director Scanlon provided an update.

XII. Update on Buildings & Security

Director Scanlon provide an update, explaining that the District is researching funding to cover the cost of security cameras for the schools.

XIII. Old Business

Policy 4251 **Police Relating to Business/Finance Student Activity Fee Schedule** to be reviewed and possibly amended. This will be on the agenda for the next meeting.

XIV. New Business

FY19 state budget numbers were reviewed.

XV. Adjournment

Motion: To adjourn.

(L. Long-Bellil)  
(C. Witkes)

Vote:

*In favor:*

Michael Dennis  
Linda Long-Bellil  
Charles Witkes

*Opposed:*

None

The motion passed unanimously.

The meeting adjourned at 9:05 PM.

Respectfully submitted,  
Charles Witkes  
Business/Finance Subcommittee  
CW/rhp

Attachments:

- Attachment 1 - May 31, 2018 memo from Director of Business and Finance Joe Scanlon (Information for Business Finance Meeting 6/4/2018)
- Attachment 2 - May 31, 2018 memo from Director of Business and Finance Joe Scanlon (Business Office Update for 6/12/2018)
- Attachment 3 – Refunding Analysis
- Attachment 4 – Refinancing Bonds information

To: Business Finance Subcommittee  
From: Joseph Scanlon, Director of Business & Finance  
Date: May 31, 2018  
Re: Information for Business Finance Meeting 6/04/18

Due to the large amount of activity at year-end this memo is being written more than a full month before all the "numbers" will be finalized. Yearend activities that are still being completed include posting revenues, paying invoices, closing POs, reviewing withholding accounts, and completing any necessary adjusting journal entries. All of this activity must be completed before the budget can be considered closed. The following information relates to the items listed on the Business and Finance meeting agenda:

Agenda

- I. Call to Order
- II. Election of Vice-chair (if new subcommittee is named by 6/4)
- III. Approval of Minutes April 23, 2018
- IV. FY18 Budget Status – At the meeting a review will be provided on the closeout of the FY18 operational budget.
- V. Authorization of FY18 Budget Transfers and FY18 Chargebacks – At the end of the fiscal year the School Committee needs to authorize budget transfers between appropriations to address any anticipated year-end deficits. In addition the School Committee needs to authorize chargebacks of health insurance costs and other employee benefit costs from the general fund to select grants and revolving funds. Enclosed is a summary with proposed resolutions for the School Committee meeting. A suggested resolution for the B/F to vote on would be:

**Motion to forward the recommended FY18 budget transfers and FY18 chargebacks to the full committee.**

- VI. FY19 Authorization for District Treasurer to Borrow - Although none are needed at this time the District has the option to take out a Revenue Anticipation Note (RAN) which is a municipal bond with a maturity of one year or less that is repaid when revenues are received. Previously the District took out a RAN at the end of June so it can have cash to meet its obligations for the coming year. With the changes to the Regional Agreement the member towns pay assessments four-times a year which has enabled the District to better manage its cash flow and avoid the need to take out a RAN. However if in the unlikely situation where the District does need to borrow the School Committee must first authorize the District Treasurer to be able to initiate the process. A suggested resolution for the B/F to vote on would be:

**Motion to recommend to the full committee that the District Treasurer be authorized to borrow for FY19.**

- VII. Approval of FY19 Revolving Funds and FY19 Student Activity Funds - Each year the School Committee approves resolutions to authorize revolving funds and student activity funds for the following year. Municipalities are required to authorize these funds annually. A suggested resolution for the B/F to vote on would be:

**Motion to recommend the full committee authorize FY19 Revolving Funds and FY19 Student Activity Funds.**

- VIII. Authorization to Refinance High School Bond – There is an opportunity for the District to provide savings to the Member Towns by refinancing the High School construction bond originally issued on 8/18/08. The refinancing of the bond will be conducted in two (2) steps. The first step requires the School Committee to authorize the District Treasurer to conduct the refinancing. The second step will be taken in August when the School Committee will pass a motion to accept the results of the refinancing and distribute the proceeds to the Member Towns. A suggested resolution for the B/F to vote on would be:

**Motion to recommend to the full committee that the District Treasurer be authorized to refinance High School construction bond.**

- IX. Award of Regular Education Bus Contract for FY20 - FY24 - On 4/23/18 the bid opening was held for the Regular Education Bus contract for FY20-FY24 and only the District's existing carrier submitted a proposal. The bid package had been sent to six (6) carriers (AA Transportation, Durham Services, First Student, North Reading Transportation, School Transportation of America, and North America Central School Bus). The prices submitted by AA Transportation for a fixed 3-year contract included the first year flat (under 1% increase) and the next 2-years each at +3%. Years 4 and 5 would also have +3% increases each. It would be my recommendation that this bid be accepted and a contract be awarded to AA Transportation. A suggested resolution for the B/F to vote on would be:

**Motion to recommend the full committee award a contract to AA Transportation of Shrewsbury, MA to provide school bus transportation services to the Wachusett Regional School District for three (3) years beginning July 1, 2019 and ending June 30, 2022 with the option to extend the contract two (2) additional years from July 1, 2022 to June 30, 2023 and from July 1, 2023 to June 30, 2024.**

- X. Update on FY18 Audit Financial Yearend Audit - Melanson Heath (MH) sent over the enclosed engagement letter which is a standard document that is signed before every annual audit and outlines the terms of the engagement between the auditor and the client. Per District policy the Audit Advisory Board (AAB) may hold a preliminary meeting with HM prior to the start of the audit.
- XI. Update on Status of Energy Commodity Contracts – Enclosed is a copy of a memo that documents supplier arrangements that the District currently utilizes for utilities including: Collaborative Purchasing through the French River Educational Center (FREC), Energy Broker Services used to solicit competitive quotes for electricity and natural gas, Heating Oil purchases from Santa Energy Corporation, Commodity Electricity Purchases through Liberty Power Corp., commodity natural gas purchases through Constellation Energy Gas Choice.
- XII. Update on Buildings & Security
- XIII. Old Business
- XIV. New Business
- XV. Adjournment

Feel free to contact me if you have any questions ahead of the meeting or would like any additional information.

Joseph Scanlon  
Director of Business & Finance  
Wachusett Regional School District  
Office 508-829-1670 ext 226  
Cell 413-461-5233  
[joe\\_scanlon@wrsd.net](mailto:joe_scanlon@wrsd.net)

**To: Darryll McCall, Superintendent**  
**From: Joseph Scanlon, Director of Business & Finance**  
**Date: May 31, 2018**  
**Re: Business Office Update for 6/12/2018**

FY 2018 Expenditure Budget Status

Attached is a Year to Date Munis Budget Report as of Period 11 (May) (See Attachment A).

Appropriation	FY16 Audited Actuals	FY17 Audited Actuals	FY18 Revised Budget	FY18 Budget Status
Salaries & Stipends	\$53,798,213	\$55,571,650	\$57,147,894	\$1,008,379
Benefits & Insurance	\$11,760,583	\$13,041,460	\$14,469,583	(\$8,282)
Instructional Support	\$2,786,891	\$2,426,032	\$2,691,482	(\$65,437)
Operations & Maintenance	\$3,258,472	\$3,266,659	\$3,325,989	(\$230,050)
Pupil Services	\$82,230	\$74,826	\$55,395	(\$6,033)
Special Ed Tuitions	\$1,491,891	\$2,100,826	\$2,537,130	(\$776,568)
Other Operating Costs	\$1,313,531	\$1,061,890	\$1,152,873	\$179,351
Transportation	\$5,641,339	\$6,283,641	\$6,487,139	\$37,047
Debt Service	\$2,570,711	\$2,551,056	\$2,510,894	0.00
Total General Fund YTD	\$82,703,861	\$86,378,041	\$90,378,379	\$138,406

The following comments are provided for each expense appropriation:

1. Salaries & Stipends – As of Period 11 (May) the revised budget for this appropriation is showing a positive balance which is reflective of remaining budgets in substitute and stipend accounts. This appropriation is trending to finish the year with a surplus.
2. Benefits & Insurance – As of Period 11 (May) the revised budget for this appropriation is showing a negative balance of **(\$8,282)**. This deficit will be eliminated when charge-backs are applied at year-end. This deficit may not be completely cleared out by the end of the fiscal year and an additional budget transfer may be required.
3. Instructional Support – As of Period 11 (May) the revised budget for this appropriation is showing a negative balance of **(\$65,437)** as the result of increased spending in SPED Contracted Services. This deficit may not be completely cleared out by the end of the fiscal year and an additional budget transfer may be required.
4. Operations & Maintenance – As of Period 11 (May) the revised budget for this appropriation is showing a negative balance of **(\$230,050)**. This will be offset when open encumbrances on heating fuel purchases orders are released. This appropriation is trending to finish the year very close to budget.
5. Pupil Services – As of Period 11 (May) the revised budget for this appropriation is showing a negative balance of **(\$6,033)** which will be partially offset via a charge-back to revolving funds. This deficit may not be completely cleared out by the end of the fiscal year and an additional budget transfer may be required.
6. Special Education Tuitions - As of Period 11 (May) the revised budget is showing a negative balance of **(\$776,568)** which will be offset with the final re-classifications to Circuit Breaker and the IDEA grant. This appropriation is trending to finish the year within the adjusted budget.
7. Other Operating Costs – As of Period 11 (May) the revised budget for this appropriation is showing a positive balance which will continue to decrease as month charges are applied during receipt of state aid payments. This appropriation is trending to finish the year very close to budget.
8. Transportation - As of Period 11 (May) the status is showing a positive balance. This appropriation is trending to finish the year very close to budget.
9. Debt Service – As of Period 11 (May) a small remaining balance is shown following a payment on one of the bonds for the High School.



## Business Office Update for 6/12/2018 (continued)

### FY18 Revenue Budget Status

Attached is a Munis Revenue Budget Report through Period 11 (May) (See Attachment B). Revenues are projected to run tight to the budget and the District continues to closely monitor receipts in three (3) areas subject to external factors; Regional Transportation Aid, Medicaid Reimbursements and Misc. Income.

Revenue Source	FY16 Audited Actuals	FY 17 Projected Actuals	FY18 Budgeted Revenues	FY18 Budget Received YTD
Town Assessments	(\$52,954,294)	(\$56,539,230)	(\$59,608,255)	(\$47,373,479)
Chapter 70 Aid	(\$25,438,325)	(\$26,385,616)	(\$26,970,138)	(\$22,270,960)
Ch. 71 Transportation Aid	(\$2,673,833)	(\$2,376,274)	(\$2,221,659)	(\$1,248,864)
Charter Aid	(\$39,456)	(\$33,417)	(\$65,830)	(\$71,446)
Medicaid Reimbursement	(\$647,908)	(\$859,413)	(\$897,748)	(\$507,494)
Investment Income	(\$31,143)	(\$13,253)	(\$25,500)	(\$18,460)
Miscellaneous	(\$195,775)	(\$281,720)	(\$439,250)	(\$108,046)
Excess & Deficiency	(\$567,871)	(\$0)	(\$150,000)	(\$0)
Total General Fund YTD	(\$81,980,734)	(\$86,488,923)	(\$90,378,379)	(\$71,698,749)

### FY18 Revolving & Fiduciary Fund Balance

Attached is the Revolving Funds Cash & Fund Balances Report as of April 2018 (See Attachment D).

### FY18 Target Area Progress Report

The following is an update of targeted expenditures for Technology, Instructional Supplies, Textbooks, and Maintenance Repairs as detailed in the attachments in the back of the Budget Book.<sup>1</sup>

Target Area	Object	Budgeted	Spent YTD	Encumbered	Remaining	% Used
Technology Hardware	564528	180,254	121,890.75	70,771.17	(\$12,407)	106.90
Instructional Supplies	574001	290,086	271,891.78	12,898.78	5,295	98.20
Textbooks	584801	434,356	388,081.12	0.00	46,275	89.30
Maintenance Repairs	585318	234,636	192,273.87	28,241.87	14,120	94.00
Totals		1,139,332	974,138	111,912	53,282	95.32

### FY18 Projected Year-End Close

Attached is an FY18 Budget Status report with projection for a year-end surplus balance of \$ (see Attachment C). This projection includes the budget transfers and charge-backs included later in this report. The fiscal year closes on 6/30/18 and there is a large amount activity that will occur over the next few weeks. Remaining payroll encumbrances will be released to set-up accrued payroll (for employees on 26-pays). The remaining balances on purchase orders will be closed out. Smaller budget transfers within appropriations are completed to cover any account in deficit. There will be one last "clean-up" AP Warrant run in July to pay out any remaining FY18 invoices. Fiscal year activity transacted in Munis will continue until July 15th which is the last date the Division of Local Services (DLS) authorizes municipalities to make changes.

### FY18 Budget Transfers

#### Salaries & Stipends

As was noted on the April 2018 agenda there are two cheerleading coaches at the School ( and ) donated their coaching stipend at \$ each to be used for the purchase of cheerleading supplies. Sample language for the budget transfer listed on the agenda is as follows:

**Motion: To transfer \$ from the Salaries, Substitutes & Stipend appropriation to the Pupil Services appropriation for the purchase of athletic supplies.**

#### Benefits & Insurances

This appropriation is in deficit as a result of increased charges for Active Employee Health Insurance. A transfer request is being made to move funds from Salaries & Stipends which will end the year with a surplus. Sample wording for the resolution is as follows:

**Motion: To authorize the Director of Business and Finance to transfer \$ to the Benefits & Insurances appropriation from the Salaries & Stipends appropriation.**

<sup>1</sup> <http://www.wrsd.net/finance/FY18%20Budget%20Book.pdf>  
Business Office Update

Instructional Support

This appropriation is in deficit as a result of increased charges for SPED Contracted Services. A transfer request is being made to move funds from Salaries & Stipends which will end the year with a surplus. Sample wording for the resolution is as follows:

**Motion: To authorize the Director of Business and Finance to transfer \$                      to the Instructional Supplies appropriation from the Salaries & Stipends appropriation.**

Pupil Services appropriation is in deficit of unbudgeted charges for the School Physician. A transfer request is being made to move funds from Salaries & Stipends which will end the year with a surplus. Sample wording for the resolution is as follows:

**Motion: To authorize the Director of Business and Finance to transfer \$                      to the Pupil Services appropriation from the Salaries & Stipends appropriation.**

Other Operating Costs

This appropriation will finish the year due to increased charges for Charter School Tuition-Out students. A transfer request is being made to move funds from Salaries & Stipends which will end the year with a surplus. Sample wording for the resolution is as follows:

**Motion: To authorize the Director of Business and Finance to transfer \$                      to the Other Operating Costs appropriation from the Salaries & Stipends appropriation.**

FY18 Charge-Backs

Effective this year the School Committee approves all charge-backs from the general fund to grants and revolving funds (See Attachment D). Sample language for the resolutions listed on the agenda is as follows:

**Motion: To chargeback employee related expenses for Medicare, Unemployment, Workers Compensation, Life Insurance and Health Insurance to the 262 Early Childhood Grant in the total amount of \$                      , and to credit the applicable General Fund budgetary expense accounts in the total amount of (\$                      ).**

**Motion: To chargeback employee related expenses for Medicare, Unemployment, Workers Compensation, Life Insurance and Health Insurance to the 305 Title I grant in the total amount of \$                      , and to credit the applicable General Fund budgetary expense accounts in the total amount of (\$                      ).**

**Motion: To chargeback employee related expenses for Medicare, Unemployment, Workers Compensation, Life Insurance and Health Insurance to the Kindergarten revolving funds by location in the total amount of \$                      , and to credit the applicable General Fund budgetary expense accounts in the total amount of (\$                      ).**

**Motion: To chargeback employee related expenses for Medicare, Unemployment, Workers Compensation, Life Insurance and Health Insurance to the Cafeteria revolving funds by location by up to the total amount of \$                      , and to credit the applicable General Fund budgetary expense accounts by up to the total amount of (\$                      ).**

**Motion: To chargeback employee related expenses for Medicare, Unemployment, Workers Compensation, Life Insurance and Health Insurance to the ECC Tuition revolving fund in the total amount of \$                      , and to credit the applicable General Fund budgetary expense accounts in the total amount of (\$                      ).**



## Re: Information for Business Finance Meeting 6/12/18 (continued)

### FY19 Authorization to Borrow

Although none are needed at this time the District has the option to take out a Revenue Anticipation Note (RAN) which is a municipal bond with a maturity of one year or less that is repaid when revenues are received. Previously the District took out a RAN at the end of June so it can have cash to meet its obligations for the coming year. With the changes to the Regional Agreement the member towns pay assessments four-times a year which has enabled the District to better manage its cash flow and avoid the need to take out a RAN.

However if in the unlikely situation where the District does need to borrow the School Committee must first authorize the District Treasurer to be able to initiate the process. The wording for the resolution listed on the meeting agenda that authorizes the District Treasurer to borrow is as follows:

**Motion: To authorize the Wachusett Regional School District Treasurer, acting under the provisions of Massachusetts General Law, Chapter 71, Section 16(g) as amended by Chapter 134 of the Acts of 1972, to solicit proposals for borrowing funds in anticipation of revenue, for the fiscal year beginning July 1, 2018, and to issue a note or notes therefore, payable within one year, in accordance with Massachusetts General Law, Chapter 44, Section 17, with the approval of the School Committee.**

### Authorization of FY19 Revolving Funds and Student Activity Funds

Each year the School Committee approves resolutions to authorize revolving funds and student activity funds for the following year. Municipalities are required to authorize these funds annually. Wording for the two (2) resolutions on the agenda are as follows:

**Motion to authorize the listed FY19 Revolving Funds in accordance with M.G.L. Ch. 44, Sect. 53E ½, to be expensed under the direction of the Superintendent of Schools (or designee), to be credited with receipts from acknowledged revenue sources, to be expended for their respective stated purposes, and not to exceed the authorized amounts.**

<u>Name of Fund</u>	<u>Legal Citation</u>	<u>Authorized Amount</u>
Adult Education	M.G.L. Ch. 71 Sect. 71E	\$10,000
Applied Arts	M.G.L. Ch. 71 Sect. 71C	\$75,000
Athletics	M.G.L. Ch. 71 Sect. 47	\$500,000
Building Use	M.G.L. Ch. 40, Sect 3, Ch. 71, 71E	\$80,000
Cafeteria	(548 of Acts of 1948) [3]	\$2,000,000
Circuit Breaker	M.G.L. Ch. 71B, C.M.R. 603 Sect.10.07	\$2,700,000
Drivers Education	M.G.L. Ch. 71 Sect. 71C	\$80,000
ECC Tuition	M.G.L. Chapter 71: Sect. 26A.	\$170,000
Extended Day	M.G.L. Ch. 71 Sect. 71F	\$20,000
Gifts & Grants	M.G.L. Ch. 71 Sect. 47	\$50,000
Insurance Reimbursement	M.G.L. Ch. 71 Sect. 47	\$40,000
Kindergarten	M.G.L. Ch. 71 Sect. 71F	\$750,000
Locker Fees	M.G.L. Ch. 71 Sect. 47	\$25,000
Lost Books Damaged Property	M.G.L. Chapter 44, Section 531/2	\$15,000
Parking Fees	M.G.L. Ch. 71 Sect. 47	\$60,000
Performing Arts	M.G.L. Ch. 71 Sect. 71C	\$30,000
Program Initiatives	M.G.L. Ch. 71 Sect. 71C	\$120,000
School Choice	M.G.L. Ch. 76 Sect. 12B(O)	\$1,400,000
Summer School	M.G.L. Ch. 71 Sect. 71C	\$15,000

**Motion to authorize the listed FY19 Student Activity Funds in accordance with M.G.L. Ch. 71 Sect. 47, for funds belonging to the students and not to the district or school control, to be credited with receipts from acknowledged revenue sources, to be expended for their respective stated purposes, and not to exceed the authorized amounts.**

**Re: Information for Business Finance Meeting 6/12/18 (continued)**

Student Activity Fund	Authorized
Wachusett Reg. High School	\$650,000
Dawson Elementary	\$15,000
Mountview MS	\$280,000
Mayo Elementary	\$30,000
Davis Hill Elementary	\$125,000
Paxton Center School	\$125,000
Thomas Prince School	\$125,000
Naquag Elementary	\$30,000
Central Tree MS	\$100,000
Glenwood Elementary	\$75,000
Chocksett MS	\$75,000
Houghton Elementary	\$15,000
Early Childhood Ctr.	\$15,000

**FY19 Refinancing of High School Bond**

As noted in last month's report one of the high school construction bonds is able to be refinanced based on a prospectus provided by the District's Financial Advisor First Southwest (See Attachment E). Due to the District's current A2 rating this issue assumes the District would receive approval from the Municipal Finance Oversight Board for the use of the State Qualified Bond Act.

The original bond was issued on 8/15/08 for \$6,100,000 at 4.238%. There would be a 5.150% present value savings or (\$179,996) budgetary savings over the remaining life of the bond. Since the member towns had voted to exclude the high school debt service from Proposition 2½, all savings from the refinancing will be passed back through to the Towns and to the taxpayers. Savings per town is projected as follows:

Town	\$ Amount	% Share
Holden	(\$77,092)	42.84%
Paxton	(\$18,036)	10.02%
Princeton	(\$12,816)	7.12%
Rutland	(\$44,495)	24.72%
Sterling	(\$27,557)	15.31%
Total	(\$179,996)	100.0%

The refinancing of the bond will be conducted in two (2) steps. The first step requires the School Committee to authorize the District Treasurer to conduct the refinancing. The second step will be taken in August when the School Committee will pass a motion to accept the results of the refinancing and distribute the proceeds to the Member Towns. To complete the first step the wording for the resolution listed on the meeting agenda is as follows:

**VOTED: That in order to reduce interest costs on outstanding debt, the District is authorized to issue bonds or notes for the purpose of refunding all or any portion of the principal of and interest on any bonds of the District outstanding as of the date hereof, including, if any, the payment of premium and accrued interest associated therewith, and all other costs incidental and related thereto, under and pursuant to Chapter 44, Section 21A of the Massachusetts General Laws, or any other enabling authority.**

**FURTHER VOTED: That the District Treasurer, or any other officer of the District, is authorized to file an application with the appropriate officials of The Commonwealth of Massachusetts (the "Commonwealth") to qualify under Chapter 44A of the General Laws any and all refunding bonds or notes of the District authorized pursuant to this vote, and to provide such information and execute such documents as such officials of the Commonwealth may require in connection therewith.**

**Award Regular Bus Contract for FY20 - FY24**

On 4/23/18 the bid opening was held for the Regular Education Bus contract for FY20-FY24 and only the District's existing carrier submitted a proposal. The bid package had been sent to six (6) carriers (AA Transportation, Durham Services, First Student, North Reading Transportation, School Transportation of America, and North America Central School Bus). The prices submitted by AA Transportation for a fixed 3-year contract included the first year flat (under 1% increase) and the next 2-years each at +3%. Years 4 and 5 would also have +3% increases each.

It would be my recommendation that this bid be accepted and a contract be awarded to AA Transportation. If you concur language for the resolution listed on the meeting agenda is as follows:

**Re: Information for Business Finance Meeting 6/12/18 (continued)**

**Motion: To award a contract to AA Transportation of Shrewsbury, MA to provide school bus transportation services to the Wachusett Regional School District for three (3) years beginning July 1, 2019 to June 30, 2020 at a total cost of \$3,945,600, from July 1, 2020 to June 30, 2021 at a total cost of \$4,063,968, and for July 1, 2021 to June 30, 2022 at a total cost of \$4,185,887, with the option to extend the contract two (2) additional years from July 1, 2022 to June 30, 2023 at a total cost of \$4,311,463 and from July 1, 2023 to June 30, 2024 at a total cost of \$4,440,807.**

Update on FY18 Audit Financial Yearend Audit

Melanson Heath (MH) sent over the enclosed engagement letter (See Attachment F) which is a standard document that is signed before every annual audit and outlines the terms of the engagement between the auditor and the client. Per District policy the Audit Advisory Board (AAB) may hold a preliminary meeting with HM prior to the start of the audit.

Commodity Electricity Contract for FY19 - FY21

On 5/23/18 a 3-year contract was signed with Liberty Power (<https://www.libertypowercorp.com/>) for commodity electricity supply based on the results of collaborative procurement coordinated by Competitive Energy for the French River Educational Center (FREC). The District purchases commodity electricity for the three (3) Rutland schools and all other District schools are in towns with Municipal Lighting Departments (MLD). On the new Liberty Power contract the cost per kWh (Kilowatt) is locked in for 3-years at \$.0939. Based on estimated annual usage of 1,001,249 kWh for all three schools combined this rate will result in a cost increase of approximately \$11,264 in the FY19 budget.

Feel free to contact me if you have any questions ahead of the meeting or would like any additional information.



Joe Scanlon &lt;joe\_scanlon@wrsd.net&gt;

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## Refunding Analysis

1 message

Mary Carney (HTS) &lt;mary.carney@hilltopsecurities.com&gt;

Mon, May 7, 2018 at 9:38 AM

To: "Joseph Scanlon (joe\_scanlon@wrsd.net)" &lt;joe\_scanlon@wrsd.net&gt;, Jim Dunbar &lt;treasurer@town.princeton.ma.us&gt;

Cc: "Abby Jeffers (HTS)" &lt;abby.jeffers@hilltopsecurities.com&gt;

Hi Joe

As requested, attached is a refunding analysis of the District's 2008 Bonds.

- Current Refunding of August 15, 2008: 5.150% present value savings or \$179,996 budgetary savings. All of the bonds being called are exempt from Proposition 2 ½ meaning that all savings must be given back to the member towns. Due to the District's current A2 rating this issue assumes the District would receive approval from the Municipal Finance Oversight Board for the use of the State Qualified Bond Act.

In order to move forward with a refunding, Bond Counsel will need the District to confirm the bond proceeds were spent within the following timeframes:

- 10% within 6 months of the original issue date
- 45% within 12 months of the original issue date
- 75% within 18 months of the original issue date
- 100% within 24 months of the original issue date

Please let us know if any bond proceeds remain unspent.

Bond Counsel will also need to review any private activity for the bonds to be refunded. Below is sample list of questions that will need to be reviewed before moving this opportunity.

- Have there been any changes to in the use of the assets financed by the proceeds of the 8/15/08 (for example, have any of the projects been sold, leased-out or rented out to non-governmental entities for longer than 30 days (such as use of rooms or leases or rental of space for the placement of solar panels on buildings improved with bond proceeds)).
- Does the District have any contracts for the food service at the regional high school? If so, please provide a copy of the food service contract(s), the percentage of square footage basis that is exclusively used for food services and food storage compared to the total square footage of the building. Please note that spaces that are not exclusively used for food service and food storage may be excluded from the percentage (e.g., a large space that is used both as a cafeteria and as a multipurpose/function room).

Let us know if you have questions.

Thanks

---

Mary Carney



5/31/2018

WRSD Mail - Refunding Analysis

**Director  
Hilltop Securities, Inc.**

mary.carney@hilltopsecurities.com

direct 508.797.3035 fax 508.797.3096 cell 508.332.0311  
255 Park Avenue, 10th Floor, Worcester, MA 01609

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**Wachusett Current Refunding Analysis of 2008 Bonds.pdf**  
50K

**Wachusett Regional School District, Massachusetts**  
*\$2,985,000 General Obligation State Qualified Refunding Bonds; Dated June 1, 201*  
*Current Refunding of August 15, 2008*  
*National AA Scale + 10bpts*

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**Wachusett Regional School District, Massachusetts**  
**\$2,985,000 General Obligation State Qualified Refunding Bonds; Dated June 1, 201**  
**Current Refunding of August 15, 2008**  
**National AA Scale + 10bpts**

**Debt Service To Maturity And To Call**

Date	Refunded Bonds	Interest to Call	D/S To Call	Principal	Interest	Refunded D/S	Fiscal Total
06/01/2018	-	-	-	-	-	-	-
08/15/2018	3,050,000.00	64,621.88	3,114,621.88	-	64,621.88	64,621.88	-
02/15/2019	-	-	-	-	64,621.88	64,621.88	-
06/30/2019	-	-	-	-	-	-	129,243.76
08/15/2019	-	-	-	305,000.00	64,621.88	369,621.88	-
02/15/2020	-	-	-	-	58,521.88	58,521.88	-
06/30/2020	-	-	-	-	-	-	428,143.76
08/15/2020	-	-	-	305,000.00	58,521.88	363,521.88	-
02/15/2021	-	-	-	-	52,421.88	52,421.88	-
06/30/2021	-	-	-	-	-	-	415,943.76
08/15/2021	-	-	-	305,000.00	52,421.88	357,421.88	-
02/15/2022	-	-	-	-	46,321.88	46,321.88	-
06/30/2022	-	-	-	-	-	-	403,743.76
08/15/2022	-	-	-	305,000.00	46,321.88	351,321.88	-
02/15/2023	-	-	-	-	40,031.25	40,031.25	-
06/30/2023	-	-	-	-	-	-	391,353.13
08/15/2023	-	-	-	305,000.00	40,031.25	345,031.25	-
02/15/2024	-	-	-	-	33,550.00	33,550.00	-
06/30/2024	-	-	-	-	-	-	378,581.25
08/15/2024	-	-	-	305,000.00	33,550.00	338,550.00	-
02/15/2025	-	-	-	-	27,068.75	27,068.75	-
06/30/2025	-	-	-	-	-	-	365,618.75
08/15/2025	-	-	-	305,000.00	27,068.75	332,068.75	-
02/15/2026	-	-	-	-	20,587.50	20,587.50	-
06/30/2026	-	-	-	-	-	-	352,656.25
08/15/2026	-	-	-	305,000.00	20,587.50	325,587.50	-
02/15/2027	-	-	-	-	13,725.00	13,725.00	-
06/30/2027	-	-	-	-	-	-	339,312.50
08/15/2027	-	-	-	305,000.00	13,725.00	318,725.00	-
02/15/2028	-	-	-	-	6,862.50	6,862.50	-
06/30/2028	-	-	-	-	-	-	325,587.50
08/15/2028	-	-	-	305,000.00	6,862.50	311,862.50	-
06/30/2029	-	-	-	-	-	-	311,862.50
Total	\$3,050,000.00	\$64,621.88	\$3,114,621.88	\$3,050,000.00	\$792,046.92	\$3,842,046.92	-

**Yield Statistics**

Base date for Avg. Life & Avg. Coupon Calculation.....	6/01/2018
Average Life.....	5.706 Years
Average Coupon.....	4.3328021%
Weighted Average Maturity (Par Basis).....	5.706 Years
Weighted Average Maturity (Original Price Basis).....	5.706 Years

**Refunding Bond Information**

Refunding Dated Date.....	6/01/2018
Refunding Delivery Date.....	6/01/2018

**Wachusett Regional School District, Massachusetts**  
*\$2,985,000 General Obligation State Qualified Refunding Bonds; Dated June 1, 201*  
*Current Refunding of August 15, 2008*  
*National AA Scale + 10bpts*

**Current Refunding Escrow**

Date	Principal	Rate	Receipts	Disbursements	Cash Balance
06/01/2018	-	-	-	-	-
08/15/2018	3,114,621.88	-	3,114,621.88	3,114,621.88	-
Total	\$3,114,621.88	-	\$3,114,621.88	\$3,114,621.88	-

**Investment Parameters**

Investment Model [PV, GIC, or Securities].....	PV Discount
Default investment yield target.....	Unrestricted
Cost of Investments Purchased with Bond Proceeds.....	3,114,621.88
Total Cost of Investments.....	\$3,114,621.88
Target Cost of Investments at bond yield.....	\$3,098,337.10
Yield to Receipt.....	-
Yield for Arbitrage Purposes.....	2.5665927%



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**Wachusett Regional School District, Massachusetts**  
*\$2,985,000 General Obligation State Qualified Refunding Bonds; Dated June 1, 201*  
*Current Refunding of August 15, 2008*  
*National AA Scale + 10bpts*

**Sources & Uses**

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Dated 06/01/2018 | Delivered 06/01/2018

**Sources Of Funds**

Par Amount of Bonds.....	\$2,985,000.00
Reoffering Premium.....	220,602.30

<b>Total Sources.....</b>	<b>\$3,205,602.30</b>
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**Uses Of Funds**

Total Underwriter's Discount (1.000%).....	29,850.00
Costs of Issuance.....	61,100.00
Deposit to Current Refunding Fund.....	3,114,621.88
Rounding Amount.....	30.42

<b>Total Uses.....</b>	<b>\$3,205,602.30</b>
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**Wachusett Regional School District, Massachusetts**  
*\$2,985,000 General Obligation State Qualified Refunding Bonds; Dated June 1, 201*  
*Current Refunding of August 15, 2008*  
*National AA Scale + 10bpts*

**Pricing Summary**

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
09/01/2018	Serial Coupon	4.000%	1.880%	25,000.00	100.522%	25,130.50
09/01/2019	Serial Coupon	4.000%	2.030%	300,000.00	102.416%	307,248.00
09/01/2020	Serial Coupon	4.000%	2.140%	300,000.00	104.061%	312,183.00
09/01/2021	Serial Coupon	4.000%	2.230%	300,000.00	105.516%	316,548.00
09/01/2022	Serial Coupon	4.000%	2.330%	300,000.00	106.717%	320,151.00
09/01/2023	Serial Coupon	4.000%	2.440%	295,000.00	107.640%	317,538.00
09/01/2024	Serial Coupon	4.000%	2.520%	295,000.00	108.505%	320,089.75
09/01/2025	Serial Coupon	4.000%	2.600%	295,000.00	109.193%	322,119.35
09/01/2026	Serial Coupon	4.000%	2.670%	295,000.00	109.786%	323,868.70
09/01/2027	Serial Coupon	4.000%	2.730%	290,000.00	110.316%	319,916.40
09/01/2028	Serial Coupon	4.000%	2.800%	290,000.00	110.624%	320,809.60
Total	-	-	-	\$2,985,000.00	-	\$3,205,602.30

**Bid Information**

Par Amount of Bonds.....	\$2,985,000.00
Reoffering Premium or (Discount).....	220,602.30
Gross Production.....	\$3,205,602.30
Total Underwriter's Discount (1.000%).....	\$(29,850.00)
Bid (106.390%).....	3,175,752.30
Total Purchase Price.....	\$3,175,752.30
Bond Year Dollars.....	\$16,926.25
Average Life.....	5.670 Years
Average Coupon.....	4.000000%
Net Interest Cost (NIC).....	2.8730386%
True Interest Cost (TIC).....	2.7523262%

**Wachusett Regional School District, Massachusetts**  
**\$2,985,000 General Obligation State Qualified Refunding Bonds; Dated June 1, 201**  
**Current Refunding of August 15, 2008**  
**National AA Scale + 10bpts**

**Debt Service Schedule**

Date	Principal	Coupon	Interest	Total P+i	Fiscal Total
06/01/2018	-	-	-	-	-
09/01/2018	25,000.00	4.000%	29,850.00	54,850.00	-
03/01/2019	-	-	59,200.00	59,200.00	-
06/30/2019	-	-	-	-	114,050.00
09/01/2019	300,000.00	4.000%	59,200.00	359,200.00	-
03/01/2020	-	-	53,200.00	53,200.00	-
06/30/2020	-	-	-	-	412,400.00
09/01/2020	300,000.00	4.000%	53,200.00	353,200.00	-
03/01/2021	-	-	47,200.00	47,200.00	-
06/30/2021	-	-	-	-	400,400.00
09/01/2021	300,000.00	4.000%	47,200.00	347,200.00	-
03/01/2022	-	-	41,200.00	41,200.00	-
06/30/2022	-	-	-	-	388,400.00
09/01/2022	300,000.00	4.000%	41,200.00	341,200.00	-
03/01/2023	-	-	35,200.00	35,200.00	-
06/30/2023	-	-	-	-	376,400.00
09/01/2023	295,000.00	4.000%	35,200.00	330,200.00	-
03/01/2024	-	-	29,300.00	29,300.00	-
06/30/2024	-	-	-	-	359,500.00
09/01/2024	295,000.00	4.000%	29,300.00	324,300.00	-
03/01/2025	-	-	23,400.00	23,400.00	-
06/30/2025	-	-	-	-	347,700.00
09/01/2025	295,000.00	4.000%	23,400.00	318,400.00	-
03/01/2026	-	-	17,500.00	17,500.00	-
06/30/2026	-	-	-	-	335,900.00
09/01/2026	295,000.00	4.000%	17,500.00	312,500.00	-
03/01/2027	-	-	11,600.00	11,600.00	-
06/30/2027	-	-	-	-	324,100.00
09/01/2027	290,000.00	4.000%	11,600.00	301,600.00	-
03/01/2028	-	-	5,800.00	5,800.00	-
06/30/2028	-	-	-	-	307,400.00
09/01/2028	290,000.00	4.000%	5,800.00	295,800.00	-
06/30/2029	-	-	-	-	295,800.00
<b>Total</b>	<b>\$2,985,000.00</b>	<b>-</b>	<b>\$677,050.00</b>	<b>\$3,662,050.00</b>	<b>-</b>

**Yield Statistics**

Bond Year Dollars.....	\$16,926.25
Average Life.....	5.670 Years
Average Coupon.....	4.0000000%
Net Interest Cost (NIC).....	2.8730386%
True Interest Cost (TIC).....	2.7523262%
Bond Yield for Arbitrage Purposes.....	2.5665927%
All Inclusive Cost (AIC).....	3.1403708%
<b>IRS Form 8038</b>	
Net Interest Cost.....	2.4800713%
Weighted Average Maturity.....	5.741 Years

**Wachusett Regional School District, Massachusetts**  
**\$2,985,000 General Obligation State Qualified Refunding Bonds; Dated June 1, 201**  
**Current Refunding of August 15, 2008**  
**National AA Scale + 10bpts**

**Debt Service Comparison**

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings	Fiscal Total
06/01/2018	-	-	-	-	-	-
08/15/2018	-	312,625.00	312,625.00	377,246.88	64,621.88	-
09/01/2018	54,850.00	-	54,850.00	-	(54,850.00)	-
02/15/2019	-	-	-	64,621.88	64,621.88	-
03/01/2019	59,200.00	-	59,200.00	-	(59,200.00)	-
06/30/2019	-	-	-	-	-	15,193.76
08/15/2019	-	-	-	369,621.88	369,621.88	-
09/01/2019	359,200.00	-	359,200.00	-	(359,200.00)	-
02/15/2020	-	-	-	58,521.88	58,521.88	-
03/01/2020	53,200.00	-	53,200.00	-	(53,200.00)	-
06/30/2020	-	-	-	-	-	15,743.76
08/15/2020	-	-	-	363,521.88	363,521.88	-
09/01/2020	353,200.00	-	353,200.00	-	(353,200.00)	-
02/15/2021	-	-	-	52,421.88	52,421.88	-
03/01/2021	47,200.00	-	47,200.00	-	(47,200.00)	-
06/30/2021	-	-	-	-	-	15,543.76
08/15/2021	-	-	-	357,421.88	357,421.88	-
09/01/2021	347,200.00	-	347,200.00	-	(347,200.00)	-
02/15/2022	-	-	-	46,321.88	46,321.88	-
03/01/2022	41,200.00	-	41,200.00	-	(41,200.00)	-
06/30/2022	-	-	-	-	-	15,343.76
08/15/2022	-	-	-	351,321.88	351,321.88	-
09/01/2022	341,200.00	-	341,200.00	-	(341,200.00)	-
02/15/2023	-	-	-	40,031.25	40,031.25	-
03/01/2023	35,200.00	-	35,200.00	-	(35,200.00)	-
06/30/2023	-	-	-	-	-	14,953.13
08/15/2023	-	-	-	345,031.25	345,031.25	-
09/01/2023	330,200.00	-	330,200.00	-	(330,200.00)	-
02/15/2024	-	-	-	33,550.00	33,550.00	-
03/01/2024	29,300.00	-	29,300.00	-	(29,300.00)	-
06/30/2024	-	-	-	-	-	19,081.25
08/15/2024	-	-	-	338,550.00	338,550.00	-
09/01/2024	324,300.00	-	324,300.00	-	(324,300.00)	-
02/15/2025	-	-	-	27,068.75	27,068.75	-
03/01/2025	23,400.00	-	23,400.00	-	(23,400.00)	-
06/30/2025	-	-	-	-	-	17,918.75
08/15/2025	-	-	-	332,068.75	332,068.75	-
09/01/2025	318,400.00	-	318,400.00	-	(318,400.00)	-
02/15/2026	-	-	-	20,587.50	20,587.50	-
03/01/2026	17,500.00	-	17,500.00	-	(17,500.00)	-
06/30/2026	-	-	-	-	-	16,756.25
08/15/2026	-	-	-	325,587.50	325,587.50	-
09/01/2026	312,500.00	-	312,500.00	-	(312,500.00)	-
02/15/2027	-	-	-	13,725.00	13,725.00	-
03/01/2027	11,600.00	-	11,600.00	-	(11,600.00)	-
06/30/2027	-	-	-	-	-	15,212.50
08/15/2027	-	-	-	318,725.00	318,725.00	-
09/01/2027	301,600.00	-	301,600.00	-	(301,600.00)	-
02/15/2028	-	-	-	6,862.50	6,862.50	-
03/01/2028	5,800.00	-	5,800.00	-	(5,800.00)	-
06/30/2028	-	-	-	-	-	16,187.50
08/15/2028	-	-	-	311,862.50	311,862.50	-
09/01/2028	295,800.00	-	295,800.00	-	(295,800.00)	-
06/30/2029	-	-	-	-	-	16,062.50
Total	\$3,662,050.00	\$312,625.00	\$3,974,675.00	\$4,154,671.92	\$179,996.92	-

**PV Analysis Summary (Net to Net)**

Gross PV Debt Service Savings.....	157,034.67
Net PV Cashflow Savings @ 3.140%(AIC).....	157,034.67
Contingency or Rounding Amount.....	30.42
Net Present Value Benefit.....	\$157,065.09
Net PV Benefit / \$3,050,000 Refunded Principal.....	5.150%
Net PV Benefit / \$2,985,000 Refunding Principal.....	5.262%

**Refunding Bond Information**

Refunding Dated Date.....	6/01/2018
Refunding Delivery Date.....	6/01/2018

**Wachusett Regional School District, Massachusetts**  
**\$2,985,000 General Obligation State Qualified Refunding Bonds; Dated June 1, 201**  
**Current Refunding of August 15, 2008**  
**National AA Scale + 10bpts**

**Refunding Analysis By Maturity**

Maturity	Type of Bond	Coupon	Principal	Call Date	Total \$ Savings	Base Savings	Yield Blending	Total % Savings	Cumulative	Total %
<b>August 15 2008</b>										
08/15/2019	Serial Coupon	4.000%	305,000	08/15/2018	-4,552	0.183%	-1.676%	-1.493%	157,066	5.150%
08/15/2020	Serial Coupon	4.000%	305,000	08/15/2018	364	0.992%	-0.873%	0.119%	161,619	5.888%
08/15/2021	Serial Coupon	4.000%	305,000	08/15/2018	4,703	1.776%	-0.234%	1.542%	161,255	6.609%
08/15/2022	Serial Coupon	4.125%	305,000	08/15/2018	9,801	2.999%	0.214%	3.213%	156,552	7.333%
08/15/2023	Serial Coupon	4.250%	305,000	08/15/2018	14,801	4.413%	0.440%	4.853%	146,751	8.019%
08/15/2024	Serial Coupon	4.250%	305,000	08/15/2018	17,980	5.335%	0.560%	5.895%	131,950	8.652%
08/15/2025	Serial Coupon	4.250%	305,000	08/15/2018	20,716	6.228%	0.564%	6.792%	113,970	9.342%
08/15/2026	Serial Coupon	4.500%	305,000	08/15/2018	28,518	8.839%	0.512%	9.350%	93,254	10.192%
08/15/2027	Serial Coupon	4.500%	305,000	08/15/2018	31,257	9.867%	0.381%	10.248%	64,736	10.612%
08/15/2028	Serial Coupon	4.500%	305,000	08/15/2018	33,479	10.864%	0.112%	10.977%	33,479	10.977%
Subtotal		-	\$3,050,000	-	\$157,066	5.150%	-	5.150%	\$157,066	5.150%
Total		-	\$3,050,000	-	\$157,066	5.150%	-	5.150%	\$157,066	5.150%

**Adjustments To Escrow Definition**

Proposed Refunding Date.....	6/01/2018
Yield on Escrow Investments.....	-
Present Value Savings Discount Rate.....	3.1403708%

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

EDUCATION SUBCOMMITTEE

Monday, March 12, 2018

6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

In Attendance: Christina Smith, Chair, Matthew Lavoie, Vice-chair, Robert Imber, Sarah LaMountain (6:36 PM), Linda Long-Bellil (6:15 PM), Lauren Maldonado (6:30 PM), Robin Van Liew, Asima Silva, Megan Weeks

Administration: Robert Berlo

I. Call to Order

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

II. Minutes of January 22, 2018 Meeting

Motion: To approve the minutes of the January 22, 2018 meeting of the Education Subcommittee.

(R. Imber)  
(M. Lavoie)

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

III. Amended Policy 3311.1 Policy Relating to Education Graduation Requirements

Members were provided with a copy of the amended policy, reflecting edits made at the previous Education Subcommittee meeting. The subcommittee made some final revisions and will forward the amended policy to the full School Committee for a first reading.

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

This agenda item was deferred until the first Education Subcommittee meeting following reorganization of the School Committee following the May 2018 elections.

V. Old Business

- Amended Policy 3323 Policy Relating to Education Home Assignments

Members reviewed the existing *Home Assignments* policy. Following review of the current policy, administration was asked to discuss the policy District-wide and provide suggestions for revision of the policy, which will be reviewed at the next meeting of the Education Subcommittee.

- Draft Amended Policy 3341 Policy Relating to Education Curriculum Adoption

Deferred.

- Policy 3240 Policy Relating to Education Ceremonies and Observances

Deferred.

## VI. New Business

- Review the Finnish Education System

Member Van Liew reviewed her ideas about first steps the Education Subcommittee might take to explore this topic by reading about the Korean, the Finnish, and the Polish school systems. She recommended the book The Smartest Kids in the World as a resource for the subcommittee.

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

Deferred.

## VII. Adjournment

Motion: To adjourn.

(L. Long-Bellil)  
(M. Lavoie)

### Vote:

#### *In favor:*

Christina Smith  
Matthew Lavoie  
Robert Imber  
Sarah LaMountain  
Linda Long-Bellil  
Lauren Maldonado  
Robin Van Liew  
Megan Weeks

#### *Opposed:*

None

The motion passed unanimously.

The meeting adjourned at 6:57 PM.

Respectfully submitted,

Robert Berlo  
Deputy Superintendent  
RB:rlp



WACHUSETT REGIONAL SCHOOL DISTRICT

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

LEGAL AFFAIRS SUBCOMMITTEE

Monday, January 8, 2018

5:30 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

Subcommittee Members: Susan Hitchcock, Chair, Scott Brown, Vice-chair, Thomas Curran, Stephen Godbout, Michael Rivers

Absent: Harriet Fradellos

Administration: Darryll McCall, Superintendent of Schools  
Jeff Carlson, Director of Human Resources

I. Call to Order

Subcommittee Chair Hitchcock called the meeting to order at 5:31 PM.

II. Motion: To approve the minutes of the September 25, 2017 meeting of the Legal Affairs Subcommittee.

(T. Curran)

(S. Brown)

The minutes were unanimously approved.

Motion: To approve the minutes of the September 25, 2017 executive session of the Legal Affairs Subcommittee, not to be released.

(S. Brown)

(M. Rivers)

Roll call vote:

*In favor:*

Susan Hitchcock

Scott Brown

Thomas Curran

Stephen Godbout

Michael Rivers

*Opposed:*

None

The minutes were unanimously approved.

III. Update on Scheduled Negotiating Sessions

Management Subcommittee remanded review of *Individual Superintendent Evaluations Not Subject to Release under Open Meeting Law* (Mirick O'Connell **Education Law Update**) to the Legal Affairs Subcommittee, which will addressed at a future meeting (attachment 1).

- IV. Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, not to reconvene in public session

Motion: To adjourn to Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, not to reconvene in public session

(T. Curran)  
(S. Brown)

Roll call vote:

*In favor:*

Susan Hitchcock  
Scott Brown  
Thomas Curran  
Stephen Godbout  
Michael Rivers

*Opposed:*

None

The motion was approved unanimously.

The meeting adjourned to executive session at 5:35 PM.

Respectfully submitted,

Jeff Carlson  
Director of Human Resources  
JC:rlp

Attachments:

- *Individual Superintendent Evaluations Not Subject to Release under Open Meeting Law* (Mirick O'Connell **Education Law Update**) (attachment 1)

## EDUCATION LAW UPDATE

SPOTLIGHT  
ATTORNEYS:

December 22, 2017



Brian Falk

### Individual Superintendent Evaluations Not Subject to Release under Open Meeting Law

In a case handled by our office, the Attorney General's Office, through its Division of Open Government, recently ruled that performance evaluations written by individual school committee members as a part of preparing the superintendent's composite evaluation document are not subject to release under the Open Meeting Law. The full case is available [here](#).

In its Frequently Asked Questions, the Attorney General had previously indicated that committee members' individual evaluations were subject to release. The Department of Elementary and Secondary Education had distributed these FAQs

[https://mail.google.com/mail/u/0/?ui=2&ik=30eef3334&jsver=1QCYKmiAi4.en.&view=pt&q=Kenneth\\_Mills%40wrsd.net&q=true&search=query&th=1...](https://mail.google.com/mail/u/0/?ui=2&ik=30eef3334&jsver=1QCYKmiAi4.en.&view=pt&q=Kenneth_Mills%40wrsd.net&q=true&search=query&th=1...) 1/3

12/28/2017

WRSD Mail - Fwd: Mirick O'Connell Legal Update



Marc Terry

with its guidance regarding superintendent evaluations. As a result, many school committees had released individual evaluations upon request.

The section of the Open Meeting Law the Attorney General relied upon in issuing the FAQ on this point, however, was based on the provision that addresses documents used during an open session.

In this case, as we believe is common practice for most committees, the chair distributed only the composite evaluation, which was subsequently approved by the school committee. Because the individual evaluations were not used by the school committee at an open meeting, they were not subject to release upon request under the Open Meeting Law, according to the Attorney General. Instead, the documents are subject to the Public Records Law, which means they may be treated as confidential personnel records and exempt from disclosure.

Based on the Attorney General's Determination, evaluations completed by individual school committee members, as compared to the composite document, do not need to be released as long as they have not been used in an open session.

Note that the Supreme Judicial Court currently has a case before it that may result in it revisiting its prior decision that individual evaluations are exempt from disclosure under the Public Records Law. We will provide another update on this issue once the Supreme Judicial Court issues its decision.

Please contact any member of our Public Education Team if you have any questions about this topic.

**ATTORNEYS:**

Nick Anastasopoulos

Brian Casaceli

Brian Falk

David Fine

Stephen Madaus

John McMorrow

D. Moschos

Kim Rozak

Sharon Siegel

Marc Terry

Rich Van Nostrand

**PARALEGALS:**

Susan Hunt

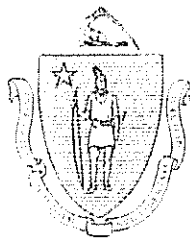
Cheryl Spakauskas

Mirick O'Connell

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MAURA HEALEY  
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

ONE ASHBURTON PLACE  
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(617) 727-2200  
www.mass.gov/ago

December 11, 2017

OML 2017 – 188

Mark Terry, Esq.  
Mirick O'Connell  
1800 West Park Drive  
Suite 400  
Westborough, MA 01581

**RE: Open Meeting Law Complaint**

Dear Attorney Terry:

This office received a complaint from Jonathan Dame of the *Metrowest Daily News* on October 4, alleging that the Lincoln-Sudbury Regional School Committee (the "Committee") violated the Open Meeting Law, G.L. c. 30A, §§ 18-25.<sup>1</sup> The complaint alleges that the Committee failed to provide Mr. Dame with copies of all written evaluations of the school superintendent submitted by individual Committee members. The complaint was originally filed with the Committee on August 4; and the Committee responded by letter dated August 11.

Following our review, we find that the Committee did not violate the Open Meeting Law. In reaching this determination, we reviewed the original complaint, the Committee's response to the complaint, and the complaint filed with our office requesting further review.

**FACTS**

We find the facts as follows. On July 3, Mr. Dame requested copies of all written evaluations of School District Superintendent Bella Wong submitted by individual committee members to the Committee chair for the purposes of compiling the superintendent's annual performance evaluation. Prior to a July 6 Committee meeting, individual Committee members had developed evaluations of Superintendent Bella Wong and sent them to the Committee chair to compile into a composite evaluation.

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<sup>1</sup> All dates in this letter refer to the year 2017.

### CONCLUSION

For the reasons stated above, we find that the Committee did not violate the Open Meeting Law. We now consider the complaint addressed by this determination to be resolved. This determination does not address any other complaints that may be pending with our office or the Committee. Please feel free to contact our office at (617) 963-2540 if you have any questions regarding this letter.

Sincerely,



Jonathan Sclarsic  
Assistant Attorney General  
Director, Division of Open Government

cc: Lincoln-Sudbury Regional School Committee  
Jonathan Dame

This determination was issued pursuant to G.L. c. 30A, § 23(c). A public body or any member of a body aggrieved by a final order of the Attorney General may obtain judicial review through an action filed in Superior Court pursuant to G.L. c. 30A, § 23(d). The complaint must be filed in Superior Court within twenty-one days of receipt of a final order.

WACHUSETT REGIONAL SCHOOL DISTRICT

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

LEGAL AFFAIRS SUBCOMMITTEE

Monday, January 8, 2018

Executive Session

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

Subcommittee Members: Susan Hitchcock, Chair, Scott Brown, Vice-chair, Thomas  
present: Curran, Stephen Godbout, Michael Rivers

Absent: Harriet Fradellos

Administration: Darryll McCall, Superintendent  
Jeff Carlson, Director of Human Resources

Subcommittee Chair Hitchcock called the executive session to order at 5:35 PM.

This executive session was convened to discuss strategy for contract negotiations with all bargaining units (SEUI Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association).

Superintendent McCall and Subcommittee Chair Hitchcock reviewed the latest proposal to the WREA (1%/2%/2%, enhancements to longevity, at years 16 and 22, additional \$100). The WREA leadership has scheduled two informational meetings on January 8<sup>th</sup> and January 9<sup>th</sup> to outline for teachers recent proposals and negotiations in order to get feedback from WREA membership.

Subcommittee members want to move forward with negotiations with the other seven bargaining units and requested that Director Carlson contact the other unions to schedule negotiating sessions.

There was some talk about the possibility of going to mediation to settle the contract with the WREA and what that process might look like.

There was discussion about District administration working with Attorney Bartulis on possible responses to continued work to rule action, setting a deadline on a response from the WREA to the District's proposals. The question was asked if retroactivity could be limited if the District does not receive a response to its proposal by February 28, 2018.

The full School Committee will be brought up to date on negotiations when the Committee adjourns to executive session at the conclusion of the regular meeting this date.

Motion: To adjourn the executive session, not to return to public session.

(S. Brown)

(M. Rivers)

Roll call vote:

*In favor:*

Susan Hitchcock

Scott Brown

Thomas Curran

Stephen Godbout

Michael Rivers

*Opposed:*

None

Motion passed unanimously.

Executive session adjourned at 6:55 PM.

Respectfully submitted,

Jeff Carlson

Director of Human Resources

JC:rlp



WACHUSETT REGIONAL SCHOOL DISTRICT

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

LEGAL AFFAIRS SUBCOMMITTEE

Monday, February 12, 2018

6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

Subcommittee Members: Susan Hitchcock, Chair, Scott Brown, Vice-chair, Thomas Curran, Stephen Godbout, Michael Rivers

Absent: Harriet Fradellos

Others: Kenneth Mills, Chair, WRSDC  
Joseph Bartulis, District Counsel

Administration: Darryll McCall, Superintendent of Schools  
Jeff Carlson, Director of Human Resources

I. Call to Order

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

- II. Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, not to reconvene in public session

Motion: To adjourn to Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, not to reconvene in public session

(T. Curran)  
(S. Brown)

Roll call vote:

*In favor:*

Susan Hitchcock  
Scott Brown  
Thomas Curran  
Stephen Godbout  
Michael Rivers

*Opposed:*

None

The motion was approved unanimously.

The meeting adjourned to executive session at 6:02 PM.

Respectfully submitted,

Jeff Carlson  
Director of Human Resources  
JC:rlp

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

LEGAL AFFAIRS SUBCOMMITTEE

Monday, February 12, 2018

Executive Session

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

Subcommittee Members: Susan Hitchcock, Chair, Scott Brown, Vice-chair, Thomas  
present: Curran, Stephen Godbout, Michael Rivers

Absent: Harriet Fradellos

Others: Kenneth Mills, Chair, WRSDC  
Joseph Bartulis, District Counsel

Administration: Darryll McCall, Superintendent  
Jeff Carlson, Director of Human Resources

Subcommittee Chair Hitchcock called the executive session to order at 6:02PM.

This executive session was convened to discuss strategy for contract negotiations with all bargaining units (SEUI Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Cafeteria Association, Wachusett Administrators' Association, AFSCME, Council 93, Local 2885 – Custodial Employees, AFSCME, Council 93, Local 2885 – Clerical Employees, Wachusett Regional Nurses Association, Wachusett Regional Education Association).

Superintendent McCall and Subcommittee Chair Hitchcock reviewed four MOAs (Clerical, Custodial, Food Service, Wachusett Administrators), explaining that the four bargaining units had voted in support of the proposals being brought forward for School Committee ratification. School Committee Chair Mills explained that with the support of the Legal Affairs Subcommittee, the four proposals will be brought before the full School Committee, in executive session, at a special meeting scheduled to convene immediately after this subcommittee meeting. Chair Mills explained that full School Committee action on the proposals will be done in open session of the full Committee.

Motion: To adjourn the executive session, not to return to public session.

(S. Brown)

(T. Curran)

Roll call vote:

*In favor:*

Susan Hitchcock

Scott Brown

Thomas Curran

Stephen Godbout

Michael Rivers

*Opposed:*

None

Motion passed unanimously.

Executive session adjourned at 6:30 PM.

Respectfully submitted,

Jeff Carlson

Director of Human Resources

JC:rlp

Attachments:

- Memorandum of Agreement between the Wachusett Regional School District and the AFSCME Council 93, Local 2885 - Clerical Unit (attachment 1)
- Memorandum of Agreement between the Wachusett Regional School District and the AFSCME Council 93, Local 2885 - Custodial Unit (attachment 2)
- Memorandum of Agreement between the Wachusett Regional School District and the Wachusett Cafeteria Association (attachment 3)
- Memorandum of Agreement between the Wachusett Regional School District and the Wachusett Administrators Association (attachment 4)

WACHUSETT REGIONAL SCHOOL DISTRICT

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

LEGAL AFFAIRS SUBCOMMITTEE

Monday, March 26, 2018

5:30 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

Subcommittee Members: Susan Hitchcock, Chair, Scott Brown, Vice-chair, Thomas Curran, Stephen Godbout, Michael Rivers

Absent: Harriet Fradellos

Others: Kenneth Mills, Chair, WRSDC  
Joseph Bartulis, District Counsel (6:15 PM)

Administration: Darryll McCall, Superintendent of Schools  
Jeff Carlson, Director of Human Resources

I. Call to Order

Subcommittee Chair Hitchcock called the meeting to order at 5:30 PM.

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

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

(S. Brown)  
(T. Curran)

Roll call vote:

*In favor:*

Susan Hitchcock  
Scott Brown  
Thomas Curran

Stephen Godbout  
Michael Rivers

*Opposed:*  
None

The motion was approved unanimously.

The meeting adjourned to executive session at 5:32 PM.

The meeting reconvened in public session at 6:23 PM.

III. Amended Policy 1312 *Policy Relating to School Committee Operation Evaluation of the Superintendent*

Members were provided with copies of Amended Policy 1312 *Policy Relating to School Committee Operation Evaluation of the Superintendent* and a copy of the December 2017 *Education Law Update* from Mirick O'Connell (attachments 1 & 2). Brief review and discussion.

IV. Adjournment

Motion: To adjourn.

(S. Brown)  
(T. Curran)

Vote:

*In favor:*

Susan Hitchcock  
Scott Brown  
Thomas Curran  
Stephen Godbout  
Michael Rivers

*Opposed:*  
None

The motion was approved unanimously.

The meeting adjourned at 6:30 PM.

Respectfully submitted,

Jeff Carlson  
Director of Human Resources  
JC:rlp

Attachments:

- Amended Policy 1312 *Policy Relating to School Committee Operation Evaluation of the Superintendent* (attachment 1)
- December 2017 *Education Law Update* from Mirick O'Connell (attachment 2)

**POLICY RELATING TO SCHOOL COMMITTEE OPERATION**

***EVALUATION OF THE SUPERINTENDENT***

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

1. Prior to the evaluation cycle, ~~the Chair of the WRSDC~~ **Chair** shall provide the WRSDC ~~in writing the~~ **written** timelines for the evaluation process.
2. At the beginning of the evaluation cycle, each ~~Member of the WRSDC~~ **Member** shall receive a copy of the **DESE** blank evaluation instrument.
3. **Individual WRSDC Members shall complete the entire evaluation form according to the instrument directions, based upon the District's Strategic Plan, the District's and Superintendent's Goals, and evidence and artifacts submitted by the Superintendent. All Members shall submit the completed evaluation instrument to the WRSDC Chair by a date specified.**

~~Individual Committee Members shall complete the entire evaluation form according to the directions in the instrument and shall submit the appropriate sections to the Chair of the WRSDC by a specified date.~~

4. **The WRSDC Chair shall consider all input.**

~~The Chair of the WRSDC shall consider all input, including, as appropriate, the evaluation of the Superintendent's fulfillment of established annual goals. This information, together with comments, shall be provided to the Chair of the WRSDC.~~

5. **The Chair, with input from all subcommittee Chairs, will then consider and cull all data, including ratings and comments, and present the composite evaluation narrative to the WRSDC by April 30. If the evaluation process cannot be completed by this date, a special meeting shall be held prior to the first May town election.**

~~The Chair will then compile all observations and present the completed evaluation narrative to the WRSDC no later than April 30. The Chair of the WRSDC shall compile WRSDC members' ratings and judgments regarding the Superintendent's accomplishments regarding annual goals in a composite~~

## EDUCATION LAW UPDATE

SPOTLIGHT  
ATTORNEYS:

December 22, 2017



Brian Falk

### Individual Superintendent Evaluations Not Subject to Release under Open Meeting Law

In a case handled by our office, the Attorney General's Office, through its Division of Open Government, recently ruled that performance evaluations written by individual school committee members as a part of preparing the superintendent's composite evaluation document are not subject to release under the Open Meeting Law. The full case is available [here](#).

In its Frequently Asked Questions, the Attorney General had previously indicated that committee members' individual evaluations were subject to release. The Department of Elementary and Secondary Education had distributed these FAQs

[https://mail.google.com/mail/u/0/?ui=2&ik=30eef3334&jsver=1QCYKmlIAi4.en.&view=pt&q=Kenneth\\_Mills%40wrsd.net&q=trues&search=query&th=1...](https://mail.google.com/mail/u/0/?ui=2&ik=30eef3334&jsver=1QCYKmlIAi4.en.&view=pt&q=Kenneth_Mills%40wrsd.net&q=trues&search=query&th=1...) 1/3

12/28/2017

WRSD Mail - Fwd: Mirick O'Connell Legal Update



Marc Terry

with its guidance regarding superintendent evaluations. As a result, many school committees had released individual evaluations upon request.

The section of the Open Meeting Law the Attorney General relied upon in issuing the FAQ on this point, however, was based on the provision that addresses documents used during an open session.

In this case, as we believe is common practice for most committees, the chair distributed only the composite evaluation, which was subsequently approved by the school committee. Because the individual evaluations were not used by the school committee at an open meeting, they were not subject to release upon request under the Open Meeting Law, according to the Attorney General. Instead, the documents are subject to the Public Records Law, which means they may be treated as confidential personnel records and exempt from disclosure.

**ATTORNEYS:**  
Nick Anastasopoulos  
Brian Casaceli  
Brian Falk  
David Fine  
Stephen Madaus  
John McMorro  
D. Moschos  
Kim Rozak  
Sharon Siegel  
Marc Terry  
Rich Van Nostrand

Based on the Attorney General's Determination, evaluations completed by individual school committee members, as compared to the composite document, do not need to be released as long as they have not been used in an open session.

Note that the Supreme Judicial Court currently has a case before it that may result in it revisiting its prior decision that individual evaluations are exempt from disclosure under the Public Records Law. We will provide another update on this issue once the Supreme Judicial Court issues its decision.

Please contact any member of our Public Education Team if you have any questions about this topic.

**PARALEGALS:**  
Susan Hunt  
Cheryl Spakauskas

Mirick O'Connell

Worcester Office  
Mercantile Center  
100 Front Street

Westborough Office  
1800 West Park Drive,  
Suite 400

Boston Office  
175 Federal Street,  
Suite 1220



At its July 6 meeting, the Committee reviewed the composite evaluation of the superintendent. While the Committee reviewed the composite evaluation during the meeting, it did not review the individual evaluations created by each Committee member that provided the content for the composite evaluation.

### DISCUSSION

The Open Meeting Law requires that all documents used at an open meeting be public records in their entirety and not exempt from disclosure pursuant to any of the exemptions under the Public Records Law. G.L. c. 30A, § 22(e). However, materials used in a performance evaluation of an individual bearing on his professional competence, provided they were not created by the members of the body for the purposes of the evaluation, are exempt from disclosure as personnel records. Id.

Here, the document used during the Committee's open meeting on July 6 consisted of a performance evaluation of an individual bearing on her professional competence. Because the document was created by the members of the body for the purposes of evaluation, the document is a public record in its entirety. G.L. c. 30A, § 22(e). However, because the individual evaluations created by Committee members were not documents used by the Committee at the July 6 meeting, they are not required by the Open Meeting Law to be disclosed upon request.

Mr. Dame notes in his complaint that the Attorney General's Open Meeting Law Guide states that, "[d]ocuments created by members of the public body for the purpose of performing an evaluation are subject to disclosure. This applies to both individual evaluations and evaluation compilations, provided the documents were created by members of the public body for the purpose of the evaluation." Both individual and composite evaluations would be subject to disclosure under the Open Meeting Law only when such records are used by a public body during an open meeting. See G.L. c. 30A, § 22(e). Here, because the individual evaluations were not used during an open meeting, the Open Meeting Law does not require their disclosure. They do, however, remain subject to the requirements of the Public Records Law. The complainant may contact the Supervisor of Records within the Secretary of the Commonwealth's Office to appeal a denial of access to those records.<sup>2</sup>

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<sup>2</sup> We note that the distribution of performance evaluations prior to a meeting and their status as public records are issues under consideration by the Supreme Judicial Court in Boelter v. Wayland Board of Selectmen, No. SJC-12353, argued December 4, 2017.

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

LEGAL AFFAIRS SUBCOMMITTEE

Monday, March 26, 2018

Executive Session

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

Subcommittee Members: Susan Hitchcock, Chair, Scott Brown, Vice-chair, Thomas  
present: Curran, Stephen Godbout, Michael Rivers

Absent: Harriet Fradellos

Others: Kenneth Mills, Chair, WRSDC  
Joseph Bartulis, District Counsel (6:15 PM)

Administration: Darryll McCall, Superintendent  
Jeff Carlson, Director of Human Resources

Subcommittee Chair Hitchcock called the executive session to order at 5:32 PM.

This executive session was convened to discuss strategy for contract negotiations with four bargaining units (SEUI Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Regional Nurses Association, Wachusett Regional Education Association), with specific attention to the Draft MOA with the WREA (attachment 1).

Superintendent McCall and Subcommittee Chair Hitchcock reviewed the Draft MOA with the WREA, explaining that on March 21, 2018 the teachers union had voted in support of the proposals being brought forward for School Committee ratification. School Committee Chair Mills explained that with the support of the Legal Affairs Subcommittee, the Memorandum of Agreement with the WREA will be brought before the full School Committee, in executive session, at a special meeting scheduled to convene immediately after this subcommittee meeting. Chair Mills explained that full School Committee action on the proposal will be done in open session of the full Committee.

Member Rivers raised questions about legality of agency fees/contracts. He also asked about recent work-to-rule action by teachers. Brief discussion about District policy relating to social media.

Subcommittee Chair Hitchcock announced the next negotiating session with the nurses is scheduled for Thursday, March 29, 2018, at 4:00 PM at the District Central Office.

Subcommittee Chair Hitchcock gave a brief update on the status of negotiations with the paraprofessional bargaining unit and the ABA PAs unit.

Motion: To adjourn the executive session, to return to public session.

(S. Brown)

(T. Curran)

Roll call vote:

*In favor:*

Susan Hitchcock  
Scott Brown  
Thomas Curran  
Stephen Godbout  
Michael Rivers

*Opposed:*

None

The motion was approved unanimously.

Executive session adjourned at 6:23 PM.

Respectfully submitted,

Jeff Carlson  
Director of Human Resources  
JC:rlp

Attachments:

- Memorandum of Agreement between the Wachusett Regional School District and the Wachusett Regional Education Association, Inc. (attachment 1)

WACHUSETT REGIONAL SCHOOL DISTRICT

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

LEGAL AFFAIRS SUBCOMMITTEE

Monday, April 9, 2018

5:30 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

Subcommittee Members: Susan Hitchcock, Chair, Scott Brown, Vice-chair, Thomas Curran, Michael Rivers

Absent: Harriet Fradellos, Stephen Godbout

Administration: Darryll McCall, Superintendent of Schools  
Jeff Carlson, Director of Human Resources

I. Call to Order

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

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

Motion: To adjourn to Executive Session to discuss strategy for contract negotiations with all bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to reconvene in public session.

(T. Curran)  
(S. Brown)

Roll call vote:

*In favor:*

Susan Hitchcock  
Scott Brown  
Thomas Curran  
Michael Rivers

*Opposed:*

None

The motion was approved unanimously.

The meeting adjourned to executive session at 5:39 PM.

The meeting reconvened in public session at 6:30 PM.

III. Subcommittee Input – April 2018 Evaluation of the Superintendent

Deferred.

IV. Amended Policy 1312 *Policy Relating to School Committee Operation Evaluation of the Superintendent*

Deferred.

V. Adjournment

Motion: To adjourn.

Vote:

*In favor:*

Susan Hitchcock

Scott Brown

Thomas Curran

Michael Rivers

*Opposed:*

None

The meeting adjourned at 6:30 PM.

Respectfully submitted,

Jeff Carlson

Director of Human Resources

JC:rlp

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

LEGAL AFFAIRS SUBCOMMITTEE

Monday, April 9, 2018

Executive Session

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

Minutes

Subcommittee Members: Susan Hitchcock, Chair, Scott Brown, Vice-chair, Thomas  
present: Curran, Michael Rivers

Absent: Harriet Fradellos, Stephen Godbout

Administration: Darryll McCall, Superintendent  
Jeff Carlson, Director of Human Resources

Subcommittee Chair Hitchcock called the executive session to order at 5:39 PM.

This executive session was convened to discuss strategy for contract negotiations with four bargaining units (SEUI Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Regional Nurses Association, Wachusett Regional Education Association), with specific attention to the Draft Memorandums of Agreement with the nurses and the ABA PA bargaining units (attachments 1 & 2).

Superintendent McCall and Subcommittee Chair Hitchcock reviewed the Draft MOAs with the nurses and the ABA PAs, explaining that both unions had voted in support of the proposals being brought forward for School Committee ratification. Subcommittee Chair Hitchcock explained that with the support of the Legal Affairs Subcommittee, the Memorandum of Agreements with the Wachusett Nurses Association and the SEIU Local 888 – ABA Program Assistants will be brought before the full School Committee, in executive session, at a special meeting scheduled to convene immediately after this subcommittee meeting. Subcommittee Chair Hitchcock explained that full School Committee action on the proposal will be done in open session of the full Committee.

Subcommittee Chair Hitchcock gave a brief update on the status of negotiations with the paraprofessional bargaining unit.

Members were provided with legal opinions sought in connection with WREA contract ratification. The two legal opinions were provided by Attorney Joseph Bartulis of Fletcher Tilton and Attorney Naomi Stonberg of Brody, Hardoon, Perkins & Kesten (attachments 3 & 4). The legal opinions were review and discussed.

Motion: To adjourn the executive session, to return to public session.

(S. Brown)

(T. Curran)

Roll call vote:

*In favor:*

Susan Hitchcock

Scott Brown

Thomas Curran

Michael Rivers

*Opposed:*

None

Motion passed unanimously.

Executive session adjourned at 6:30 PM.

Respectfully submitted,

Jeff Carlson

Director of Human Resources

JC:rlp

Attachments:

- Memorandum of Agreement between the Wachusett Regional School District and the Wachusett Nurses Association (attachment 1)
- Memorandum of Agreement between the Wachusett Regional School District and the SEIU Local 888 – ABA Program Assistants (attachment 2)
- March 30, 2018 correspondence from Joseph Bartulis of Fletcher Tilton (attachment 3)
- April 9, 2018 correspondence from Naomi Stonberg of Brody, Hardoon, Perkins & Kesten (attachment 4)

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

LEGAL AFFAIRS SUBCOMMITTEE

Tuesday, July 10, 2018

6:00 PM

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

Minutes

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

Absent: Harriet Fradellos

Administration: Jeff Carlson, Director of Human Resources

Others: Heidi Lahey, Mary Shepherd

I. Call to Order

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

II. Election of Vice-chair

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

(S. Godbout)  
(S. Hitchcock)

The motion passed unanimously.

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

Susan Hitchcock – Scott Brown  
Scott Brown - abstained  
Harriet Fradellos - absent  
Stephen Godbout – Scott Brown  
Michael Rivers – Scott Brown

III. Approval of Minutes

Deferred



IV. Amended Policy 1312 Policy Relating to School Committee Operation *Evaluation of the Superintendent*

Members were provided with a copy of the amended policy and the Mirick O'Connell December 2017 Education Law Update. Subcommittee Chair Hitchcock reviewed the amended policy paragraph by paragraph. After thorough review of the amended policy, it was agreed the amended policy should go to the full School Committee for a first reading on July 16, 2018.

V. Review of Janus Decision – Discuss procedures to implement in order to be in compliance

Members were provided with a copy of a Legal Note prepared by Long & DiPietro, LLP. The question was raised if an employer needs to notify employees of their right to not join a union i.e. pay union dues/agency fees. Discussion ensued and it was agreed Legal Counsel should respond to questions from the subcommittee.

VI. Process to be Used to Recommend the District's Legal Counsel

The criteria by which District Counsel should be evaluated and appointed was discussed. Appointing District Counsel on a three year cycle, with one year renewals was discussed. Interviews with law firms to provide District Counsel services will be scheduled. The criteria by which these firms will be ranked will be shared with subcommittee members in advance of these interviews.

VII. Review of Legal Bills and Health Insurance

Members were provided with an up-to-date accounting of FY18 legal expenses. Budget v expenses discussed.

Health insurance and the PEC were reviewed.

VIII. Adjournment

Motion: To adjourn.

Vote:

*In favor:*

Susan Hitchcock  
Scott Brown  
Stephen Godbout  
Michael Rivers

*Opposed:*

None

The motion was unanimously approved.

The meeting adjourned at 7:00 PM.

The Legal Affairs Subcommittee will meet next on Wednesday, August 8, 2018, at 6:00 PM.

Respectfully submitted,

Jeff Carlson  
Director of Human Resources  
JC:rlp

Attachments:

- Vice-chair ballots (attachment 1)

# OFFICIAL BALLOT

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Tuesday, July 10, 2018

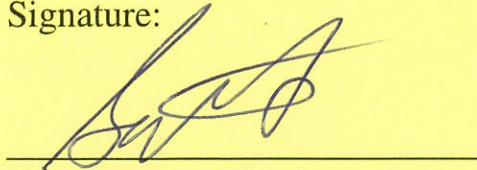
## ELECTION OF VICE-CHAIR Legal Affairs Subcommittee

*Abstain*

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Candidate Selection

Signature:



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Scott Brown, Member  
Legal Affairs Subcommittee

# OFFICIAL BALLOT

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Tuesday, July 10, 2018

## *ELECTION OF VICE-CHAIR Legal Affairs Subcommittee*

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Candidate Selection

Signature:

ABSENT

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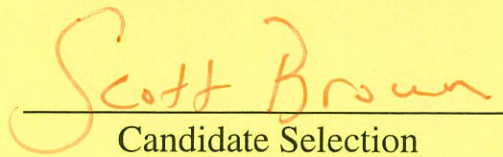
Harriet Fradellos, Member  
Legal Affairs Subcommittee

# OFFICIAL BALLOT

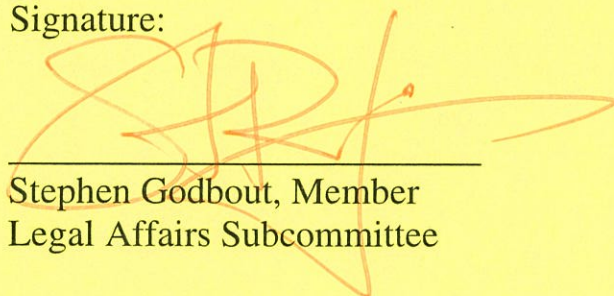
WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Tuesday, July 10, 2018

## ELECTION OF VICE-CHAIR Legal Affairs Subcommittee

  
Candidate Selection

Signature:

  
Stephen Godbout, Member  
Legal Affairs Subcommittee

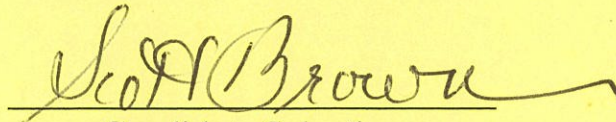


OFFICIAL BALLOT

WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Tuesday, July 10, 2018

**ELECTION OF VICE-CHAIR**  
**Legal Affairs Subcommittee**

  
Candidate Selection

Signature:

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Susan Hitchcock, Chair  
Legal Affairs Subcommittee

OFFICIAL BALLOT

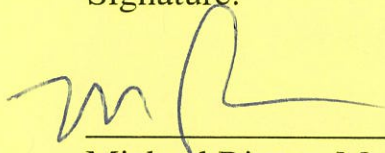
WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE

Tuesday, July 10, 2018

**ELECTION OF VICE-CHAIR**  
**Legal Affairs Subcommittee**

Scott Brown  
Candidate Selection

Signature:

A handwritten signature in blue ink, appearing to read 'Michael Rivers', written over a horizontal line.

Michael Rivers, Member  
Legal Affairs Subcommittee

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

MINUTES

Management Subcommittee

Wednesday, April 4, 2018  
7:00 PM

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

In Attendance: Kenneth Mills, Chair, Christina Smith, Vice-chair, Michael Dennis,  
Susan Hitchcock

Administration: Darryll McCall

Others: Megan Keller, Heidi Lahey, Ryan Zagami

I. Call to Order

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

II. Public Hearing

No members of the public wished to address the subcommittee.

III. Approval of Minutes

Motion: To approve the minutes of the February 5, 2018 meeting.  
(C. Smith)  
(S. Hitchcock)

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

Motion: To approve the minutes of the February 5, 2018 executive session,  
not to be released.  
(C. Smith)  
(S. Hitchcock)

Roll call vote:

*In favor:*  
Kenneth Mills



Christina Smith  
Susan Hitchcock

*Opposed:*  
None

*Abstained:*  
Michael Dennis

The motion passed 3-0-1.

#### IV. Subcommittee Reports

Management Subcommittee Chair Mills discussed the issues of bargaining with members and how he expects the April 9, 2018 School Committee meeting to proceed.

Superintendent Goals and Evaluation Subcommittee Chair Mills discussed the online Google evaluation rubric that will be presented to the full School Committee on April 9, 2018.

Chair Mills reported the next meeting of this subcommittee will be changed from Wednesday, April 18, 2018, to Thursday, April 26, 2018.

Education Subcommittee Chair Smith reported this subcommittee has not met since March 12, 2018. Subcommittee Chair Smith asked for direction about a second reading of Amended Policy 3311.1 *Graduation Requirements*, in light of the discussions about the amended policy at the March 26, 2018 full School Committee meeting. Member Hitchcock suggested Deputy Superintendent Berlo make a brief presentation to the full School Committee focusing on the Social Studies curriculum. Following discussion, it was agreed a second reading of this amended policy may be deferred at the April 9, 2018 School Committee meeting.

Legal Affairs Subcommittee Chair Hitchcock reported this subcommittee will meeting on Monday, April 9, 2018, at 5:30 PM. Amended Policy 1312 *Evaluation of the Superintendent* is an item on the agenda.

Business/Finance Subcommittee Chair Dennis raised the topic of ALICE and asked how District-wide implementation was ultimately decided upon. He asked if a presentation could be made at a future School Committee meeting, and it was agreed this could be done in May.

#### V. Subcommittee Input- April 2018 Evaluation of the Superintendent

Chair Mills asked that subcommittee chairs include this item on upcoming meeting agendas, so that he and the Superintendent Goals and Evaluation Subcommittee can be provided feedback from the subcommittee to aid in writing the evaluation of the Superintendent.

VI. Votes by the School Committee

Chair Mills spoke about the School Committee vote to ratify the WREA contract/Memorandum of Agreement at the March 26, 2018 meeting. He mentioned that MASC rendered a decision around this and left the decision in the School Committee Chair's domain. Member Dennis asked that this topic be discussed in executive session. Superintendent McCall or Chair Mills will reach out to District Council Bartulis and/or the Attorney General's Office for further clarification. Discussion ensued and it was agreed to reach out in order to obtain a definitive response about the ratification vote taken on March 26, 2018.

VII. Supervision of Director of Business and Finance

Chair Mills and Superintendent McCall spoke about the recent resignation submitted by Director of Business and Finance Scanlon, effective the end of June. Business/Finance Subcommittee Chair Dennis said he does not have any issue with the Superintendent being the evaluator of the next Director of Business and Finance. Member Hitchcock recommended reaching out to the MASBO (Massachusetts Association of School Business Officials) to seek direction. This matter will be discussed at a future School Committee meeting.

VIII. Policy 6438 **Policy Relating to Pupil Services Anti-Bullying Policy**

Members were provided with a copy of Draft Policy DP5235.1 **Policy Relating to Personnel Management Employee Harassment** (attachment 1). The draft was reviewed and it was agreed there is a need for a policy to address employee harassment, but more work needs to be done on the draft before moving forward.

IX. Amended Policy 3510 **Policy Relating to Education Class Size**

Members were provided with a copy of this amended policy (attachment 2). The amended policy was reviewed, with members voicing concern about the language that was added to amend the policy. Member Hitchcock asked that Superintendent McCall reach to Tom Scott of MASS about recommended class size policies (MASC).

X. Amended Policy 1410 **Policy Relating to School Committee Operation New Member Orientation**  
Deferred.

XI. District Indicators

Table to be aligned with planning for next year.

XII. Presentations to the School Committee

XIII. Video Presentation in Preparation for May 2018 Annual Town Meetings

Chair Mills reported he will be featured in a segment for televising on local cable stations where he will speak about the FY19 budget, in advance of the May Annual Towns Meetings. This television episode will be filmed by HCTV, with filming set to begin on April 11, 2018.

XIV. WRHS Mascot

Chair Mills had a discussion about the mascot and it was asked to be tabled to a time forward.

XV. Resolution on School Safety/Guns in Schools

Members were provided with a copy of a Joint Resolution on School Safety and Security and Gun Violence Prevention prepared by the City of Framingham's Student Advisory Committee, Mayor, Superintendent, City Council, and School Committee. This matter will be tabled to a time forward.

XVI. Old Business

Draft Policy 4714.6 **Policy Relating to Budget/Finance** *Employee Earnings Disclosure*

Deferred.

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

High School – allergy/cafeteria

XVII. New Business

There was no new business brought before the subcommittee.

XVIII. Motion: To enter executive session to discuss strategy for contract negotiations with bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Regional Nurses Association, Wachusett Regional Education Association), as

the Chair deems a discussion in public session would have an adverse effect  
on the District's bargaining position, not to return to public session  
(M. Dennis)  
(S. Hitchcock)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Michael Dennis  
Susan Hitchcock

*Opposed:*

None

The motion passed unanimously.

XIX. Adjournment

The subcommittee adjourned to executive session at 8:50 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

Attachments:

Draft Policy 5235.1 *Employee Harassment* (attachment 1)  
Amended Policy 3510 *Class Size* (attachment 2)

WACHUSETT REGIONAL SCHOOL DISTRICT

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

MINUTES

Management Subcommittee  
**Executive Session**

Wednesday, April 4, 2018

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

In Attendance: Kenneth Mills, Chair, Christina Smith, Vice-chair, Michael Dennis,  
Susan Hitchcock

Administration: Darryll McCall

I. Call to Order

Chair Mills called the executive session to order at 8:50 PM.

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

General discussion ensued. Superintendent McCall and Member Hitchcock reported on current contract negotiations, and discussion ensued.

Motion: To adjourn executive session.

(M. Dennis)  
(S. Hitchcock)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Michael Dennis  
Susan Hitchcock

*Opposed:*

None

Motion passed unanimously.

Executive session adjourned at 9:30 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

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

MINUTES

Management Subcommittee

Monday, June 11, 2018  
6:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

In Attendance: Kenneth Mills, Chair, Christina Smith, Vice-chair, Michael Dennis,  
Susan Hitchcock, Robert Imber

Absent: Matthew Lavoie

Administration: Darryll McCall

Others: Thomas Curran

I. Call to Order

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

II. Public Hearing

There were no members of the public in attendance.

III. Approval of Minutes

Motion: To approve the minutes of the April 4, 2018 meeting.  
(S. Hitchcock)  
(C. Smith)

The minutes were approved by consensus.

Motion: To approve the minutes of the April 4, 2018 executive session, to be released.

(M. Dennis)  
(C. Smith)

Roll call vote:

*In favor:*  
Kenneth Mills  
Christina Smith  
Michael Dennis

Susan Hitchcock

*Opposed:*  
None

*Abstained:*  
Robert Imber

The minutes were approved 4-0-1.

#### IV. Subcommittee Reports

Chair Mills reported he is working on subcommittee assignments, and until that time subcommittees, aside from the Business/Finance Subcommittee, do not meet.

Management Subcommittee Chair Mills

This is the first meeting of the Management Subcommittee since the May 2018 School Committee reorganization.

Superintendent Goals and Evaluation Subcommittee

Deferred.

Education Subcommittee Chair

Deferred.

Legal Affairs Subcommittee Chair

Deferred.

Business/Finance Subcommittee Chair Dennis reported on the June 4, 2018 meeting of this subcommittee. He reported the proposed motions/information for budget transfers as listed by Director Scanlon, as well as the chargebacks proposed, were reviewed and discussed, as well as the motions authorizing FY19 Student Activity Funds and Revolving Funds, and he further reported the subcommittee is recommending to the full School Committee that the District Treasurer be authorized to borrow for FY19. At the June 4<sup>th</sup> meeting, subcommittee members also discussed the plans during the transition period following Director Scanlon's departure on June 30, 2018. Discussion about support during this transition period ensued and it was recommended that MARS Assistant Executive Director Hemman be contracted to provide support during the time between Director Scanlon's departure and the start date for the next Director of Business and Finance.

#### V. Formation of Facilities and Security Subcommittee



Members were provided with some historical background about a prior Facilities & Security Subcommittee. There was discussion about appointing and ad hoc subcommittee v a standing subcommittee. Following discussion, it was agreed the Facilities and Security Subcommittee would be a standing subcommittee of the School Committee.

VI. Orientation to the School Committee

Deferred.

VII. Naming Rights – Dawson Elementary School Gymnasium

The request of the Dawson community to name the school gymnasium in honor of long-time WRSD employee Wayne Parker. After discussion, it was agreed this request would be approved. It was also agreed that the policy (7161 *Policy Relating to Support Operations Naming of School Facilities & Grounds*) should be reviewed and edited as needed, and perhaps the policy should fall under the Facilities and Security Subcommittee responsibilities.

VIII. Update on Late Bus/After School Transportation Pilot

Superintendent McCall explained there was insufficient interest by parents/students in running a fee-based late bus.

IX. Policy 6438 *Policy Relating to Pupil Services Anti-Bullying Policy*

Deferred.

X. Amended Policy 3510 *Policy Relating to Education Class Size*

Deferred.

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

Deferred.

XII. District Indicators

Deferred.

XIII. Presentations to the School Committee

Deferred.

XIV. Old Business

- Draft Policy 4714.6 *Policy Relating to Budget/Finance Employee Earnings Disclosure*

- Draft Policy 5263.2 *Policy Relating to Personnel Management Stipend Positions*
- WRHS Mascot
- Resolution on School Safety/Guns in Schools
- High School – allergy/cafeteria

Deferred.

XV. New Business

There was no new business to come before the subcommittee.

XVI. Adjournment

Motion: To adjourn.

(R. Imber)  
(C. Smith)

Vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Michael Dennis  
Susan Hitchcock  
Robert Imber

*Opposed:*

None

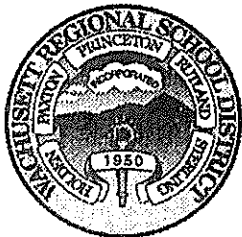
The motion passed unanimously.

The subcommittee adjourned at 6:45 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp



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

*Sent electronically and via USPS*

July 25, 2018

Ms. Elise Korejwa  
Public Policy Center  
University of Massachusetts Dartmouth  
285 Old Westport Road  
Dartmouth, MA 02747

Dear Ms. Korejwa:

RE: Data Request

In response to the letter from Commissioner Riley and Director Goodman requesting student data for Wachusett Regional School District students residing in the **Reserve on Salisbury** housing development in Holden, Massachusetts, I attached the completed Data Request form providing the Public Policy Center at UMass Dartmouth with our district's demographic information about Wachusett students residing in this Holden housing development. The data provided ties back to anticipated enrollment, known to date, for school year 2018 – 2019.

If there is anything additional we can provide to assist with your study, please advise. I look forward to reviewing the UMass report once completed.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

# Public Policy Center

UMass Dartmouth

The Public Policy Center at UMass Dartmouth  
285 Old Westport Road Dartmouth, MA 02747  
e: ppc@umassd.edu / p: 508.990.9660 / w: umassd.edu/ppc

## Data Request Form

7/25/2018

Wachusett Regional School District

School Year 2018-2019

**Development: Reserve on Salisbury**

**Address: 90 Central Park, Holden, MA 01520**

The Public Policy Center at UMass Dartmouth (PPC) is requesting demographic information about the **Reserve on Salisbury** housing development in order to better understand the costs associated with new housing production in Massachusetts. The PPC is using the Chapter 70 formula to estimate the additional state aid associated with students residing in this development and the net local education costs. The use of this formula requires detailed information about the numbers and types of students. However, only aggregate data on total enrollment and the estimated cost of educating these students will be reported, so the detailed breakdown requested below will be kept confidential and will only be accessible to our research team. We request that you do not send us any information that could be used to identify any specific student.

For the **Reserve on Salisbury** housing development, located at the addresses listed above, please provide the following information. These data should be similar to those used to calculate Chapter 70 school aid, but are only needed for the subset of public school students living at **Reserve on Salisbury**.

1. Total Number of Public School\* Students 23

Of the total number of children in line 1 above, how many fit into the following categories?  
(Please note that English Language Learners are not counted in lines 2-7 and vocational students are only counted in line 11.)

2. Pre-School	<u>                    </u>
3. Kindergarten Half-Day	<u>1</u>
4. Kindergarten Full-Day	<u>                    </u>
5. Elementary	<u>5</u>
6. Jr High/Middle	<u>10</u>
7. High School	<u>7</u>
8. ELL Pre-School	<u>                    </u>

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\* Includes all students for whom the district is paying tuition, including students attending charter schools or schools in another district.



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7/25/2018

Wachusett Regional School District  
School Year 2018-2019

## Public Policy Center

UMass Dartmouth

The Public Policy Center at UMass Dartmouth  
285 Old Westport Road Dartmouth, MA 02747  
e: ppc@umassd.edu / p: 508.990.9660 / w: umassd.edu/ppc

9. ELL Kindergarten Half-Day	_____
10. ELL Kindergarten Full-Day – 12	_____
11. Vocational	_____
12. Total of lines 2-11 (should equal line 1 above)	23

Of the students above, how many are:

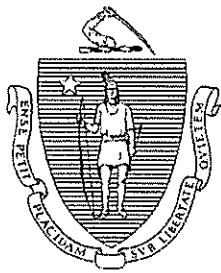
13. Special Ed In-District	3
14. Special Ed Out-of-District	_____
15. Economically Disadvantaged*	_____

Please return this form via email to [elise.korejwa@umassd.edu](mailto:elise.korejwa@umassd.edu) or by mail to the address listed below. For questions, please contact Elise Korejwa, Senior Research Associate, The Public Policy Center, at 508-999-8254.

Elise Korejwa  
The Public Policy Center  
University of Massachusetts Dartmouth  
285 Old Westport Road  
Dartmouth, MA 02747-2300

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\* Economically disadvantaged headcounts are the number of pupils in line 1 who are directly certified as eligible for the Supplemental Nutrition Assistance Program (SNAP); the Transitional Assistance for Families with Dependent Children (TAFDC); the Department of Children and Families' (DCF) foster care program; and MassHealth (Medicaid). Do not include those students who are enrolled out-of-district.



# **Massachusetts Department of Elementary and Secondary Education**

75 Pleasant Street, Malden, Massachusetts 02148-4906

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

Jeffrey C. Riley  
Commissioner

July 19, 2018

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

Dear Superintendent McCall,

We are writing to request a limited amount of data from your school district to help assess the fiscal impact of new housing development on local school budgets.

As you may know, housing production in Massachusetts has dropped to less than half of historical levels despite continuing growth in jobs and population. Governor Baker has identified the lack of new housing and the high cost of buying or renting a home in Massachusetts as the single greatest threat to the state economy. He announced a new Housing Choice Initiative last year to work closely with cities and towns to plan for new housing and to provide financial incentives for communities that accommodate new housing.

Educating new public school students is one of the most commonly cited local costs associated with new housing production. To address that concern the Public Policy Center at UMass Dartmouth has been engaged to examine both the increased state and local revenue that results from new housing and the increased cost of providing public education and other public services to the residents of new housing.

Reserve on Salisbury, which is in your school district, was included in a large, representative sample of 43 recent housing developments across the Commonwealth. We are requesting that your office provide a count of the number of public school students living in Reserve on Salisbury, which includes students living at 90 Central Park, Holden, MA 01520. We are also requesting that your count include the specific student attributes used to calculate Chapter 70 School Aid as noted on the attached data sheet. This information will not be shared with any parties and will only be used to calculate the cost of educating the associated students.

Please note that the UMass research team does not require and is not requesting any information that could be used to identify any specific student. Rather, they simply require aggregate counts of the number of children living at the Reserve on Salisbury, who are served by your school

district. Please use the attached data request form to submit this information either electronically to [elise.korejwa@umassd.edu](mailto:elise.korejwa@umassd.edu) or by mail to:

Elise Korejwa  
Public Policy Center  
University of Massachusetts Dartmouth  
285 Old Westport Road  
Dartmouth, MA 02747.

Your response to this request by Friday, August 10, 2018 would be greatly appreciated. It will help inform ongoing policy discussions about how state government can best work in collaboration with cities and towns to increase the supply of housing while ensuring adequate resources to address the educational needs of all students. The UMass report will be shared with you as soon as it is completed.

If you have any questions about the research or about the use of the data, please free to contact study director Michael Goodman at [mgoodman@umassd.edu](mailto:mgoodman@umassd.edu) or Concord-Carlisle Superintendent Laurie Hunter, who is serving on the project's advisory committee, at [lhunter@concordps.org](mailto:lhunter@concordps.org).

Thank you in advance for your time and attention to this request.

Sincerely,



Jeffrey C. Riley  
Commissioner of Elementary  
and Secondary Education



Michael D. Goodman, Director  
Public Policy Center  
University of Massachusetts Dartmouth

Attachment/s:

# Public Policy Center

UMass Dartmouth

The Public Policy Center at UMass Dartmouth  
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## Data Request Form

**Development: Reserve on Salisbury**

**Address: 90 Central Park, Holden, MA 01520**

The Public Policy Center at UMass Dartmouth (PPC) is requesting demographic information about the **Reserve on Salisbury** housing development in order to better understand the costs associated with new housing production in Massachusetts. The PPC is using the Chapter 70 formula to estimate the additional state aid associated with students residing in this development and the net local education costs. The use of this formula requires detailed information about the numbers and types of students. However, only aggregate data on total enrollment and the estimated cost of educating these students will be reported, so the detailed breakdown requested below will be kept confidential and will only be accessible to our research team. We request that you do not send us any information that could be used to identify any specific student.

For the **Reserve on Salisbury** housing development, located at the addresses listed above, please provide the following information. These data should be similar to those used to calculate Chapter 70 school aid, but are only needed for the subset of public school students living at **Reserve on Salisbury**.

1. Total Number of Public School\* Students \_\_\_\_\_

Of the total number of children in line 1 above, how many fit into the following categories?  
(Please note that English Language Learners are not counted in lines 2–7 and vocational students are only counted in line 11.)

- 2. Pre-School \_\_\_\_\_
- 3. Kindergarten Half-Day \_\_\_\_\_
- 4. Kindergarten Full-Day \_\_\_\_\_
- 5. Elementary \_\_\_\_\_
- 6. Jr High/Middle \_\_\_\_\_
- 7. High School \_\_\_\_\_
- 8. ELL Pre-School \_\_\_\_\_

\_\_\_\_\_  
\* Includes all students for whom the district is paying tuition, including students attending charter schools or schools in another district.



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9. ELL Kindergarten Half-Day \_\_\_\_\_
10. ELL Kindergarten Full-Day – 12 \_\_\_\_\_
11. Vocational \_\_\_\_\_
12. Total of lines 2-11 (should equal  
line 1 above) \_\_\_\_\_

Of the students above, how many are:

13. Special Ed In-District \_\_\_\_\_
14. Special Ed Out-of-District \_\_\_\_\_
15. Economically Disadvantaged\* \_\_\_\_\_

Please return this form via email to [elise.korejwa@umassd.edu](mailto:elise.korejwa@umassd.edu) or by mail to the address listed below. For questions, please contact Elise Korejwa, Senior Research Associate, The Public Policy Center, at 508-999-8254.

Elise Korejwa  
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\* Economically disadvantaged headcounts are the number of pupils in line 1 who are directly certified as eligible for the Supplemental Nutrition Assistance Program (SNAP); the Transitional Assistance for Families with Dependent Children (TAFDC); the Department of Children and Families' (DCF) foster care program; and MassHealth (Medicaid). Do not include those students who are enrolled out-of-district.