

# *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

April 6, 2018

To: *Wachusett Regional School District Committee*

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

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

SUBJECT: Superintendent's Report

## WRSDC Member Resignation

Since our March 26<sup>th</sup> meeting, we have received notification from Holden resident Robin Van Liew of her resignation from the School Committee. Robin served on the Committee since last May, and we appreciate her service (attachment 1).

Attached is the updated School Committee roster and updated subcommittee assignments (attachments 2 & 3).

## Posting

Attached is the updated posting of School Committee meetings for April and May (attachment 4). You will see on the posting that a special meeting of the full Committee will be held at 6:30 PM Monday evening. Upon convening of the special meeting, the Committee will enter executive session to discuss the status of union contract negotiations. Upon adjournment of the executive session, the special meeting will return to public session in anticipation of ratifying a union contract that has been successfully negotiated. Contract ratification will be done in open session. Municipal Representative Sheila Dibb has been invited to the 6:30 PM special meeting/executive session (attachment 5).

# *Wachusett Regional School District*

## Recognition of Student Ambassadors

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

- Mountview Middle School - Caleb Keogh
- Paxton Center School - Jordan Stanley
- Thomas Prince School - Paul Zgurzynski
- Central Tree Middle School - Jayna Schmohl
- Chocksett Middle School - Madelyn Fisher

The Ambassadors are finishing up their first service project. They helped collect clothing donations for Cradles to Crayons. They, along with 369 other ambassadors and alumni from around the Commonwealth, enhanced their leadership skills by crafting an action plan, creating a leadership team, and working with administrators, coaches and caring adults to collect, sort and deliver bags of donations that will help several thousand less fortunate youth in the Commonwealth. Their next project will be representing Governor Baker by reading his proclamation in their hometowns during the Memorial Day ceremonies.

## Superintendent's Annual Evaluation

On Monday evening, Chair Mills will review my evaluation process with the School Committee, including reviewing the online rubric. The new form takes the DESE rubric for superintendents and will allow for members to complete the entire evaluation online. A special thanks to Barry Sclar and Rebecca Petersen for spending many hours working on the creation of the online rubric. We are hopeful that the online component will make completing the evaluation process a little less daunting.

On Friday, April 13<sup>th</sup>, I will share my evaluation narrative with the Committee. Chair Mills will be meeting with the Superintendent Goals and Evaluation Subcommittee on the Thursday, April 26<sup>th</sup>, to review members' feedback, with a final evaluation being shared at the April 30<sup>th</sup> School Committee meeting.

## School Safety

On the afternoon of Thursday, March 29<sup>th</sup>, 50+ individuals gathered in the Black Box Theater at WRHS to participate in a Table Top Safety Exercise. This exercise, facilitated and organized by Chris Montiverdi, Holden Fire Department Emergency Management Coordinator, and Deputy Superintendent Berlo, served to provide police, fire and school officials with the opportunity to experience a mock emergency. The exercise focused on a scenario that required school officials to respond to an emergency in real time, while emergency personnel were also put on the spot to come to the school and provide assistance. The purpose of the exercise was to work through situations that could happen, including how an emergency might be addressed if it did happen in one of our schools (attachment 6).

## *Wachusett Regional School District*

Last week's exercise was the second Table Top conducted (the first was conducted last June and was held at the Central Office). Both Chris and Bob have put much time, attention, and effort into planning these important training workshops and I appreciate them taking on this task (attachment 7). A third TTX will take place in another of our schools sometime in the not-too-distant future.

### Full-day Kindergarten Lottery

The afternoon of Friday, March 30<sup>th</sup>, the full-day kindergarten lottery was held. The only school that required participation in a lottery was Mayo Elementary School. Thirty-nine incoming kindergarten students were selected for full-day kindergarten at Mayo and six students were placed on the waiting list for full-day at that school. Those who submitted applications for full-day kindergarten at all the other elementary schools were able to obtain a full-day seat (due to more available seats v applications for full-day in those schools). Parents have until April 20<sup>th</sup> to make their initial payment for full-day kindergarten. After April 20<sup>th</sup>, Central Office staff will review parent decisions (to send their child to full-day kindergarten and securing a seat with their initial payment or to relinquish a full-day seat and having their child attend half-day K), and if there are seats available at other schools in the District, parents with children on the waiting list will be given the option to send their child to full-day kindergarten in another District school.

### School Choice

This is the time of year when the Committee needs to consider the District's participation in the school choice program for the coming school year and I recommend that full Committee action on this be included on the agenda for our April 30<sup>th</sup> regular meeting. In my next Report, I will provide you with current school choice data for your review in advance of School Committee action. As I've stated in the past, I understand the Committee's hesitation to participate in school choice the last two years, due to enrollment numbers in some schools and in some classrooms, but I do think it would be prudent for the Committee to allow, in certain instances, school choice at the discretion of the Superintendent.

### Director of Business and Finance

As I informed the Committee in an email correspondence earlier this week, Director of Business and Finance, Joe Scanlon, has shared his intent to resign from his position at the end of this fiscal year. Joe has accepted a position as the Business Manager of the Belchertown Public Schools and we are very happy for him and his new job that is much closer to home!

The Director of Business and Finance position has been posted and we will begin reviewing applications after the April break.

### Circuit Breaker

Representative Ferguson has been keeping me updated on budget issues (FY18 and FY19) at the state level. On April 5<sup>th</sup> a vote was scheduled to be taken on a supplemental budget which would include additional funding for the underfunded Circuit Breaker account. I did reach out to

## *Wachusett Regional School District*

Representative Ferguson to put in writing my request for support of additional funding for Circuit Breaker (attachment 8). At the end of the day yesterday, I received an update from Representative Ferguson's Legislative Director (attachment 9).

As we all are aware, Kim is a very strong advocate and supporter of education and the WRSD. I appreciate her always taking the time to keep me informed as matters develop, when votes will be taken, when input from her constituents would be helpful.

### May Annual Town Meetings

Below are the dates/times/locations for the May 2018 Annual Town Meetings:

	<b>Holden</b>	<b>Paxton</b>	<b>Princeton</b>	<b>Rutland</b>	<b>Sterling</b>
<b>Annual Town Meeting Date</b>	Monday, May 21	Monday, May 7	Tuesday, May 15	Saturday, May 12	Monday, May 7
<b>Town Meeting Time</b>	7:00 PM	7:00 PM	7:00 PM	Special @ 6:00 PM ATM @ 7:00 PM	6:30 PM
<b>Town Meeting Location</b>	WRHS	Paxton Center School	Thomas Prince School	Glenwood Elementary School	Chocksett Middle School
<b>Annual Town Election Date</b>	Monday, May 14	Monday, May 14	Monday, May 14	Monday, May 14	Monday, May 14
<b>School Committee Rep.</b>					
<b>Administrator</b>	Darryll McCall	Bob Berlo Joe Scanlon	Darryll McCall	Darryll McCall	Darryll McCall

I have notified the Town Moderators of District administrative representation at the Town Meetings (attachment 10). Due to Paxton's and Sterling's meetings being held the same date, I will attend the Sterling Town Meeting and Deputy Superintendent Berlo and Director Scanlon will represent administration in Paxton. If School Committee members from each of the towns are willing to represent the School Committee at their town's meeting, please advise.

### Quarterly Assessment Notices

The end of March, District Treasurer Dunbar sent Fourth Payment Assessment Billing Notices - FY18 to the towns of Holden, Rutland, and Sterling (attachment 11).

### NESDEC Enrollment Numbers

The NESDEC enrollment numbers/projections have been shared with the Member Towns and school principals.



# *Wachusett Regional School District*

## Concussion Letter

Following School Committee action at our last meeting, affirming Policy 6613.2 *Athletic Concussion Policy* accurately reflects this district's position relating to concussion protocols, I notified the Division of Violence and Injury Prevention of this affirmation (attachment 12).

## MASC Day on the Hill

The Massachusetts Association of School Committees' annual Day on the Hill will take place on Wednesday, April 25th, in Boston (attachment 13).

## Conflict of Interest Training

Some 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 14).

## Subcommittee Minutes

- Minutes of the December 19, 2017 meeting of the Audit Advisory Board (Subcommittee Minutes attachment 1)
- Minutes of the February 5, 2018 meeting of the Management Subcommittee (Subcommittee Minutes attachment 2)

## Chair's Correspondence

- March 27, 2018 correspondence to Jon Krol (Chair's Correspondence 1)

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

cc: Executive Staff  
DM:rlp

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

*Agenda*

Special Meeting #319

Monday, April 9, 2018  
6:30 PM

Media Center  
Wachusett Regional High School  
Holden

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

If you cannot attend the April 9, 2018 Wachusett Regional School District Committee special meeting, please contact Rebecca Petersen at (508) 829-1670 Ext. 230.

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

*Revised Agenda*

Regular Meeting #1311

Monday, April 9, 2018  
7:00 PM

Media Center  
Wachusett Regional High School, Holden

- I. Public Hearing
- II. Chair's Opening Remarks
  - Project 351 8<sup>th</sup> Grade Ambassadors*
- III. Student Representatives' Reports (Philip Baird, Donroy (DJ) Ferdinand)
- IV. Superintendent's Report
  - A. Discussion of Report
  - B. Recommendations Requiring Action by the School Committee
    - 1. Motion: To authorize the transfer of \$1,524.90 from the Salaries, Substitutes & Stipend Appropriation to the Pupil Services Appropriation for the purchase of athletic supplies
- V. Unfinished Business
- VI. Secretary's Report
  - A. Approval of #318 Special Meeting Minutes of the Wachusett Regional School District Committee held on March 26, 2018 – enclosed
  - B. Approval of Executive Session Minutes of the Wachusett Regional School District Committee held on March 26, 2018 - *copies of minutes to be distributed at the April 9, 2018 School Committee meeting*
  - C. Approval of #1310 Regular Meeting Minutes of the Wachusett Regional School District Committee held on March 26, 2018 – enclosed
- VII. Treasurer's Report/Financial Statements
- VIII. Committee Reports
  - A. Management Subcommittee (K. Mills, Chair, C. Smith, Vice-chair, M. Dennis, S. Hitchcock)

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

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

DRAFT Minutes

Special Meeting #318  
Monday, March 26, 2018  
6:30 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

*Wachusett Regional School District Committee*

Kenneth Mills, Chair	Matthew Lavoie
Christina Smith, Vice-chair	Amy Michalowski
Scott Brown	Jon Edward Novak
Thomas Curran	Michael Rivers
Harriet Fradellos	Asima Silva
Stephen Godbout	Robin Van Liew
Susan Hitchcock	Megan Weeks
Robert Imber	Charles Witkes
Sarah LaMountain (7:04 PM)	Adam Young

*Committee Members Absent:*

Michael Dennis	Benjamin Mitchel
Lauren Maldonado	

*Committee Members Participating Remotely:*

Linda Long Bellil

*Administration Present:*

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

*Others:*

Joseph Bartulis, District Counsel

*Student Representatives Present:*

None

I. Call to Order

Chair Mills called the special meeting of the School Committee to order at 6:30 PM. He announced that Member Long-Bellil would be participating remotely; therefore, all votes will be by roll call.

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

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, to return to public session

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

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thoams Curran  
Harriet Fradellos  
Stephen Godbout  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Jon Edward Novak  
Michael Rivers  
Asima Silva  
Robin Van Liew  
Megan Weeks  
Charles Witkes  
Adam Young

*Opposed:*

None

The motion was approved unanimously.

The Committee adjourned to executive session at 6:34 PM

The Committee returned to public session at 7:34 PM.

- III. Ratification of Collectively Bargained Contract

Motion: To ratify the Memorandum of Agreement Between Wachusett School District and Wachusett Regional Education Association, Inc., as presented.

(S. Hitchcock)

(T. Curran)

Chair Mills explained proposed changes to the teachers' contract, as outlined in the MOA (Memorandum of Agreement) (attachment 1). Chair Mills opened the floor to discussion. Member Lavoie voiced his concern about language in the MOA stating "The School Committee **shall modify**" (Article 14, Section A, Paragraph 2) and "The Wachusett Regional School committee **will modify**" (new article (Climate, Culture, and Morale)) and explained he cannot accept that a union contract could mandate the School Committee to amend policy. Member Imber voiced the same concern. Much discussion ensued.

Roll call vote:

*In favor:*

Kenneth Mills  
Thomas Curran  
Harriet Fradellos  
Stephen Godbout  
Susan Hitchcock  
Linda Long-Bellil  
Amy Michalowski  
Robin Van Liew  
Megan Weeks  
Adam Young

*Opposed:*

Christina Smith  
Robert Imber  
Sarah LaMountain  
Matthew Lavoie  
Jon Edward Novak  
Michael Rivers  
Asima Silva  
Charles Witkes

*Abstained:*

Scott Brown

At the conclusion of the roll call vote, Chair Mills inquired of District Counsel Bartulis the requirements of a vote to ratify a union contract, asking if it a vote to pass would need to be a majority of the full Committee (22 members) or a majority of those present (19 members). Attorney Bartulis approached the podium and advised if past practice has been a majority of the membership (22 members), then this vote should follow the same practice.

The motion failed 10-8-1.

#### IV. Adjournment

Motion: To adjourn the special meeting.

(R. Imber)  
(C. Witkes)

Roll call vote:

*In favor:*

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

*Opposed:*

None

The special meeting adjourned at 7:47 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

- Attachment 1 – Draft MOA WREA



MEMORANDUM OF AGREEMENT  
between the  
WACHUSETT REGIONAL SCHOOL DISTRICT COMMITTEE  
and the  
WACHUSETT REGIONAL EDUCATION ASSOCIATION, INC.

This MEMORANDUM OF AGREEMENT is entered into by and between the Wachusett Regional School District Committee ("Committee") and the Wachusett Regional Education Association, Inc. ("Association").

WHEREAS, the Committee and the Association have entered into a Collective Bargaining Agreement for the period of July 1, 2015, through and including June 30, 2017; and,

WHEREAS, the duly authorized representatives of the Committee and the duly authorized representatives of the Association have met, pursuant to Massachusetts General Laws, Chapter 150E, to negotiate a successor agreement; and,

WHEREAS, said representatives of the Committee and the Association have, subject to ratification by the membership of the Committee and the Association, agreed to successor agreements for the period of July 1, 2017, through and including June 30, 2018 and July 1, 2018, through and including June 30, 2021;

NOW, THEREFORE, in consideration of mutual promises and covenants, the parties hereto agree as follows for the successor agreement for the period July 1, 2017, through and including June 30, 2018:

1. Article 27 – Longevity and Salary, Section B: Modify as follows:

B. Longevity

Add longevity steps of ~~\$600~~ **\$850** at the beginning of the 16th and 22nd year and ~~\$1,000~~ **\$1,250** at the beginning of the 30th year of service for those teachers who were teaching within the District or in another district, employed prior to June 20, 1997. Those teachers employed after June 20, 1997: add longevity steps of ~~\$600~~ **\$850** at the beginning of the 16th and 22nd year and ~~\$1,000~~ **\$1,250** at the beginning of the 30th year of service to the District.

In addition to the above, all unit members employed on or before June 30, 2018 will receive an additional longevity payment of \$3,200 beginning in the year following the completion of Step 14. All unit members employed on or after July 1, 2018 will receive an additional longevity payment of \$3,200 beginning in the year following fourteen (14) years of service to the District.

2. Modify the Salary Grid by the following increase:

2017-2018: 1%

AND THEREFORE, in consideration of mutual promises and covenants, the parties hereto agree as follows for the successor agreement for the period July 1, 2018, through and including June 30, 2021:

1. Modify Article 8, Section D as follows:

D. Formal Procedure

Level One: Principal

1. An employee covered by this Agreement who has a grievance will first set forth his/her grievance in writing on the Grievance Report attached to this Agreement APPENDIX I, Grievance Report and submit it to the principal within twenty (20) school days from the date of the event or events giving rise to the grievance or within twenty (20) school days from the date the grievant was aware of, or reasonably should have been aware of, the event or events giving rise to the grievance, but not to exceed sixty (60) school days from the event or events giving rise to grievance. Said grievance shall include the provision(s) of the contract that the grievant(s) contend(s) was (were) violated or misapplied.
2. For the purposes of this Article, a school day is defined as a day school is actually in session.
3. The principal has five (5) school days to meet with the grievant.
4. Following this meeting, the principal has five (5) school days to render a written decision.

Level Two: Superintendent

1. If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within the time limits set forth in Level One, the grievant must file an appeal within twenty (20) school days after the written decision was due at Level One.
2. Such appeal shall be in writing, setting forth the details of the grievance, the applicable provisions of the Agreement, and the decision, if any, rendered at Level One.
3. Within ten (10) school days after the receipt by the Superintendent or designee of the written grievance, the Superintendent or designee shall meet with the Association and the grievant.
4. Within ten (10) school days, the Superintendent shall render a decision in writing.

**Level Three: School Committee**

1. **The School Committee may designate a subcommittee to hear grievances in accordance with the process set forth below. The subcommittee shall have the authority to settle all grievances with the Association that are heard at Level 3 of the grievance procedures in this agreement.**

2. If the grievant is not satisfied with the disposition of the grievance at Level Two or if no written decision has been rendered within the time limits set forth in Level Two, the grievant must file an appeal within twenty (20) school days after the written decision was due at Level Two.
3. Such appeal shall be in writing, setting forth the details of the grievance, the applicable provisions of the Agreement, and the decision, if any, rendered at Level Two.
4. Within ten (10) school days after the receipt by the School Committee or designee of the written grievance, the School Committee shall schedule a hearing with the Association and the grievant in executive session at the next regularly scheduled School Committee meeting.
5. Within ten (10) school days, the School Committee shall render a decision in writing.

Level ~~Four~~ Three Arbitration

1. If the grievant is not satisfied with the decision of the ~~Superintendent~~ School Committee or the ~~Superintendent~~ School Committee has rendered no decision, the Association may, within fifteen (15) school days thereafter, submit the grievance to arbitration by notifying the School Committee ~~Superintendent~~ in writing of its desire to have the grievance arbitrated.
2. The Association may submit the grievance to the American Arbitration Association to be arbitrated in accordance with its current rules.
3. The decision of the arbitrator shall be final and binding.
4. The arbitrator's decision shall be submitted within thirty (30) days from the date of the hearing completion.
5. The costs of the arbitrator shall be shared equally by the District and the Association, including per diem expense, if any, and actual and necessary travel and subsistence expenses.
6. The arbitrator's award shall be in writing and shall set forth the findings of fact, reasoning, and conclusions. The arbitrator shall have no power to add to, subtract from, or modify any of this Agreement.

2. Article 9 – Reduction in Force; Replace Paragraph A with the following:

- A. In the event it becomes necessary for the Administration to reduce the number of employees in the bargaining unit because of financial limitations, decrease in pupil enrollment, changes in curriculum, or reorganization, the procedures set forth in the Article will govern the layoff and recall of employees who are affected by such reduction.

- B. Teachers with less than three (3) years of experience are not covered by the reduction in force language. Notification of non-renewal shall take place not later than June 15 of the year prior to the start of the school year in which the reduction will take place.
- C. No teacher with professional status shall be laid off if there is a non-professional status teacher whose position such teacher with professional status is qualified to fill. Qualified shall mean certified by the Department of Elementary and Secondary Education.
- D. For the purposes of complying with M.G.L. 71, s. 42 as amended by St. 2012, c. 131, s.3 and as these new statutory amendments are effective September 1, 2016, if layoffs are determined to be necessary by the Superintendent, they shall be conducted in the following manner:

Teachers with Non Professional Teacher Status and those with less than three (3) years of experience in the district shall be non-renewed before any teachers with Professional teacher Status.

Prior to implementing a lay off or Reduction in Force, the Superintendent shall:

- Meet and discuss its intentions with the Association.
- Meet with affected employee(s) and a union representative chosen by the employee to discuss how the decision was made.

Layoffs shall be conducted within targeted disciplines based on the teacher's job performance and the best interest of the students. A targeted discipline for the purpose of this section is the area of certification in which members are teaching and for which a layoff is contemplated. A teacher's job performance and the best interest of the students shall be defined as the teacher's past summative overall evaluation ratings as compared to other teachers' past summative overall evaluation ratings in the discipline targeted to be reduced. Summative ratings of Proficient and Exemplary are considered equal and valued the highest. As such, teachers with such ratings shall be more qualified than teachers with a summative rating of "Needs Improvement," who, in turn, shall be considered more qualified than the teachers with a summative rating of "Unsatisfactory." If two or more teachers are considered equally qualified, the least senior teacher(s) shall be displaced based on seniority.

The number of summative evaluations compared will include all those evaluations written for teachers during the time equal to the most recently hired professional status teacher in the targeted discipline, but not to exceed six (6) years and excluding the most recent summative evaluation that is to be determined for the year of the reduction. If there is a tie using the above criteria, the tie shall be broken by seniority, with the least senior teacher in the discipline targeted laid off first.

A teacher with PTS, with a proficient or exemplary summative rating, reached for lay-off in a specific discipline may bump the least senior teacher in another discipline for which the senior teacher is qualified using the criteria established above.

The Parties agree that should M.G.L. 71, s. 42 as amended by St. 2012, c. 131, s.3 be repealed or otherwise change, the language in this section reverts to the prior language contained in the 2015 – 2017 CBA.

3. Article 12 - Provisions for the School Year and Calendar

Modify Paragraph A as follows:

- A. The ~~teacher~~ work year for bargaining unit members shall consist of 183 workdays to include 180 teaching days, one (1) staff orientation day, and ~~two (2)~~ staff development days.

Modify Paragraph F as follows:

- F. Newly hired members of the bargaining unit who are placed on the salary schedule and who have not gained professional status shall work three (3) ~~five (5)~~ days prior to the start of school, and an additional fifteen (15) hours of after-school orientation, instruction, and training in their first year; two (2) ~~four (4)~~ days prior to the start of school as well as ten (10) hours of after-school orientation, instruction, and training during their second school year.
1. The orientation/training days that take place before the start of the school year may be scheduled consecutively up to 10 business days before the first day of school for students. Orientation/training will be appropriate to the position of the newly hired employee.
  2. These days shall not be scheduled during the traditional recesses in the school year calendar.

Modify Paragraph G as follows:

- G. The regular work year for Physical Therapists and Occupational Therapists shall be one hundred eighty-three (183) days.
1. In the event that occupational therapy services are needed beyond the school year, the Superintendent shall make all reasonable efforts to contract for hours with Certified Occupational Therapy Assistants (COTAs). If these efforts do not yield sufficient coverage, the Superintendent shall designate the number of days and hours necessary to provide the services and shall communicate the same to the WREA President and the Occupational Therapists one week prior to the last day of the school year. Such days and hours shall not exceed one hundred eight (108) hours per therapist. The Occupational Therapists shall, within seven (7) days, report to the Superintendent a schedule to cover the designated time. If the Occupational Therapists, individually or in the aggregate, desire more summer hours than are available, then the WREA President and the Superintendent shall determine how to equitably divide the summer hours based upon such factors as seniority and prior summer service.

In the event that Occupational Therapists fail to provide the report within seven (7) days or do not provide sufficient coverage, then the Superintendent may mandate the Occupational Therapists to cover the time in a manner proscribed by the Superintendent after consulting with the WREA President. All summer hours shall be compensated at the member's regular per diem WREA hourly rate or forty-five dollars per hour (\$45.00/hr), whichever is greater.

2. In the event that District requires the services of a Physical Therapist beyond the school year, the Superintendent shall designate the number of days and hours necessary to provide the services and shall communicate the same to the WREA President and the Physical Therapists one week prior to the last day of the school year. Such days and hours shall not exceed seventy-two (72) hours per therapist. The Physical Therapists shall, within seven (7) days, report to the Superintendent a schedule to cover the designated time. If the Physical Therapists, individually or in the aggregate, desire more summer hours than are available, then the WREA President and the Superintendent shall determine how to equitably divide the summer hours based upon such factors as seniority and prior summer service. In the event that Physical Therapists fail to provide the report within seven (7) days or do not provide sufficient coverage, then the Superintendent may mandate the Physical Therapists to cover the time in a manner proscribed by the Superintendent after consulting with the WREA President. All summer hours shall be compensated at the member's regular per diem WREA hourly rate or forty-five dollars per hour (\$45.00/hr), whichever is greater.
3. In the event that that the district requests the services of a Speech Language Pathologist beyond the school year, the Superintendent shall request volunteers from currently employed SLPs currently employed within the district. In the event that a currently employed SLP accepts the work beyond the school year, the member shall be compensated at their regular per diem hourly rate or forty-five dollars per hour (\$45.00/hr), whichever is greater.
4. Other working conditions pertaining to summer recess shall remain intact.
5. Itinerant service providers shall not be assigned duties.

4. Article 13 – Provisions for the School and Work Day;

Modify Paragraph D.1.a as follows:

- a. Grades (**Pre**K-8): Bargaining unit members will have one (1) duty-free preparation period of not less than forty-five (45) minutes each workday.

If a school site is unable to schedule one forty-five (45) minute period per workday the members of that site will have a total of four hundred seventy (470) minutes of duty - free preparation time per ten consecutive workdays. The majority of this time will consist of periods of not less than forty-five (45) minutes and the remainder of this time will consist of periods of not less than thirty (30) minutes per workday. The preparation period is exclusive of a duty-free lunch period.

5. Article 13 – Provisions for the School and Work Day;  
Modify Paragraph E.4 as follows:

For the purpose of special education meetings, 504 meetings, REAP meetings and administratively scheduled parent meetings, the District may use no more than **eight (8)** ~~ten (10)~~ bargaining unit member preparation periods throughout the course of the school year and/or not more than **four (4)** ~~five (5)~~ meetings before or after the workday **not to exceed a total of twelve (12) meetings in any one school year.** Meetings to be held before or after the workday must be contiguous with the workday and bargaining unit members will not be required to attend a meeting before or after school for more than one (1) hour for any one meeting. Any additional meetings would occur during the workday and would require the District to provide coverage for the bargaining unit member.

6. Article 14 – Working Conditions

Insert new Section A, paragraph 2 (renumber remaining paragraphs) with the following:

2. The School Committee shall modify School Committee Policy 3510 to include a report by the Superintendent to be presented at open session of the School Committee during the months of November and March of each school year. This report shall include a listing of classrooms that are in excess of the recommended policy and the staffing requirements that would be required to bring the class room into compliance with the policy. School Committee Policy 3510 shall be modified and approved by the School Committee on or before September 1, 2018.

7. Article 16 – Staff Development Planning; Replace Paragraph A with the following:

- A. The Professional Development Committee will be comprised of three (3) members of the WREA, appointed by the President, and up to three (3) members designated by the Superintendent of Schools. The committee will meet monthly to review the current professional development activities within the district, review participant feedback and to make recommendations. Additionally, the committee shall be given the opportunity to review and provide feedback on the annual program of professional development opportunities for the following school year and will categorize the PDPs for each district-sponsored professional development activity offered. It is understood by both parties that this program will be included in the Superintendent's Report to the School Committee.

8. Article 19 – Provisions for Leave, Section A: Modify as follows:

A. Sick Leave

1. A member of the bargaining unit with non-professional status shall earn sick leave at the rate of one and two tenths (1.2) days per month of employment; such annual accrual shall be capped at twelve (12) days per year **and a member may carryover a maximum of cumulative to one hundred eighty (180) days each school year.**

2. Any member of the bargaining unit with professional status shall earn sick leave at the rate of one and one half (1.5) days per month of employment; such annual accrual shall be capped at

(15) days per year and a member may carryover a maximum of ~~cumulative to one hundred eighty (180) days~~ each school year.

9. Article 19 – Provisions for Leave; Modify Section B as follows:

1. All members of the bargaining unit shall be entitled to three (3) personal days per year, for the purpose of conducting personal business that must be conducted during regular work hours, two (2) days of which can be used consecutively for reasons such as weddings and graduations that require travel. Personal days require the prior approval of the Superintendent or designee and are at full pay. The District reserves its right to make requests regarding the use of personal time by Association members when adherence to the definition of personal time is in question. ~~The use of personal days is not intended to extend a holiday or vacation period. Such requests will require administrative review.~~

2. In cases of emergency, the notice requirement may be waived at the discretion of the District. The District shall reply to said requests promptly.

3. Bargaining unit members' unused personal days shall be converted to unused sick days and be added to the members' total sick day accrual at the end of the school year. Bargaining unit members may carryover one (1) unused personal day per year with a cap of four (4) personal days allowed.

4. The following list of reasons for personal days is considered examples acceptable by the District but is not considered exhaustive: family medical appointment, legal matters, graduations, funerals, personal real estate transactions, and estate or inheritance transactions.

5. ~~The District shall determine a prorated baseline for the use of personal leave use by averaging the personal time used by WREA members for the school years ending June 30 of 2005, 2006 and 2007. If the prorated amount of personal days exceeds 110% of this baseline at the end of a school year, the Superintendent shall inform the President of the WREA of such circumstance. If the personal day usage for the subsequent year, as calculated at the end of the year, is not at or below 100% of the established baseline, the WREA and the WRSD agree to renegotiate this arrangement. Failure to reach an amicable agreement would result in personal leave language reverting to that which was in place during the 2008/2009 school year.~~

10. Article 19 – Provisions for Leave, Section K: Modify as follows:

K. Sick Bank Leave

3. Membership in this bank shall be voluntary. Each member shall make an initial non-returnable contribution of two (2) sick days effective on the first pay period of the sixth year of employment.

4. If the bank's total number of accumulated days falls below five hundred (500), members shall contribute one (1) day each year until the balance of days in the bank exceeds five hundred



~~(500). every successive year until the member has contributed a total of five (5) sick days, as deemed necessary by the Sick Leave Bank Committee.~~

~~5. Any sick day contributions made to the bank will be permanently deducted from the Member's sick day total (i.e., a member who donates five (5) days would have a sick leave cap of one hundred seventy five (175) days permanently). (Renumber remaining sections)~~

**11. Article 27 – Longevity and Salary, Section C: Modify as follows:**

**C. The ABA classroom teacher will work a longer day and a longer school year.**

**The work year will be 209 213 days for PreK-8.**

**The work year will be 205 days for high school.**

**The work day will be seven hours and thirty five minutes.**

**The ABA classroom teacher will not work during regularly scheduled school vacations. The teacher will work during the a four day, seven week extended year program with two additional preparation days.**

**The teacher will have at least two full weeks of recess during the summer, one week before the start of the extended year and one after the conclusion of the extended year. The ABA teacher will receive a differential of 26.7% 27.9%. All ABA teachers will receive a total of five (5) personal days.**

**11. Modify the Salary Grids by the following increases:**

2018-2019: 2%

2019-2020: 2%

2020-2021: 2%

**12. New Article - Climate, Culture and Morale**

**The Wachusett Regional School Committee will modify any and all applicable School Committee Policies, including but not limited to Policy 6438, to ensure that staff will be included as a target/victim. These policies shall be modified and approved on or before December 31, 2018.**

**13. Mutually Agreed Upon Changed to Educator Evaluation Instrument as of December 15, 2017.**

\_\_\_\_\_  
Darryll McCall, Ed.D., Superintendent of Schools

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

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

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

\_\_\_\_\_  
Heidi Lahey, Union President

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

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

DRAFT Minutes

Regular Meeting #1310

Monday, March 26, 2018  
7:00 PM

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

*Wachusett Regional School District Committee*

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

*Committee Members Absent:*

Michael Dennis	Benjamin Mitchel
Lauren Maldonado	Megan Weeks

*Committee Members Participating Remotely:*

Linda Long Bellil

*Administration Present:*

Darryll McCall, Superintendent  
Robert Berlo, Deputy Superintendent  
Joseph Scanlon, Director of Business and Finance  
Jeff Carlson, Director of Human Resources  
Kimberly Merrick, Administrator of Special Education  
Rebecca Petersen, Executive Secretary to the Superintendent

*Student Representatives Present:*

Philip Baird

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

Chair Mills called the meeting to order at 7:54 PM. He announced the meeting is being shown live on Channel 194 and on HoldenTV.com. Chair Mills reported Member Long-Bellil will be participating remotely, therefore, all votes will be by roll call.

I. Public Hearing

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

II. Chair's Opening Remarks

Chair Mills explained that Member Van Liew's request of a review of the WRHS mascot has been remanded to the Management Subcommittee.

Chair Mills gave an overview of the annual evaluation of the Superintendent of Schools, which the full Committee will act on at the April 30, 2018 regular meeting. In advance of April 30<sup>th</sup>, all members will be provided with an online/electronic evaluation document by which they will provide and submit their evaluation of the Superintendent. Standing subcommittees will provide input to the Chair of the School Committee, and Chair Mills asked that the Superintendent's annual evaluation be included on agendas for upcoming subcommittee meetings.

With no objection from the Committee to taking the Report of the Student Representatives out of order, Chair Mills asked Student Representative Baird for his update.

III. Student Representatives' Reports

Student Representative Baird reported on the successes of winter sports teams – Girls' Basketball won Districts, the Cheer Team won a National Championship in Florida, the Girls' Indoor Track team won States. Student Representative Baird further reported that four member of DECA will be competing in Georgia in April. Lastly, he noted that high school seniors have 37 days left of school.

At the conclusion of Mr. Baird's report, Chair Mills welcomed Guidance Department Head Jon Krol to the meeting and invited him to the podium.

Mr. Krol explained his role at the high school and spoke about what services are offered and available to students.

8:04 PM Superintendent McCall returned to the table.

Mr. Krol showed a PowerPoint and provide details and explanations about information contained in the presentation (attachment 2). At the conclusion of Mr. Krol's presentation, members were given the opportunity ask questions, which Mr. Krol

answered. After the Q&A session, Chair Mills thanked Mr. Krol for attending the meeting.

8:33 PM Member Godbout left the meeting.

IV. Superintendent's Report

A. Discussion of Report

Superintendent McCall spoke about an ALICE train-the-trainer workshop that four school administrators participated in at the beginning of March. He also explained what a "lockdown bucket" consists of and thanked Holden Police Chief Armstrong, who has been successful obtaining a donation from Home Depot of 800 buckets, which will now be prepared/readied as "lockdown buckets" to be available in classrooms across the District.

Superintendent McCall encouraged members to review enrollment projections prepared by NESDEC (New England School Development Council), copies of which were a part of his most recent Report. This information will also be shared with the Member Towns and school principals.

8:37 PM Member LaMountain left the meeting.

At Member Imber's inquiry, Superintendent McCall spoke about the Digital Connections Grant recently awarded by the state. Superintendent McCall explained that these funds will be used to enhance wifi at the high school. He reported that this infrastructure upgrade will be done over the summer months, anticipating the project will be completed by the start of the 2018-2019 school year.

Member Imber asked the status of full-day kindergarten. Superintendent McCall reported the lottery is scheduled for the afternoon of Friday, March 30, 2018, and it is anticipated that only Mayo Elementary School and Paxton Center School will need to participate in a lottery for the full-day kindergarten program.

Member Rivers asked the Superintendent his opinion of the accuracy of the NESDEC enrollment projections. Superintendent McCall feels the long term projections are quite accurate, but is not as confident in the short term projections.

Student Representative Baird asked the Superintendent if students could assist with/contribute to the contents needed for the "lockdown buckets," adding this could be a project for Student Council or other student service projects. Superintendent McCall thanked Mr. Baird for the smart and generous suggestion.

8:43 PM Member Rivers left the meeting.

Member Fradellos asked for clarification about the kindergarten lottery. Superintendent McCall explained that, upon review of full-day applications to date, Mayo Elementary School and Paxton Center School are the only two schools that have more applicants than available seats. The other elementary schools in the District have seats available for all who have applied for full-day kindergarten. He went on to say that he and Central Office staff will continue to review the numbers and the interest, in advance of the March 30<sup>th</sup> lottery.

Member Michalowski suggested that Science Seminar staff and mentors be invited to the May School Committee meeting, along with the students who are competing.

B. Recommendations Requiring Action by the School Committee

Motion: To affirm the accuracy of Policy 6613.2 **Policy Relating to Pupil Services Athletic Head Injury and Concussion Policy.**

(R. Imber)

(H. Fradellos)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Harriet Fradellos  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Jon Edward Novak  
Asima Silva  
Robin Van Liew  
Charles Witkes  
Adam Young

*Opposed:*

None

The motion was approved unanimously.

V. Unfinished Business

There was no unfinished business brought before the School Committee.

VI. Secretary's Report

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

Motion: To approve minutes of the Special Meeting of the WRSDC held on February 12, 2018

(J. E. Novak)

(T. Curran)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Harriet Fradellos  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Jon Edward Novak  
Asima Silva  
Robin Van Liew  
Charles Witkes  
Adam Young

*Opposed:*

None

The minutes were approved unanimously.

- B. Approval of Minutes of Executive Session of the WRSDC held on February 12, 2018

Motion: To approve minutes of the executive session of the WRSDC held on February 12, 2018, not to be released.

(R. Imber)

(C. Witkes)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran

Harriet Fradellos  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Jon Edward Novak  
Asima Silva  
Robin Van Liew  
Charles Witkes  
Adam Young

*Opposed:*  
None

The minutes were approved unanimously

- C. Approval of 1309<sup>th</sup> Regular Meeting Minutes of the Wachusett Regional School District Committee held on March 12, 2018

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

(R. Imber)  
(S. Hitchcock)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Harriet Fradellos  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Jon Edward Novak  
Asima Silva  
Robin Van Liew  
Charles Witkes  
Adam Young

*Opposed:*  
None

*Abstained:*

Scott Brown  
Thomas Curran

The minutes were approved 13-0-2.

D. Approval of Minutes of Executive Session of the WRSDC held on March 12, 2018

Motion: To approve minutes of the executive session of the WRSDC held on March 12, 2018, not to be released.

(R. Imber)

(C. Witkes)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Harriet Fradellos  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Jon Edward Novak  
Asima Silva  
Robin Van Liew  
Charles Witkes  
Adam Young

*Opposed:*

None

*Abstained:*

Scott Brown  
Thomas Curran

The minutes were approved 13-0-2.

VII. Treasurer's Report/Financial Statements

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

VIII. Committee Reports

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

Chair Mills reported this subcommittee will meet Wednesday, April 4, 2018.



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

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

Motion: To approve the first reading of Amended Policy 3311.1 Policy Relating to Education Graduation Requirements, waiving the reading.

(R. Imber)

(M. Lavoie)

Subcommittee Chair Smith gave a brief overview of the amendments and the steps the Education Subcommittee went through while amending the policy. Discussion ensued, with several members having questions about the proposed amendments and high school credit requirements, including questions about World Language sequence requirements and Social Studies/World History requirements. Mr. Krol approached the podium to help address concerns of some members.

Motion: To remand Amended Policy 3311.1 Policy Relating to Education Graduation Requirements back to the Education Subcommittee for further review.

(T. Curran)

(J. E. Novak)

At Member Long-Belli's request, Chair Mills re-read the motion on the table. Chair Mills explained a simple majority is needed to pass the motion to remand.

Roll call vote:

*In favor:*

Thomas Curran  
Susan Hitchcock  
Linda Long-Bellil  
Jon Edward Novak  
Asima Silva  
Robin Van Liew

*Opposed:*

Christina Smith  
Scott Brown  
Harriet Fradellos  
Robert Imber  
Matthew Lavoie  
Amy Michalowski  
Charles Witkes  
Adam Young

*Abstained:*

Kenneth Mills

The motion failed 6-8-1.

Chair Mills re-read the motion to approve the first reading.

Motion: To approve the first reading of Amended Policy 3311.1 Policy Relating to Education Graduation Requirements, waiving the reading.

(R. Imber)

(M. Lavoie)

Roll call vote:

*In favor:*

Christina Smith

Scott Brown

Harriet Fradellos

Susan Hitchcock

Robert Imber

Matthew Lavoie

Amy Michalowski

Jon Edward Novak

Asima Silva

Charles Witkes

Adam Young

*Opposed:*

Thomas Curran

Robin Van Liew

*Abstained:*

Kenneth Mills

Linda Long-Bellil

The motion passed 11-2-2.

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

In Business/Finance Subcommittee Chair Dennis' absence, Vice-chair Young reported on the March 19, 2018 meeting of this subcommittee. Director Scanlon approached the podium and spoke about the annual evaluation of District Treasurer Dunbar and he also explained the RFP (Request for Proposals) process for selecting the next firm to provide District auditing services.

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

Subcommittee Chair Hitchcock reported four contracts with bargaining units remain to be finalized and that Amended Policy 1312 Policy Relating to School Committee Operation Evaluation of the Superintendent is being reviewed but is not yet ready for full Committee consideration.

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

Chair Mills reported this subcommittee is scheduled to meet on April 2, 2018. He explained the anticipated timeline for the annual evaluation of the Superintendent of Schools:

April 9, 2018 regular School Committee meeting – the electronic evaluation tool will be reviewed with the Committee

April 13, 2018 – Superintendent McCall will share with the full School Committee his evaluation update/narrative and supporting artifacts

April 20, 2018 – due date for School Committee members to submit electronic evaluation of the Superintendent, to provide direction on creation on final evaluation document

April 30, 2018 – full School Committee to vote on annual evaluation of the Superintendent of Schools

- F. Audit Advisory Board (C. Witkes, Chair, B. Mitchel, Vice-chair)

AAB Chair Witkes reported a meeting of the Audit Advisory Board will be scheduled for Wednesday, April 4, 2018.

- G. Ad Hoc Subcommittees

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

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

- H. Building Committees

1. Mountview Building Committee

No update was given.

- I. School Council Reports:

Central Tree Middle School (J. E. Novak), Chocksett Middle School (S. Godbout), Davis Hill Elementary School (A. Silva), Dawson Elementary School (A. Young), Glenwood Elementary School (M. Lavoie), Houghton Elementary School (S. Godbout), Mayo Elementary School (T. Curran), Mountview Middle School (S.

Brown), Naquag Elementary School (C. Witkes), Paxton Center School (B. Mitchel), Thomas Prince School (M. Weeks), Wachusett Regional High School (S. LaMountain/M. Rivers), Special Education Parent Advisory Council (A. Young), Early Childhood Center (L. Maldonado)

Member Young – SEPAC, March 27, 2018 workshop for parents, to be held in the Curriculum Center at the District Central Office, and a fundraiser at Papa Gino's on March 29, 2018

IX. Public Hearing

Heidi Lahey, WREA President, addressed the School Committee.

X. New Business

Member Imber requested that the Management Subcommittee consider drafting a resolution on school safety and security, and gun violence prevention, which could be shared with local and national legislators.

XI. Adjournment

Motion: To adjourn.

(T. Curran)  
(H. Fradellos)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Scott Brown  
Thomas Curran  
Harriet Fradellos  
Susan Hitchcock  
Robert Imber  
Matthew Lavoie  
Linda Long-Bellil  
Amy Michalowski  
Jon Edward Novak  
Asima Silva  
Robin Van Liew  
Charles Witkes  
Adam Young

*Opposed:*

None

The motion was approved unanimously.

The meeting adjourned to at 9:23 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

Attachments:

- Attachment 1 – sign-in sheets
- Attachment 2 – Social and Emotional Programming/Supports at WRHS

## Attachment 1

**Regular Meeting  
Monday, March 26, 2018**

[illegible]

[illegible]

# **Social and Emotional Programming/Supports at WRHS**

— Jon Krol - March 26, 2018 —



# Overview/Agenda

- SBIRT
- SOS
- BRYT
- Interface



# **SBIRT - Screening, Brief Intervention, Referral to Treatment**

- In March 2016 - Massachusetts lawmakers enacted MGL, Chapter 71,

## **Section 97**

- Paraphrased - Each Massachusetts school district shall screen pupils for substance abuse.  
Screenings should take place every year at two different grade levels - one middle school and one high school
- WRSD is screening students in 7th and 10th grade



# **SBIRT - Screening, Brief Intervention,**

## **Referral to Treatment**

- At the high school, all 10th grade students (unless opted out by themselves or a parent) will meet individually with a member of our school's SBIRT screening team:
  - Our two school nurses
  - Two of our assistant principals
  - Head of Guidance
- Students will be introduced to how the program works, be asked the same verbal questionnaire (screening), will discuss their choices with their screener (brief intervention), and will be asked if they want additional help (referral to treatment) if applicable



# **SBIRT - Screening, Brief Intervention, Referral to Treatment**

During the past 12 months, did you:

Drink any alcohol?

Smoke any marijuana?

Use anything else to get high?

Have you ever ridden in a car driven by someone who was “high” or had been using alcohol or drugs?

Do you ever use alcohol or drugs to relax, feel better about yourself or fit in?

Do you ever use alcohol or drugs while you are by yourself?

Do you ever forget things you did while using alcohol or drugs?

Do you family/friends ever tell you that you should cut down on your drinking or drug use?

Have you ever gotten in trouble while you were using alcohol or drugs?



## **SBI RT - Screening, Brief Intervention, Referral to Treatment**

- Referral to treatment will consist of a referral to their guidance counselor who will work with them to find the best course of action and hopefully involve the parent



# **SBIRT - Screening, Brief Intervention, Referral to Treatment**

## **Implementation**

- Trainings for the school based team followed by several meetings together
- Letter to parents
- Class meeting with all of the sophomores (half at a time) in the auditorium during Activity Period on February 27th
- Parent meeting on March 6th
- Currently meeting with all sophomores (about 470 students - as approximately 50 students opted out)



# SOS - Signs of Suicide

- We are running this program in full for the second year in a row
- Current freshmen are being “trained”
- The program takes place during their Freshman Seminar class
  - Students are shown a video with various scenarios related to difficult situations that they might come across with their peers and have discussion with their teacher about it
  - Students are trained on the “right” way of approaching a problem
    - The wrong way is to promise secrecy or ignoring the problem (e.g. “oh you’ll be fine”)
    - The right way is to handle things is to validate the student’s concerns (e.g. “Things seem really tough for you and I’m concerned”) and get a trusted adult involved immediately (a guidance counselor, a coach, a parent, a teacher, etc.)
- Students are then asked to fill out a questionnaire (BSAD screening form)
- Essential message from the SOS program - ACT (Acknowledge, Care, Tell)

# SOS - Signs of Suicide

Why do we do this program?

- Suicide is the second leading cause of death for youth between the ages of 11 and 18
- This is a data and research based program that works - SMH (Screening for Mental Health, Inc.) and is in schools across Massachusetts and the Nation
- The reality is that students don't know how to react in these cases and by us helping them, we're making our students safer





# SOS - Signs of Suicide

- Last year (2016-2017), the district screened all 8th graders and 9th graders
- This year (2017-2018), the district is screening all 7th, 8th, and 9th graders
- Next year (2018-2019), the district will screen all 7th, 9th, and 11th graders



# SOS - Signs of Suicide

- Results from the screening forms the students filled out are divided into different categories of needing follow-up support (urgent, 24-48 hours, 1 week, etc.)
- Our high school data from last year
  - Out of the 506 students we screened, the guidance counselors and school psychologists followed up with about 240 students/parents
    - Urgent - 5%                      24/48 Hours - 10%                      1 Week - 30%
    - No follow-up needed - 54%



# BRYT Program at WRHS for 2018-

## 2019

BRYT Bridge for Resilient Youth in Transition

- This is a program designed to help students who are absent from school for an extended period of time reintegrate back into the school environment
- It's a physical room in the school where students would go during the school day - anywhere from 10% of the day to 100% depending on the student's need
- The program is *temporary* and the sole goal is to help reintegrate students back into the building and their regular classes full-time



# BRYT - Bridge for Resilient Youth in Transition

Who would be a candidate for the BRYT program?

- Students who are hospitalized during the course of an academic year
- Students suffering from major concussions
- Students with other circumstances (DCF involvement, etc)
- Our data....

	Last Year (2016-2017)	This Year (2017- 2018)
Hospitalizations	39	51 so far
Concussions	55	42 so far

- We estimate based off of our numbers and what other high schools who have BRYT report, we would likely have 100-150 students go through it next year

# BRYT - Bridge for Resilient Youth in

## Transition

Who would staff the BRYT program?

- Adjustment Counselor
- Academic Support Person - typically a teacher

### ● How many schools have a BRYT Program?

- 80 schools across Massachusetts have a BRYT Program

■ Some examples include...

- Acton-Boxborough, Algonquin, Bay Path, Blackstone Valley, Concord-Carlisle, Fitchburg, Framingham, Hopkinton, King Philip Regional, Lexington, Lincoln-Sudbury, Minuteman, Monty Tech, Natick, Sharon, Shrewsbury, St. John's, Wayland, Westborough, Westford, Woburn

- In addition, many more have something similar



# Interface

Counseling Referral Agency - Based out of William James College in Newton, MA  
- previously the Massachusetts School of Professional Psychology



# Interface - Counseling Referral

## **Agency** Before Interface (2016-2017 and prior)

- Families would get list of counselors in the area from school or the pediatrician
- They would call many of those providers, in the hopes of finding one who had availability AND who took their insurance
- They would get placed on a waitlist of anywhere from 4-12 months
- They would hopefully eventually get an appointment with a provider who was a good match and had expertise in the presenting problem

## With Interface (2017-2018 and beyond)

- Families call Interface
- They immediately speak with a Master's level clinician who does the intake over the phone
- They are matched with an area provider and typically get an *appointment* within 2 weeks

# Interface - Our Data

- WRHS launched our partnership with Interface in September 2017
- Between September 2017 and December 2017 ...
  - 33 of our families used the service
    - Biggest concerns were anxiety and/or depression
  - We'll get a second report from Interface at the end of the school year
- Interface has been pure “magic” at the high school as it's given our families some hard and fast solutions
- We hope to continue this partnership for many years to come and expand it to the other schools in the district



**Questions?**

**POLICY RELATING TO EDUCATION****GRADUATION REQUIREMENTS**

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

**Credit Requirements:**

Minimum requirements for graduation shall be as follows:

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

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

**Technology Skills:**

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

**POLICY RELATING TO EDUCATION**

***GRADUATION REQUIREMENTS (continued)***

**Writing Skills:**

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

**Credit for Foreign Study Abroad:**

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

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

**Credit for Transfer Students:**

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

**Summer School:**

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

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

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

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

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

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

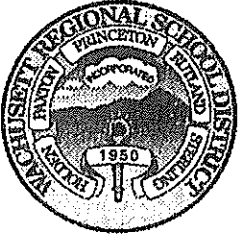
Re-Amendment First Reading: 04/12/04  
Re-Amendment Second Reading: 04/26/04

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

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

Re-Amendment First Reading: 03/26/18  
Re-Amendment Second Reading:

WRDSC Amended Policy 3311.1



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

March 27, 2018

Ms. Robin Van Liew  
One Avery Road  
Holden, MA 01520

Dear Robin:

On behalf of District administration, I want to thank you for the time you spent on the WRSDC representing the town of Holden and for serving on the Education Subcommittee as well. Your interest in education and commitment to students was always evident, and you brought many valid questions to the table.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Peter Lukes, Holden Town Manager

DM:rlp

**WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE**  
May 2017 – May 2018

Attachment 2  
April 6, 2018

<b><u>Name</u></b>	<b><u>Term Expires</u></b>	<b><u>Home Address &amp; Phone</u></b>
Scott Brown	2020	28 Orchard Road Holden 01520 (508) 789-0711 <a href="mailto:scott_brown@wrsd.net">scott_brown@wrsd.net</a>
Thomas Curran	2019	681 Malden Street Holden 01520 (508) 829-8810 (774) 232-3800 <a href="mailto:thomas_curran@wrsd.net">thomas_curran@wrsd.net</a>
Michael Dennis	2020	15 Cypress Circle Holden 01520 (978) 853-1278 <a href="mailto:michael_dennis@wrsd.net">michael_dennis@wrsd.net</a>
Harriet Fradellos	2018	1 Mount View Drive Paxton 01612 (781) 626-0110 <a href="mailto:harriet_fradellos@wrsd.net">harriet_fradellos@wrsd.net</a>
Stephen Godbout	2020	56 Bean Road Sterling 015645 <a href="mailto:stephen_godbout@wrsd.net">stephen_godbout@wrsd.net</a>
Susan Hitchcock	2020	6 Squareshire Road Sterling 01564 (978) 870-0786 <a href="mailto:susan_hitchcock@wrsd.net">susan_hitchcock@wrsd.net</a>
Robert Imber	2018	1 Clearings Way Princeton 01541 (978) 464-2344 <a href="mailto:robert_imber@wrsd.net">robert_imber@wrsd.net</a>
Sarah LaMountain	2018	30 Kilburn Road Sterling 01564 (978) 422-6707 <a href="mailto:sarah_lamountain@wrsd.net">sarah_lamountain@wrsd.net</a>
Matthew Lavoie	2019	28 Grizzly Drive Rutland 01543 (857) 891-6164 <a href="mailto:matthew_lavoie@wrsd.net">matthew_lavoie@wrsd.net</a>
Linda Long-Bellil	2018	35 Brentwood Drive Holden 01520 (508) 304-1920 <a href="mailto:linda_longbellil@wrsd.net">linda_longbellil@wrsd.net</a>
Lauren Maldonado	2018	10 Lynnwood Drive Rutland 01543 (508) 886-8959 <a href="mailto:lauren_maldonado@wrsd.net">lauren_maldonado@wrsd.net</a>
Amy Michalowski	2018	28 Pinecroft Avenue Holden 01520 (508) 852-4051 <a href="mailto:amy_michalowski@wrsd.net">amy_michalowski@wrsd.net</a>

**WACHUSETT REGIONAL DISTRICT SCHOOL COMMITTEE**

May 2017 – May 2018

<b><u>Name</u></b>	<b><u>Term Expires</u></b>	<b><u>Home Address &amp; Phone</u></b>
Kenneth Mills	2019	22 Flagler Drive Holden 01520 (774) 230-4712 <a href="mailto:kenneth_mills@wrsd.net">kenneth_mills@wrsd.net</a>
Benjamin Mitchel	2020	7 Colony Lane Paxton 01612 (508) 208-7728 <a href="mailto:benjamin_mitchel@wrsd.net">benjamin_mitchel@wrsd.net</a>
Jon Edward Novak	2018	31 Marjorie Lane Rutland 01543 (774) 234-0126 <a href="mailto:ed_novak@wrsd.net">ed_novak@wrsd.net</a>
Michael Rivers	2019	3 Fox Hill Drive Sterling 01564 <a href="mailto:michael_rivers@wrsd.net">michael_rivers@wrsd.net</a>
Asima Silva	2018	75 Nelson Street Holden 01520 (508) 852-1246 <a href="mailto:asima_silva@wrsd.net">asima_silva@wrsd.net</a>
Christina Smith	2019	362 Sterling Road Jefferson 01522 (508) 468-7929 <a href="mailto:christina_smithSC@wrsd.net">christina_smithSC@wrsd.net</a>
Megan Weeks	2019	137 Wheeler Road Princeton 01541 (860)841-4809 <a href="mailto:megan_weeks@wrsd.net">megan_weeks@wrsd.net</a>
Charles Witkes	2019	19 Jackson Avenue Rutland 01543 (508) 886-0075 (508) 898-5602 (508) 948-5463 <a href="mailto:charles_witkes@wrsd.net">charles_witkes@wrsd.net</a>
Adam Young	2018	434 Shrewsbury Street Holden 01520 (774) 272-0182 <a href="mailto:adam_young@wrsd.net">adam_young@wrsd.net</a>

# Wachusett Regional School District Committee Subcommittee Assignments 2017-2018

<u>Business/Finance</u>	<u>Education</u>	<u>Legal Affairs</u>	<u>Management</u>	<u>Superintendent Goals and Evaluation</u>
Michael Dennis, Chair	Christina Smith, Chair	Susan Hitchcock, Chair	Kenneth Mills, Chair	Kenneth Mills, Chair
Adam Young, Vice-chair	Matthew Lavoie, Vice-chair	Scott Brown, Vice-chair	Christina Smith, Vice-chair	Christina Smith, Vice-chair
Linda Long-Bellil	Robert Imber	Thomas Curran	Michael Dennis	Sarah LaMountain
Benjamin Mitchel	Sarah LaMountain	Harriet Fradellos	Susan Hitchcock	Matthew Lavoie
Ed Novak	Linda Long-Bellil	Stephen Godbout		Amy Michalowski
Charles Witkes	Lauren Maldonado	Michael Rivers		Megan Weeks
	Asima Silva			
	Megan Weeks			

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

## Ad Hoc Subcommittee on Budget Sustainability

Kenneth Mills, Chair

Adam Young, Vice-chair

Matthew Lavoie

Linda Long-Bellil

## School Council Liaisons

Central Tree Middle School – Ed Novak

Chocksett Middle School – Stephen Godbout

Davis Hill Elementary School – Asima Silva

Dawson Elementary School – Adam Young

Glenwood Elementary School – Matthew Lavoie

Houghton Elementary School – Stephen Godbout

Mayo Elementary School – Thomas Curran

Mountview Middle School – Scott Brown  
Naquag Elementary School – Charles Witkes  
Paxton Center School – Benjamin Mitchel  
Thomas Prince School – Megan Weeks  
WRHS – Sarah LaMountain/Michael Rivers  
Special Ed. Parent Advisory Council – Adam Young  
ECC – Lauren Maldonado



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Legal Affairs Subcommittee

Monday, April 9, 2018  
5:30 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

**REVISED AGENDA:**

- I Call to Order
- II Executive Session to discuss strategy for contract negotiations with bargaining units (SEIU Local 888 – ABA Program Assistants, Teamsters Union Local 170 (paraprofessionals), Wachusett Regional Nurses Association, Wachusett Regional Education Association), as the Chair deems a discussion in public session would have an adverse effect on the District's bargaining position, to return to public session
- III Subcommittee Input – April 2018 Evaluation of the Superintendent
- IV Amended Policy 1312 Policy Relating to School Committee Operation Evaluation of the Superintendent
- 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*

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Wachusett Regional School District Committee

Special Meeting

Monday, April 9, 2018  
6:30 p.m.

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

**AGENDA:**

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

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

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Wachusett Regional School District Committee

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

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

**REVISED AGENDA:**

Public Hearing

Chair's Opening Remarks

*Project 351 8<sup>th</sup> Grade Ambassadors*

Student Representatives' Reports

Superintendent's Report

- Discussion of Report
- Recommendations Requiring Action by the School Committee
  1. Motion: To authorize the transfer of \$1,524.90 from the Salaries, Substitutes & Stipend Appropriation to the Pupil Services Appropriation for the purchase of athletic supplies

Unfinished Business

Secretary's Report

- Approval of Special Meeting Minutes of the WRSDC held on 3/26/2018
- Approval of Executive Session Minutes of the WRSDC held on 3/26/2018
- Approval of 1310<sup>th</sup> Regular Meeting Minutes of the WRSDC held on 3/26/2018

Treasurer's Report/Financial Statements

Committee Reports

- 
- Management Subcommittee
  - Education Subcommittee
    - 1. Amended Policy 3311.1 Policy Relating to Education Graduation Requirements – second reading
  - Business/Finance Subcommittee
  - Legal Affairs Subcommittee
  - Superintendent Goals and Evaluation Subcommittee
  - Audit Advisory Board
  - Ad-Hoc Subcommittee
    - 1. Ad Hoc Subcommittee on Budget Sustainability
  - Building Committees
    - 1. Mountview Building Committee

School Council Reports

Public Hearing

New Business

Adjournment

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

---

SEPAC Officers Meeting

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

Curriculum Center  
District Central Office  
1745 Main Street, Jefferson

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Business/Finance Subcommittee

Monday, April 23, 2018  
7:00 p.m.

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

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Superintendent Goals and Evaluation Subcommittee

Thursday, April 26, 2018  
5:30 p.m.

CHANGE OF DATE AND TIME

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

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Wachusett Regional School District Committee

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

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

*Regularly Scheduled, Monthly School Committee Meeting*

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SEPAC Workshop

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

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

Curriculum Center  
District Central Office  
1745 Main Street, Jefferson

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SEPAC Officers Meeting

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

Curriculum Center  
District Central Office  
1745 Main Street, Jefferson

Wachusett Regional School District Committee

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Special Education Parent Advisory Council

Tuesday, May 22, 2018  
7:00 p.m.

Davis Hill Elementary School  
Jamieson Road, Holden

*Wind Beneath Their Wings*

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

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

*Organizational Meeting*

**AGENDA:**

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

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

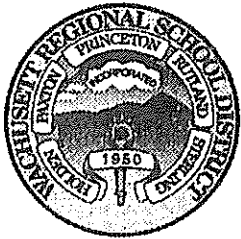
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Wachusett Regional School District Committee

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

Media Center  
Wachusett Regional High School  
1401 Main Street, Holden

*Regularly Scheduled, Monthly School Committee Meeting*



## *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

*Sent electronically and USPS*

April 4, 2018

Mrs. Sheila Dibb  
209 Pommogussett Road  
Rutland, MA 01543

Dear Mrs. Dibb:

Please be advised that a special meeting of the Wachusett Regional School District Committee has been posted for 6:30 PM Monday, April 9, 2018, for the purpose of discussing strategies for negotiations. As the municipal representative, please attend this executive session if you are able. School Committee meetings are held in the Media Center at Wachusett Regional High School in Holden.

Sincerely,

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

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee

DM:rlp

# WRHS/Public Safety Table Top Exercise (TTX)



## Situation Manual

March 29, 2018

This Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the SitMan.



## EXERCISE OVERVIEW

<b>Exercise Name</b>	WRHS/Public Safety Table Top Exercise
<b>Exercise Dates</b>	March 29, 2018
<b>Scope</b>	This is a discussion based exercise, planned for two hours hosted by the Wachusett Regional School District (WRSD) and conducted by the Holden Fire Department with multiple public safety partners.
<b>Mission Area(s)</b>	Planning; Response; Recovery
<b>Core Capabilities</b>	Planning, Public Information and Warning, Operational Coordination, Operational Communications, Public Health, Mass Care Services, Healthcare and Emergency Medical Services, Mass Search and Rescue Operations, Situational Assessment, On Scene Security, Protection and Law Enforcement, Fire Management and Suppression, Fatality Management
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Test participant's knowledge, skills, and abilities to effectively conduct all-hazards emergency response and recovery.</li> <li>2. Enable participants to better coordinate response operations with counterparts from, state government, local governments, private sector organizations, and non-governmental agencies.</li> <li>3. Allow participating agencies to test the school response plan.</li> </ol>
<b>Threat or Hazard</b>	Mass Casualty Incident
<b>Scenario</b>	An explosion within the regional high school causes significant infrastructure damage and multiple injuries requiring a coordinated public safety response and school response.
<b>Sponsor</b>	Holden Fire Department and the Wachusett Regional School District
<b>Participating Organizations</b>	Towns of Holden, Paxton, Princeton, Rutland and Sterling Wachusett Regional School District
<b>POC</b>	Christopher Montiverdi, Emergency Management Coordinator, Holden Fire Department; <a href="mailto:cmontiverdi@holdenma.gov">cmontiverdi@holdenma.gov</a> ;508-210-5653.

## PREFACE

The Wachusett Regional High School (WRHS)/Public Safety Tabletop Exercise (TTX) is sponsored by the Wachusett Regional School District (WRSD) and Town of Holden. This situation manual (SitMan) was produced at the direction of the exercise sponsors and with the advice and assistance of the Exercise Planning Team, which followed guidance set forth by the U.S. Department of Homeland Security (DHS) Homeland Security Exercise and Evaluation Program (HSEEP). This TTX will bring together critical stakeholders in preparation for an emergency response at a regional school facility.

This SitMan provides participants with the necessary tools to perform their roles in the TTX. The TTX and corresponding SitMan are evidence of the commitment of the WRSD and its public safety partners to ensure effective emergency response through collaborative partnerships with the surrounding communities.

The information gathered during the Wachusett Regional High School (WRHS)/Public Safety Tabletop Exercise (TTX) is unclassified; however, the information gathered and discussed should be handled as sensitive. This exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials if deemed necessary. This SitMan may be viewed by all exercise participants.

All exercise participants should use appropriate guidelines to protect this and other exercise material in accordance with organizational and jurisdictional directives. The public release of any exercise materials to third parties is at the discretion of the Holden Fire Department and the Wachusett Regional School District.



## HANDLING INSTRUCTIONS

1. The title of this document is the *WRHS/Public Safety Table Top Exercise*.
2. The information in this SitMan is unclassified; however, it should be handled as sensitive information that is not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from the Holden Fire Department and the Wachusett Regional School District is prohibited.
3. The attached materials will be disseminated on a need-to-know basis.
4. For more information about the exercise, please consult the following points of contact (POCs):

**Lead Facilitator:**

Christopher Montiverdi  
Emergency Management Coordinator  
Holden Fire Department  
[cmontiverdi@holdenma.gov](mailto:cmontiverdi@holdenma.gov)  
508-210-5653

**Facilitator/Evaluator/Sponsor:**

Robert Berlo  
Deputy Superintendent  
Wachusett Regional School District  
[robert\\_berlo@wrsd.net](mailto:robert_berlo@wrsd.net)  
508-829-1670



## AGENDA

The tabletop exercise (TTX) will be held on March 29, 2018 from 12:00 p.m. to 3:00 p.m.

1401 Main Street, Holden, MA

Time	Content
12:00 p.m. – 12:10 p.m.	Registration
12:10 p.m. – 12:20 p.m.	Welcome/Introductions/Table Top Exercise Overview
<b>Module 1: Notification and Activation</b>	
12:20 p.m. – 12:30 p.m.	Module 1 Scenario and Discussion
12:30 p.m. – 12:45 p.m.	Module 1 Report Back
<b>Module 2: Response</b>	
12:50 p.m. – 1:45 p.m.	Module 2 Scenario and Discussion
1:45 p.m. – 2:00 p.m.	Module 2 Report Back
<b>Module 3: Recovery</b>	
2:05 p.m. – 2:15 p.m.	Module 3 Scenario and Discussion
2:15 p.m. – 2:30 p.m.	Module 3 Report Back
<b>Hotwash, Closing, and Evaluations</b>	
2:30 p.m. – 3:00 p.m.	Hot wash, Closing, and Evaluations

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## INTRODUCTION

### Background

Over the past few years, the Wachusett Regional School District (WRSD) and the public safety departments of the district towns have been meeting on a regular basis to improve cross-disciplinary communication and to develop comprehensive, multi-community/multi-agency protocols and plans to respond to school incidents impacting the safety of the students and faculty in an effort to minimize impact and mitigate the incident. The plan ensures that local, regional and state agencies are included in the emergency response.

In order to confirm that our plans and protocols are effective and dovetail with local and regional planning, the WRSD and Town of Holden will coordinate and run a series of exercises testing the various components of these plans and protocols over the course of the next several years.

This TTX was designed around the realistic scenario of a mass casualty event impacting the regional school requiring a multi-agency/ multi-community response.

### Purpose

The purpose of this exercise is to provide participants with an opportunity to assess their preparedness, response and recovery protocols, plans, and capabilities to the event.

### Scope

The TTX will address the response of the WRHS staff, WRSD, the Town of Holden and participating agencies to an emergency incident involving a school facility. This exercise will focus on improving the current plans and protocols, stakeholder communications, coordination across multiple departments and agencies, and accurate and timely notifications and warnings. The exercise is designed to target WRSD personnel and the participating departments and agencies playing a role in the emergency. The TTX is intended to last approximately three (3) hours and include participants from various departments and communities.

In addition, players will focus on interdisciplinary and interagency coordination both at the local and/or regional levels. Processes and decision making are more important than minute details. Player feedback will be used to update relevant emergency response and incident management plans and procedures.

### Core Capabilities

The National Preparedness Goal of September 2011 has steered the focus of homeland security toward a capabilities-based planning approach. Capabilities-based planning



focuses on planning under uncertainty because the next disaster can never be forecasted with complete accuracy. Therefore, capabilities-based planning takes an all-hazards approach to planning and preparation that builds capabilities that can be applied to a wide variety of incidents. States and urban areas use capabilities-based planning to identify a baseline assessment of their homeland security efforts by comparing their current capabilities against the Core Capabilities. This approach identifies gaps in current capabilities.

The Core Capabilities are essential for the execution of each of the five mission areas: Prevention, Protection, Mitigation, Response, and Recovery. These capabilities provide the foundation for development of the exercise design objectives and scenario.

The purpose of this exercise is to measure and validate performance of these Core Capabilities. The selected Core Capabilities are:

### **Common to All Mission Areas:**

**Planning** - Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.

**Public Information and Warning** - Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken and the assistance being made available.

**Operational Coordination** - Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

### **Response Mission Area:**

Response includes those capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

**Mass Care Services** - Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering to those who have the most need, as well as support for reunifying families.

**Public Health, Healthcare and Emergency Medical Services** - Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.

**Situational Assessment** - Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

**Operational Communications** - Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all



means available, among and between affected communities in the impact area and all response forces.

**Mass Search and Rescue** - Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.

**On Scene Security, Protection and Law Enforcement** - Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

**Fire Management and Suppression** - Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.

**Fatality Management** - Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.

## Exercise Design Objectives

Exercise design objectives focus on improving understanding of a response concept, identifying opportunities or problems, and achieving a change in attitude. This exercise will focus on the following design objectives through the presented scenario:

1. Discuss the readiness of WRHS and participating organizations to respond to a crisis or disaster that requires building evacuation.
2. Clarify gaps or problems with existing policies, protocols and plans.
3. Help administration and staff understand their roles during an emergency.
4. Provide staff a training opportunity.
5. Identify resource needs to respond to the discussed scenario.
6. Improve administration and staff members' familiarity and comfort with existing emergency operations plans for evacuation.
7. Provide timely and accurate public information and warning to the public, including families and the larger community.



8. Discuss the accountability and tracking of evacuated students.
9. Evaluate cross-disciplinary communications.
10. Discuss coordination issues with other agencies.
11. Access first responder agencies in responding to a complex incident.
12. Provide timely information to media.
13. Addressing law enforcement response to a potential act of terrorism.

## Participants

Roles	Responsibilities
Players	Respond to the situation as presented based on their experience, knowledge, and agency plans and procedures.
Facilitators	Provide situational updates and moderate group discussions. Provide additional information or answer questions, as required.
Evaluators	Assess the process and the players' decision-making based on the scenario. Do not interact with players and observers.
Observers	May support players as they develop responses to the situation. However, primary role is to observe the exercise and preparedness process.

## Exercise Structure

The TTX will be a facilitated discussion in which participants will focus on key elements of their departments' or agencies' response.

The exercise will include three modules that will be presented to participants. After each module presentation, participants will be led in a facilitated plenary discussion in which they should formulate and discuss appropriate response issues and exercise objectives.

## Exercise Guidelines

The exercise is intended to be a safe, open, and stress-free environment. The following guidelines apply during the exercise:

- This is not a test.
- Respond using your knowledge of current plans and capabilities and insights derived from your training and knowledge of your jurisdictions' or agency's communications plan during a disaster.



- Your organization's positions or policies do not limit you. Make the best decisions based on the circumstances presented.
- Decisions are not precedent setting and do not necessarily reflect your jurisdiction's or agency's final position on a given issue. This is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is valuable; however, suggestions and recommended actions that will improve planning efforts are even more important.
- Real-world response actions will take priority over exercise discussions.

## Assumptions and Artificialities

- A number of assumptions and artificialities may be necessary to complete the discussion within the time allotted. During the TTX, the following assumptions will apply:
  - The scenario is plausible, and events occur as they are presented.
  - There is no hidden agenda, and there are no trick questions.
  - All players receive information at the same time.
  - Players should assume that all jurisdictions and agencies are implementing their appropriate plans, procedures, and protocols.
  - Players will respond in accordance with existing plans, policies, and procedures. In the absence of appropriate written instructions, players will be expected to apply themselves to satisfy response and recovery requirements.
  - Implementation of disaster response plans, policies, and procedures during the exercise will depict actions that would be expected to occur under actual response conditions and, therefore, will provide a sound basis for evaluation.
  - Actions to direct unit, personnel, or resource deployments will result in simulated movement during the exercise.
  - A real incident of this type and magnitude would require a significant on-scene operational response. For the purpose of this exercise, the simulated incident will serve as a catalyst to plan for and coordinate such a response.

## Evaluation

Evaluation is the cornerstone of exercises; it documents strengths and areas for improvement. The analytical outputs of the evaluation phase are the basis of improvement planning activities. The evaluation process for tabletop exercises includes a formal exercise evaluation, integrated analysis, and drafting of an after action report (AAR)/improvement plan (IP).

The AAR/IP is used to provide feedback to participating entities on their discussions during the exercise. An AAR/IP summarizes exercise events and analyzes discussions identified as important during the planning process. It also evaluates achievement of

the selected exercise objectives. The IP portion of the AAR/IP includes corrective actions for improvement, along with timelines for their implementation and assignment to responsible parties.

To prepare the AAR/IP, exercise evaluators analyze data collected from the exercise, participant feedback forms, and other sources (e.g., plans and procedures) and compare discussions with the intended outcome. AAR/IP conclusions are discussed and validated at an after action conference that occurs several weeks after the exercise is conducted.



## MODULE 1: NOTIFICATION AND ACTIVATION

**Date:** Friday, March 30, 2018 (Tomorrow)

**Time:** 7:30AM

**Location:** 1401 Main Street, Holden, MA

A snowstorm yesterday deposited 8 inches of fresh snow in the area. Maintenance staff is busy moving snow and cleaning all areas around the school

Today's weather has temps in the mid 30's with northeasterly winds of 5-10 mph with steady gusts of 25 mph.

There have been minimal student absentees this day.

Due to a pipe break overnight, a portion of the schools sprinklers have been shut down to allow repairs. Sprinklers in sections D,E and B are currently shut off while repairs are being made.

### 11:45 AM

First lunch period has begun. Estimated number of students in the cafeteria is 535.



### Noontime

Radio chatter over the two-way radio reports some sort of disturbance in the cafeteria.

- Who is notified and who responds to this disturbance?

Further updates from staff at the cafeteria report an altercation between two male students in the cafeteria.

**12:15 PM**

A frantic call over the radios reports a loud noise coming from the science wing. Students are seen frantically running and screaming towards the cafeteria. Some students are heard yelling that there was an explosion, while other are yelling “he’s got a gun, he’s shooting!”

Students in the cafeteria begin to run while some try lying on the floor taking cover under lunch tables.

Classrooms in the vicinity of the incident begin calling into the office reporting the commotion.

## Questions for Discussion

*Review the following questions and discuss your group’s major concerns at this point. Participants are not required to address every question. These questions are intended to serve as a guide for group discussion*

1. What are your first steps?
2. What are the known facts right now?
3. What plans/protocols are implemented at this time?
4. Who is notified? How are the notifications made?
5. At this point, how do you know which students are present today at the high school?  
How do you know which staff are in today?
6. What warning and notification systems are available?
7. How do you control the ensuing chaos?



12:18 PM



An update comes from classroom D118 that there was a loud explosion outside the room in the area of D114 and D116. The teacher states they are sheltered in place with doors closed and locked at this time but can see some thick black smoke with fire in the hallway and can see students on the ground not moving. The teacher can also hear what sounds like fire crackers going off in the hall.

1. What are your first steps?
2. Which classes were in the first floor science labs today when this incident took place? Who is the teacher, what students are present for the day? Provide a class roster.
3. Has the Central Office been notified yet?
4. Given the facts presented at this point, do you shelter in place or evacuate the school?

The Lead Facilitator will direct the out brief by all participants.

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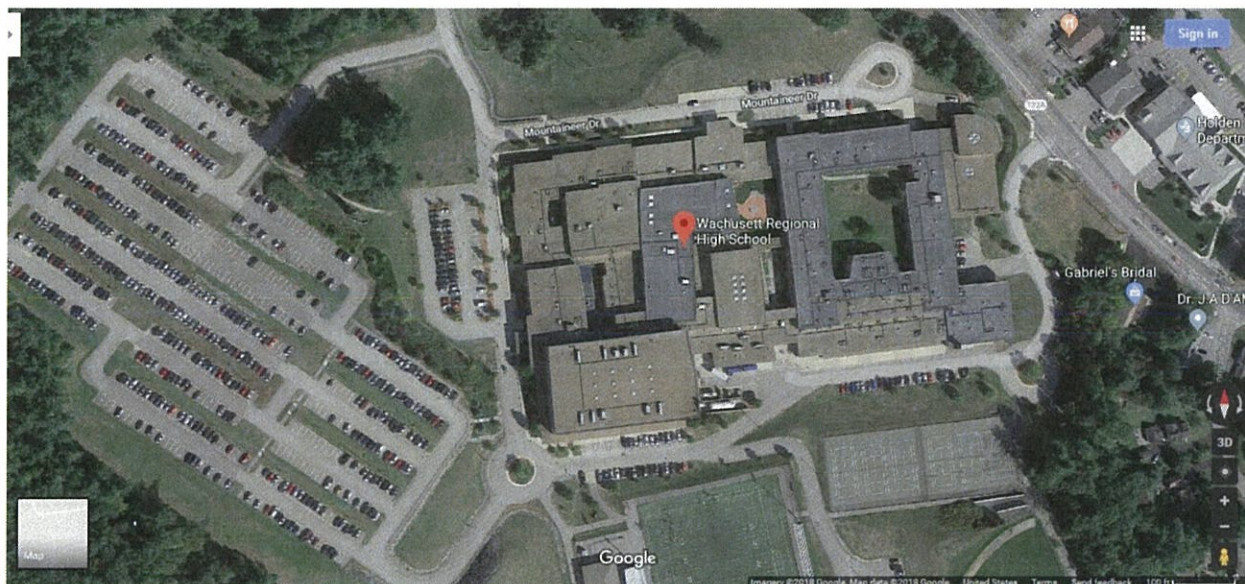


## MODULE 2: RESPONSE

**Date:** March 30, 2018

**Time:** 12:18 PM

**Location:** 1401 Main Street, Holden, MA



### 12:18 PM

Holden Fire and Police Departments are dispatched to the high school for an unknown incident, possibly an explosion or an active shooter. Initial reports were a loud noise was heard, students are hysterical, lots of confusion. The school is going into lockdown.

1. What are the initial steps from police and fire?
2. Where would you stage personnel?
3. Where would you report?
4. Are there any other town departments that are contacted at this point?

### 12:20 PM

First Responders make initial contact with school administration staff.

1. What information should be relayed by the school to fire and police?

2. What actions will be taken at this point by fire and police?

**12:22 PM**

Fire and Police are informed that an explosion took place in the science wing of the first floor in the area of rooms D110, 112, 114, 116 and 118. At the time of the explosion there were classes in session in that section of the school. The principal also advises first responders that they believe this may have been intentional as they received a bomb threat letter as the incident was unfolding.

# SCHOOL MAP

1. What pertinent information should be gathered about this area of the school?
2. How many students are scheduled to be in this science wing at this time of the day?
3. Can the school administration provide a list of teachers and students checked against that day's attendance and late arrivals/dismissals to the Fire/Police?



12:25 PM







There is heavy fire in room D110 which is the chemical storage closet for the science department containing over 100 different chemicals. There is also extension into the adjacent classrooms. In addition, each workstation in room D116 is pre-piped with gas outlets for Bunsen burners. Some students have made their way into D118 for refuge.

Students can be heard crying, moaning and screaming from this section of the school. On initial size-up, several students are found lying motionless in the hallway with heavy black smoke in the classroom corridors.

The note received by the school administration mentions the possibility of several bombs that have been placed throughout the school that will detonate at predetermined intervals. Backpacks can be seen littered throughout the hallways and the cafeteria.

## Questions for Discussion

*Review the following questions and discuss your group's major concerns at this point. Participants are not required to address every question. These questions are intended to serve as a guide for group discussion*

1. What priority action items are you considering at this point? What will your first actions be?
2. Who has a list of the chemicals stored in room D110? Does the facilities manager have this list?
3. Who are your key personnel/staff needed for this incident?
4. Who decides about building evacuation? How will the building be evacuated?
5. What is your method for accountability for students, teachers and staff during and after the evacuation?



6. What challenges may arise when evacuating the building?
7. Where will you evacuate students and staff to?
8. What resources may you need to evacuate the building?
9. How will you coordinate the requests for these resources?
10. What fire, police, EMS and DPW resources are needed to respond to this incident? How will they be requested?
11. Do you implement an Incident Command Systems (ICS) structure? If so, what does it look like (Single IC, Unified Command, public safety only or mix of WRSD and public safety)? What roles are filled and who would fill those roles?
12. Does the town activate its EOC? How will you notify your staff of the decision? What resources do you need in the EOC?
13. How will WRSD communicate with other town departments and private stakeholders to coordinate resources and assistance?
14. What fire and EMS equipment is called for at this time? Where will the fire and EMS apparatus be staged?
15. Where will uninjured students and staff reunite with their families? Who makes the decision of that location? What preparations need to be made to get that location ready? What resources are needed at the Designated Reception Center (DRC)? How will you coordinate these resources?
16. Is traffic detoured off Main Street? If so, how is this decided and implemented? Where are the detours set up? Who is stationed at these detours?
17. Who can search lockers/student bags? What is our protocol for searching the school for a suspicious package or for explosive devices?
18. What information is being relayed to the student's families? What information is being provided to the community at this time? What information is being provided to the news media outlets?
19. How often are messages updated and disseminated? How will consistency in messaging be achievable by all emergency response stakeholders?

## 12:45 PM

Twitter and Facebook feeds are reporting this incident. News media outlets are starting to arrive on scene. In addition, concerned, hysterical parents and family members of staff are beginning to show up on scene.

## Questions for Discussion

*Review the following questions and discuss your group's major concerns at this point. Participants are not required to address every question. These questions are intended to serve as a guide for group discussion*

1. What is the plan to secure the perimeter? Who is involved with this? Who is in charge of this?
2. Where are family members directed to go?
3. Where is the media directed to set-up/go?
4. Who addresses the media inquiries for WRSD and the Town? How is this addressed? Is a joint press release drafted? If so, who is responsible for drafting? How often will reports/updates be given?
5. Is a Joint Information Center (JIC) established? If so, where would the JIC be?
6. Who is designated as the Public Information Officer (PIO) to handle both local and national news inquiries?

### 1:15 PM

Initial fire extinguishment in the effected classrooms has been successfully accomplished with rescue efforts underway. Inside crews report approximately thirty to thirty-five high priority victims that are in the process of being evacuated and twelve deceased victims. Among the twelve, two are believed to be teachers.

## Questions for Discussion

*Review the following questions and discuss your group's major concerns at this point. Participants are not required to address every question. These questions are intended to serve as a guide for group discussion*

1. How are the injured being addressed? Where are they being evacuated to?
2. What are the plans, protocols and/or procedures for handling the deceased at this point? Are there specific school protocols? Does this shift any of the tactical objectives for fire and police?

The Lead Facilitator will direct the outbrief by all participants.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and some very faint, scattered dark spots, possibly dust or minor imperfections in the paper itself. The edges of the paper are slightly irregular.



## MODULE 3: RECOVERY

**Date:** Saturday, March 31, 2018

**Time:** 8:00 AM

**Location:** 1401 Main Street, Holden, MA

### 8:00 AM

A total of thirty-five students and staff were transported to the hospital for treatment, twenty-five were admitted to the hospital, of which five students and one teacher are in the Intensive Care Unit with critical injuries, their long-term prognosis is unknown. Ten students and two teachers were killed.

There is an active police investigation ongoing.

### Questions for Discussion

*Review the following questions and discuss your group's major concerns at this point. Participants are not required to address every question. These questions are intended to serve as a guide for group discussion*

1. What are the next steps for the high-school and the District?
2. What is the plan/protocol for resuming classes? If the school needs to be closed for a prolonged period for the police investigation and clean-up, how are student obligations to be met?
3. What types of support services could be brought in to help the students? What support services are available for first responders?
4. What are the next steps for the town in recovering from this incident?

The Lead Facilitator will direct the outbrief by all participants.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Appendix A: Acronyms

Acronym	Term
AAR	After Action Report
COOP	Continuity of Operations Plan
DHS	U.S. Department of Homeland Security
DOE	Department of Energy
EDT	Exercise Design Team
EEG	Exercise Evaluation Guide
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
FOUO	For Official Use Only
HSEEP	Homeland Security Exercise and Evaluation Program
IC	Incident Command
ICS	Incident Command System
PD	Police Department
POC	Point of Contact
SA	Situational Awareness
SITMAN	Situation Manual
TTX	Tabletop Exercise
UC	Unified Command

## Appendix B: Participant Feedback Form

Please enter your responses in the form field or check box after the appropriate selection.

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Role:**    Player ☐    Facilitator ☐    Observer ☐    Evaluator ☐

### Part I: Recommendations and Corrective Actions

1. Based on the discussions today and the tasks identified, list the top three strengths and top three areas that need improvement.

Strengths:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Areas the Need Improvement:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

2. Identify the action steps that should be taken to address the issues identified above. For each action step, indicate if it is a high, medium, or low priority.

Corrective Action	Priority



3. Describe the corrective actions that relate to your area of responsibility. Who should be assigned responsibility for each corrective action?

Corrective Action	Recommended Assignment

4. List the policies, plans, and procedures that should be reviewed, revised, or developed. Indicate the priority level for each.

Item for Review	Priority

## Part II: Assessment of Exercise Design and Conduct

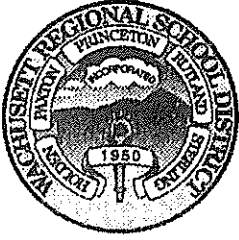
Please rate, on a scale of 1 to 5, your overall assessment of the exercise relative to the statements provided below, with 1 indicating strong disagreement with the statement and 5 indicating strong agreement.

Assessment Factor	Strongly Disagree			Strongly Agree	
The exercise was well structured and organized.	1	2	3	4	5
The exercise scenario was plausible and realistic.	1	2	3	4	5
The multimedia presentation helped the participants understand and become engaged in the scenario.	1	2	3	4	5
The facilitator(s) was knowledgeable about the material, kept the exercise on target, and was sensitive to group dynamics.	1	2	3	4	5
The Situation Manual used during the exercise was a valuable tool throughout the exercise.	1	2	3	4	5
Participation in the exercise was appropriate for someone in my position.	1	2	3	4	5
The participants included the right people in terms of level and mix of disciplines.	1	2	3	4	5



What changes would you make to this exercise? Please provide any recommendations on how this exercise or future exercises could be improved or enhanced.

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

April 2, 2018

Mr. Chris Montiverdi  
Emergency Management Coordinator  
Holden Fire Department  
1370 Main Street  
Holden, MA 01520

Mr. Robert Berlo  
Deputy Superintendent  
Wachusett Regional School District  
1745 Main Street  
Jefferson, MA 01522

Dear Chris and Bob,

I want to thank you both for, once again, taking the time and making the effort to train those who work in our schools and for our towns on best practices for keeping our students, staff, and schools as safe and secure as possible. Last week's Table Top Safety Exercise was extremely informative, informational, interesting, and it was certainly well received by the 50+ participants from the local fire and police departments, the Holden Public Works Department, the Holden Town Hall, the high school administration and staff, District administration, and Central Office staff. The scenario was believable and discussing and talking out the many roles and responsibilities that would be involved if ever we are faced with such an event are lessons well taught and instructions that need to be learned.

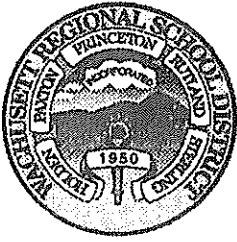
Thank you for planning, organizing, and facilitating the second TTX.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Russ Hall, Chief, Holden Fire Department  
David Armstrong, Chief, Holden Police Department

DM:rlp



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

*Sent electronically*

April 4, 2018

Representative Kimberly Ferguson  
Commonwealth of Massachusetts  
24 Beacon Street  
Statehouse Room 473B  
Boston, MA 02133

Dear Representative Ferguson:

I am writing today to strongly encourage you to vote favorably tomorrow, April 5<sup>th</sup>, on a supplemental budget to address the underfunded Circuit Breaker (CB) account. As you know, Wachusett Regional School District is in a similar position to school districts across the Commonwealth because of the unanticipated shortfall in the CB fund. As districts face the last quarter of the school year, this deficit becomes even more challenging. Therefore, we are urgently asking that you advocate for addressing the shortfall budget as soon as possible. Now that revenues have exceeded expectations, it is the responsible thing to do to allocate the \$36.6 million to the cities and towns who desperately need it in time to finish the school year.

The state-approved funding level of Circuit Breaker (CB) at 65%, as opposed to the 75% level required by law, represents a loss to the Wachusett District of almost \$350,000. CB has been in existence since fiscal year 2004 and has generally been fully funded at or close to 75% of the costs above the threshold each year. The average reimbursement over the past five years was 74.2%. The decision to underfund such a critical revenue source was finalized after the May 2017 Town Meetings in our five Member Towns so an immediate local deficit resulted.

The House Ways and Means Supplemental budget released this week does have \$12.5M in Circuit Breaker funding, as reported on April 3, 2018, by Tracy O'Connell Novick, Field Director Massachusetts Association of School Committee.

Although this is a start, it only addresses 33% of the problem. A fully funded supplemental budget will provide welcome fiscal stability to local government.

## *Wachusett Regional School District*

*As reported in the MMA Newsletter on February 22, 2018 "The governor filed an additional supplemental budget bill last month totaling \$160 million to cover expected funding shortfalls this year in a range of state budget accounts. A number of legislators raised the issue of the shortfall this year in the special education "circuit breaker" program, and the MMA is supporting a supplemental appropriation for this important account for school districts across the Commonwealth. The two supplemental budget bills come at a welcome moment of relative fiscal stability for state government. The forecast for state tax collections this year was revised upward in January by \$157 million to \$26.7 billion. Collections through the end of January were \$810 million above the target for the seven-month mark."*

Representative Ferguson, you have been a stalwart supporter of public education, and especially regional school districts such as Wachusett. This issue impacts every school district in the state. We ask you to advocate for a supplemental budget appropriation of \$36.6 million to fully fund expenses mandated and necessary, as soon as possible.

Thank you for your continued support and advocacy on behalf of the children of Wachusett.

Sincerely,



Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Member Town Administrators  
Joseph Scanlon, Director of Business and Finance

DM:rlp



Attachment 9  
April 6, 2018

Rebecca Petersen <rebecca\_petersen@wrsd.net>

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## Fwd: Circuit breaker update

---

Darryll McCall <darryll\_mccall@wrsd.net>  
To: Rebecca Petersen <rebecca\_petersen@wrsd.net>

Fri, Apr 6, 2018 at 9:13 AM

for my report

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

From: **Schlitzer, Emma (HOU)** <Emma.Schlitzer@mahouse.gov>

Date: Thu, Apr 5, 2018 at 4:42 PM

Subject: Circuit breaker update

To:

Good afternoon,

Rep. Ferguson asked that I reach out to provide you with a circuit breaker funding in the supplemental budget. The information we were receiving regarding the reimbursement rate was changing constantly and last night we received the following update from Representative Benson who had filed the amendment:

*I wanted to provide you with an update regarding the line item and to let you know with this new information I did not file an amendment, but will be wholeheartedly supporting the great work by Chairman Sanchez and Speaker DeLeo in this supplemental budget. The DESE just audited the reimbursement levels for FY18 and based on those findings, the current reimbursement level for this current year is up to 68.1%. By adding the additional \$12.5M in the supplemental budget, that reimbursement rate will be up to 72% for the current fiscal year, and could reach even higher depending on the spend out level for the \$5M Extraordinary Relief Set Aside.*

Based on this information representatives were informed no amendments regarding circuit breaker would be considered. However, Rep. Ferguson still co-sponsored Rep. Hill's amendment to increase the amount and has had conversations with the Chairs of the House Committee on Ways and Means and the Committee on Education about its importance. If need be there will be future supplemental budgets before the close of the fiscal year which will be another opportunity increase the amount. Please let me know if you have any questions – thank you.

Best,

Emma

**Emma Schlitzer**

Legislative Director

Representative Kimberly N. Ferguson

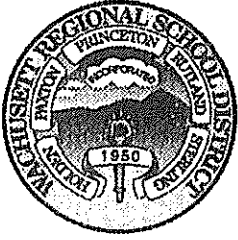
First Worcester District

State House, Room 473B

Boston, MA 02133

(617) 722-2263 ext. 3

April 6, 2018



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

April 3, 2018

Mr. George A. Balko, III, Moderator  
Town of Holden  
1196 Main Street  
Holden, MA 01520

Dear Mr. Balko:

RE: Holden Annual Town Meeting

I will be attending Holden's May 21<sup>st</sup> Annual Town Meeting to represent the Wachusett Regional School District.

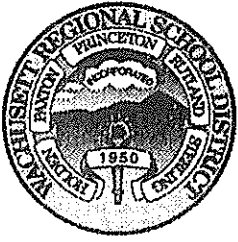
Should you have questions, please feel free to contact my office.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Peter Lukes, Holden Town Manager  
Dale Hickey, Holden Town Clerk

DM:rlp



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

April 3, 2018

Mr. Roger Brunelle, Moderator  
Town of Paxton  
697 Pleasant Street  
Paxton, MA 01612

Dear Mr. Brunelle:

RE: Paxton Annual Town Meeting

Deputy Superintendent Robert Berlo and Director of Business and Finance Joseph Scanlon will be attending Paxton's May 7<sup>th</sup> Annual Town Meeting to represent the Wachusett Regional School District.

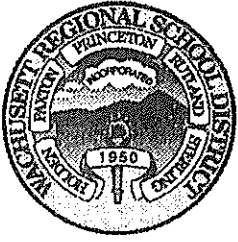
Should you have questions, please feel free to contact my office.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Carol Riches, Paxton Town Administrator  
Susan Stone, Paxton Town Clerk  
Robert Berlo, Deputy Superintendent  
Joseph Scanlon, Director of Business and Finance

DM:rip



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

April 3, 2018

Mr. Harry A. Pape, Moderator  
Town of Princeton  
6 Town Hall Drive  
Princeton, MA 01541

Dear Mr. Pape:

RE: Princeton Annual Town Meeting

I will be attending Princeton's May 15<sup>th</sup> Annual Town Meeting to represent the Wachusett Regional School District.

Should you have questions, please feel free to contact my office.

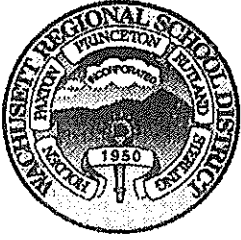
Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Nina Nazarian, Princeton Town Administrator  
Lynne Grettum, Princeton Town Clerk

DM:rlp





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

April 3, 2018

Mr. Randy Jordan, Moderator  
Town of Rutland  
250 Main Street  
Rutland, MA 01543

Dear Mr. Jordan:

RE: Rutland Annual Town Meeting

I will be attending Rutland's May 12<sup>th</sup> Annual Town Meeting to represent the Wachusett Regional School District.

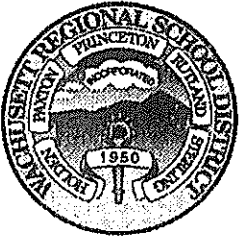
Should you have questions, please feel free to contact my office.

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Margaret Nartowicz, Rutland Town Administrator  
Anita Carlson, Rutland Town Clerk

DM:rlp



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

April 3, 2018

Mr. Amrith Kumar, Moderator  
Town of Sterling  
One Park Street  
Sterling, MA 01564

Dear Mr. Kumar:

RE: Sterling Annual Town Meeting

I will be attending Sterling's May 7<sup>th</sup> Annual Town Meeting to represent the Wachusett Regional School District.

Should you have further questions, please feel free to contact my office.

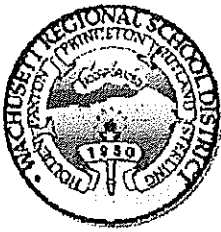
Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

cc: Wachusett Regional School District Committee  
Ross Perry, Sterling Town Administrator  
Denise MacAloney, Interim Town Clerk

DM:rlp

April 6, 2018



## *Wachusett Regional School District*

*Holden, Paxton, Princeton, Rutland, Sterling*

*Office of the Treasurer*

March 30, 2018

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

RE: Fourth Payment Assessment Billing Notice – FY18

Dear Ms. Tuttle:

In accordance with the Wachusett Regional School District Regional Agreement, the receipt of the Town of Rutland's fourth of four installment payments of the FY18 assessment is due May 1, 2018. The amount of the payment is \$2,876,968.00.

Payment is to be made by bank wire transfer to the EASTERN BANK account #10170363, ABA routing #011301798.

Pursuant to the Wachusett Regional School District Policy 4211, please notify me within 10 days of the date of this letter if there is an inability to make payment on time.

If you have any questions or comments, please contact me at (978) 464-2105.

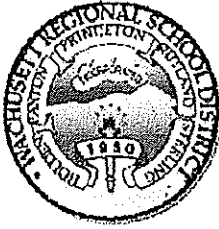
Sincerely,

James J. Dunbar  
Treasurer

cc: Darryll McCall, Ed. D., Superintendent of Schools  
Joseph Scanlon, Director of Business & Finance  
Michelle White, Finance Manager

**Jefferson School**

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



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

*Office of the Treasurer*

March 30, 2018

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

RE: Fourth Payment Assessment Billing Notice – FY18

Dear Ms. Smith:

In accordance with the Wachusett Regional School District Regional Agreement, the receipt of the Town of Sterling's fourth of four installment payments of the FY18 assessment is due May 1, 2018. The amount of the payment is \$2,810,604.00.

Payment is to be made by bank wire transfer to the EASTERN BANK account #10170363, ABA routing #011301798.

Pursuant to the Wachusett Regional School District Policy 4211, please notify me within 10 days of the date of this letter if there is an inability to make payment on time.

If you have any questions or comments, please contact me at (978) 464-2105.

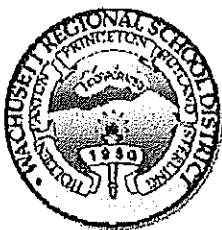
Sincerely,

James J. Dunbar  
Treasurer

cc: Darryll McCall, Ed. D., Superintendent of Schools  
Joseph Scanlon, Director of Business & Finance  
Michelle White, Finance Manager

**Jefferson School**

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



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

*Office of the Treasurer*

March 30, 2018

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

RE: Fourth Payment Assessment Billing Notice – FY18

Dear Ms. Lowder:

In accordance with the Wachusett Regional School District Regional Agreement, the receipt of the Town of Holden's fourth of four installment payments of the FY18 assessment is due May 1, 2018. The amount of the payment is \$6,547,202.00.

Payment is to be made by bank wire transfer to the EASTERN BANK account #10170363, ABA routing #011301798.

Pursuant to the Wachusett Regional School District Policy 4211, please notify me within 10 days of the date of this letter if there is an inability to make payment on time.

If you have any questions or comments, please contact me at (978) 464-2105.

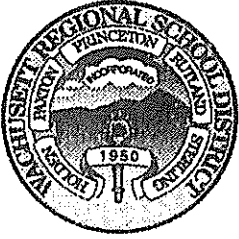
Sincerely,

James J. Dunbar  
Treasurer

cc: Darryll McCall, Ed. D., Superintendent of Schools  
Joseph Scanlon, Director of Business & Finance  
Michelle White, Finance Manager

**Jefferson School**

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



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

March 27, 2018

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

Dear Ms. Brown:

As the regular meeting of the Wachusett Regional School District Committee held on Monday, March 26, 2018, the full Committee reviewed Policy 6613.2 Policy Relating to Pupil Services Athletic Concussion Policy, dated 3/12/18. Upon review of the existing policy, the School Committee **affirms** Policy 6613.2 accurately reflects the position of the Wachusett Regional School District relating to concussion protocols.

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

Sincerely,

Darryll McCall, Ed.D.  
Superintendent of Schools

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

Enc.  
DM.rtp

**POLICY RELATING TO PUPIL SERVICES**

**ATHLETIC HEAD INJURY AND CONCUSSION POLICY**

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

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

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

First Reading: 02/13/12

Second Reading: 02/27/12

Amendment First Reading: 02/22/16

Amendment Second Reading: 03/14/16

Amendment First Reading: 02/12/18

Amendment Second Reading: 03/12/18

WRSDC Policy 6613.2

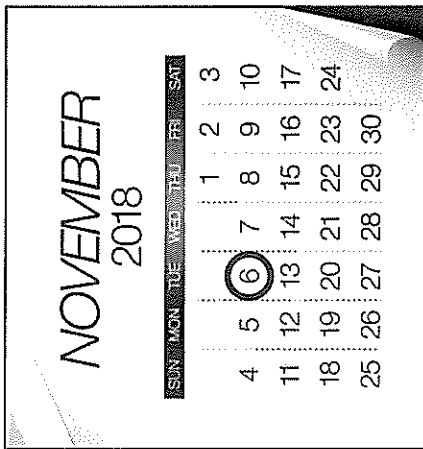


## MASC's DAY ON THE HILL 2018

program will prepare you to meet the questions and challenges of the coming months and give you the tools and background to make sure your legislators understand the funding cliff that school districts are balancing on.

Join your colleagues, your legislators, your students, MA Budget and Policy Director Noah Berger and the state's gubernatorial candidates (invited): Jay Gonzales; Robert Massie; Setti Warren and Charlie Baker in a discussion of these issues and their vision for the future of public education in the Commonwealth.

○ Election Day



## REGISTER NOW:

**Wednesday, April 25, 2018**

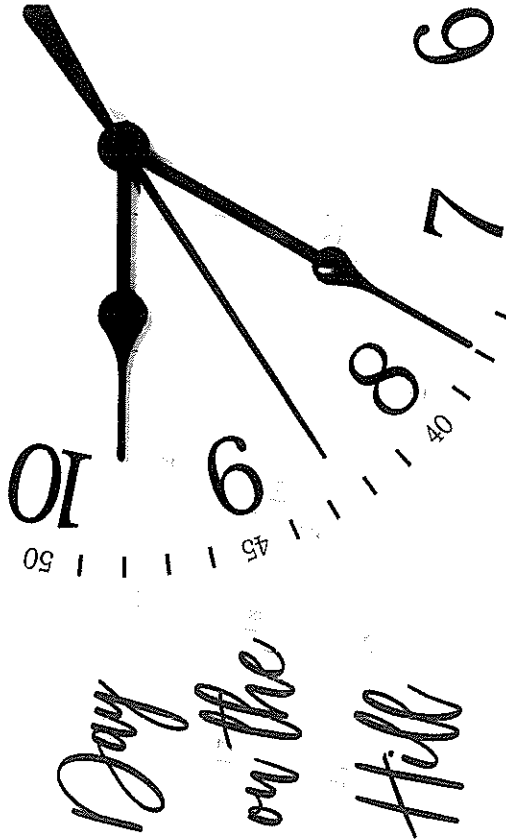
**Program: 8:30-11:30am**  
**Grand Lodge of Masons\***  
 186 Tremont St., Boston

**Lunch/Legislative Visits: 12:00-2:00pm**  
**The State House, Boston**

Lunch prepared and catered by MA vocational school students.

*\*Gardner Auditorium is unavailable to use again this year due to ongoing State House renovations.*

## MA Association of School Committee



## Education Reform: The Next 25 Years-Months

**Wednesday, April 25, 2018**

Grand Lodge of Masons, 186 Tremont St., Boston

### Lunch/Legislative Visits

The State House, Boston.

Lunch prepared and catered by MA vocational students.

This spring, as Massachusetts celebrates the many accomplishments of the past 25 years of education reform, school leaders are also focusing on a much shorter time frame: the next 12-25 months. School budgets continue to exceed the state's foundation budget formula and an increasing number of districts find themselves unable to make up the difference



2018	January	February	March	April	May	June	July	August	September	October	November	December
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# 2020 PROGRAM: 8:30-11:30AM LUNCH/LEGISLATIVE VISITS: 12:00-2:00PM

Across the Commonwealth, the funding gap that the 1993 Reform Act was designed to close has been torn open, increasing the inequities between communities that can sustain quality education programs despite rising health and pension costs and the unanticipated expenses of providing education and support services to growing numbers of students in need and communities that can't. Special education and regional transportation budgets have also been devastated over the past few years as state funding has failed to keep pace with the cost of services. And this fall, new accountability and assessment requirements will add to districts' financial and administrative burden.

## THE TIME TO RECALIBRATE THE FUNDING FORMULA IS NOW!

In the coming weeks, as state legislators debate the 2019 budget, the voice of school leaders, administrators, educators and students needs to be heard, insisting that action be taken. With the range of funding challenges that districts are confronting, it is that much more critical that legislators and other key decision/policy makers understand these challenges and commit to supporting education as a funding priority.

WEDNESDAY APRIL 25TH REGISTER NOW!

### Education Reform in Massachusetts

1993  
McDuffy v. Secretary of Education

Education is a constitutional right

It is the state's responsibility

The McDuffy case prompted the state legislature to pass the 1993 Massachusetts Education Reform Act.

More than two years ago, the Commission assigned to review the School Foundation Budget reported that the formula established 25 years ago was now grossly inadequate to meet the costs of education in the 21st century. Two years later, the legislature has yet to address the formula.

This November, Massachusetts voters will be voting on issues that could significantly impact public education dollars: a petition to lower the sales tax; a petition to raise the tax rate on the state's highest earners; and the gubernatorial election. The ballot initiatives in particular will face considerable challenges, but we know from the charter school "Question 2" initiative in 2016, school leader voices can triumph even over large (dark) monied interests.

*And if this weren't enough, those who would continue to privatize public schools are still at it, attempting to tie school funding to willingness to allow external profiteers to take over school management without local consent.*

# Summary of the Conflict of Interest Law for Municipal Employees

Attachment 14

April 6, 2018

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

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

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

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

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

## II. On-the-job restrictions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### III. After-hours restrictions.

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If 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 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 commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

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

\* \* \* \* \*

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

Version 4: Revised November 24, 2010

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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**

***Audit Advisory Board***

Tuesday, December 19, 2017  
6:30 PM

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

In Attendance: Charles Witkes, Chair, Benjamin Mitchel, Vice-chair, Ezequiel Ayala, Jon Fudeman, Daniel Haynes, James Robinson

Administration: Joseph Scanlon

Others: Robert Lynch, Lynch, Malloy, Marini  
George Gillmore, Lynch, Malloy, Marini

I. Call to Order

AAB Chair Witkes called the meeting to order at 6:32 PM. He welcomed new members Ezequiel Ayala from Sterling and Daniel Haynes, representing Rutland, and he introduced School Committee Member Mitchel, who will serve as Vice-chair of the Audit Advisory Board.

II. Approval of Minutes of Meeting of August 14, 2017

Motion: To approve the minutes of the August 14, 2017 meeting of the Audit Advisory Board.

(J. Robinson)  
(B. Mitchel)

The minutes were approved by consensus, with Members Ayala and Haynes abstaining.

III. Meet with District Auditors and Review FY17 Audit Schedule

AAB Chair Witkes introduced Representatives of District Auditors Lynch, Malloy, Marini LLP Rob Lynch and George Gillmore. Draft FY17 audit summary and findings were discussed.

IV. OPEB 2017 Update Report

Discussed.

V. Auditors RFP

Performances and services by current auditors, Lynch Malloy Marini, discussed.  
The RFP (Request for Proposal) for Audit Services was reviewed and discussed.

Motion: To support the Request for Proposal for Audit Services and to forward  
recommendation for approval to the Business/Finance Subcommittee. .

(B. Mitchel)

(J. Robinson)

Vote:

*In favor:*

Charles Witkes  
Benjamin Mitchel  
Ezequiel Ayala  
Jon Fudeman  
Daniel Haynes  
James Robinson

*Opposed:*

None

The motion passed unanimously.

VI. New Business

There was no new business brought before the AAB.

VII. Old Business

There was no old business brought before the AAB.

VIII. Adjournment

Motion: To adjourn.

(J. Robinson)

(B. Mitchel)

The motion passed unanimously.

The meeting adjourned at 8:00 PM.

Respectfully submitted,

Charles Witkes, Chair  
Audit Advisory Board  
CW:rlp

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

MINUTES

Management Subcommittee

Monday, February 5, 2018  
6:00 PM

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

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

Absent: Michael Dennis

Administration: Darryll McCall

I. Call to Order

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

II. Public Session

There were no members of the public in attendance.

III. Approval of Minutes

Motion: To approve the minutes of the January 2, 2018 meeting.  
(S. Hitchcock)  
(C. Smith)

The minutes were approved by consensus.

Motion: To approve the minutes of the January 2, 2018 executive session, to be released.

(S. Hitchcock)  
(C. Smith)

Roll call vote:

*In favor:*  
Kenneth Mills  
Christina Smith



Susan Hitchcock

*Opposed:*  
None

The motion passed unanimously.

#### IV. Subcommittee Reports

Management Subcommittee Chair Mills began the discussion around the budget. Superintendent McCall also shared information pertaining to the presentation on the FY19 budget that will be made at the February 12, 2018 Annual Budget Hearing.

Superintendent Goals and Evaluation Subcommittee Chair Mills reported this subcommittee is scheduled to meet Wednesday, February 28, 2018, at 6:30 PM.

Education Subcommittee Chair Smith reported this subcommittee continues to meet on a regular basis and it is still working through and addressing many agenda topics.

Legal Affairs Subcommittee Chair Hitchcock reported this subcommittee will meet at 6:00 PM on Monday, February 12, 2018. This subcommittee will meet in executive session in preparation for a special meeting of the School Committee, scheduled for 6:30 PM on Monday, February 12, 2018, at which time the full Committee will brought up-to-date on contract negotiations with the bargaining units. Subcommittee Chair Hitchcock reported that negotiations sessions are scheduled with the ABA PA bargaining unit on Wednesday, February 7, 2018, at 4:00 PM and with the Paraprofessional bargaining unit on Thursday, February 8, 2018, at 4:00 PM.

Business/Finance Subcommittee Chair Dennis was not in attendance.

#### V. Supervision of Director of Business and Finance

Chair Mills discussed the concept of who oversees the Director of Business and Finance. It was agreed this topic will be kept on the agenda for future meeting(s) of the Management Subcommittee.

#### VI. Update on Late Buses

Superintendent McCall gave a brief overview of the late bus pilot.

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

Deferred.

VIII. District Indicators

Deferred.

IX. Presentations to the School Committee

Superintendent McCall will invite Guidance Department Head Jon Krol to address the School Committee at the March 26, 2018 regular School Committee meeting, to provide an overview of SEL (Social Emotional Learning) needs across the District and the SOS (Signs of Suicide) program.

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

There was discussion about creating a video (with the help of Holden Cable TV) about the budget, in preparation for the May Annual Town Meetings. Superintendent McCall and Chair Mills will work on a script for such a presentation.

XI. 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*

Deferred.

XII. New Business

Food allergies and the high school cafeteria

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

(S. Hitchcock)  
(C. Smith)

Roll call vote:

*In favor:*

Kenneth Mills  
Christina Smith  
Susan Hitchcock

*Opposed:*

None

The motion passed unanimously.

XIV. Adjournment

The subcommittee adjourned to executive session at 7:05 PM.

Respectfully submitted,

Darryll McCall, Ed.D.  
Superintendent of Schools

DM:rlp

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

March 27, 2018

Mr. Jon Krol  
Guidance Department Head  
Wachusett Regional High School  
1401 Main Street  
Holden, MA 01520

Dear Mr. Krol:

On behalf of the WRSDC, please accept my thanks for addressing the School Committee at last evening's regular meeting, providing members with an overview of what the WRHS Guidance Department is doing to support students and to address social-emotional challenges some students face. Your dedication and the efforts you put into supporting our students is much appreciated.

Sincerely yours,



Kenneth Mills, Chair  
Wachusett Regional School District Committee

cc: Wachusett Regional School District Committee  
Darryll McCall, Superintendent of Schools  
William Beando, Principal, WRHS

KM:rlp