

The following items will be discussed at the meeting of the Standing Committee on Governance and Employee Issues to be held on Tuesday, April 2 at 5:00 p.m. in Room 410 at the Durkin Administration Building:

gb #6-271 - Mr. Monfredo/Mr. O'Connell/Ms. Colorio/Miss McCullough/Miss Biancheria/Mayor Petty (July 21, 2016)

Request that the Administration consider including training in the Heimlich maneuver as part of the Compression CPR Program and review the Heimlich Heroes Program, which was created by Deaconess Associations, Inc. (DAI) with the support from the Heimlich Institute, for possible implementation in the Worcester Public Schools.

gb #7-107 - Mr. O'Connell/Mr. Foley/Ms. Colorio/Mr. Monfredo (March 10, 2017)

To review, and to make recommendations as appropriate, as to the Federal FY18 Budget submitted by the President, as it relates to funding of the US Department of Education and its grants and programs.

gb #7-119 - Mr. Monfredo/Mr. Foley/Ms. Colorio/Mr. O'Connell (March 20, 2017)

Request that the School Committee forward letters to the Congressional Delegation in opposition to the President's Budget for Education and its impact on the school district and further request that the MASC consider organizing all districts in Massachusetts to oppose these cuts and voice opposition to the Massachusetts Delegation.

gb #8-123.4 - Administration/Miss Biancheria/Mr. O'Connell (August 28, 2018)

Responses of the Administration to the motions to:

- study the feasibility of combining all monies for snow removal into one account -500-97201 Maintenance Salaries Overtime
- make as a priority the restoration of the tutors, if funds are received from the state – 500-91134 Educational Support Services
- provide a report on the grant funded positions and the State funded positions in line B. Teaching and Learning Division on page 164 of the Budget Book -500-91110 Administration Salaries
- provide a report on the number of Maintenance Service positions for the last 3 years and compare them with those in FY19 -500-91120 Maintenance Service Salaries
- provide a report regarding the current deployment of security guards in the Worcester Public Schools - 500130-96000 Personal Services (Non Salary)

gb #8-154 - Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/Miss McCullough/Mr. Monfredo(May 1, 2018)

To establish an English Learner Parent Advisory Council, in compliance with Section 56 of Chapter 138 of the Acts of 2017 ("An Act Relative to Language Opportunity for our Kids").

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gb #8-285 - Mr. Foley/Mr. Comparetto/Miss McCullough/Mr. O'Connell
(September 25, 2018)

Request that the Administration consider the implications of excessive heat and humidity upon the learning environment in the classrooms and the schools without air conditioning and the adverse conditions for students, teachers and staff. The Administration should develop a policy to be followed when the city has experienced consecutive days of excessive heat and humidity and the conditions in many of the schools are intolerable.

gb #8-311.1 - Administration/Miss Biancheria/Mr. Comparetto/Miss McCullough/
Mr. Monfredo/Mr. O'Connell (January 16, 2019)

Response of the Administration to the request to provide a report on the In Force Technology (IFT) 911 Software program that allows teachers and other staff members to contact 911 directly in case of emergency.

gb #8-322 - Miss McCullough/Mr. Comparetto/Mr. Monfredo/Mr. O'Connell/ Miss
Biancheria (October 15, 2018)

Request that the Administration consider the feasibility of developing a policy regarding the amount of time for lunches, especially at the elementary level.

gb #8-323 - Miss McCullough/Mr. Comparetto/Mr. Monfredo/Mr. O'Connell/ Miss
Biancheria (October 15, 2018)

Request that the Administration review IT policies regarding password creation and information that is shared both within the system and outside the Worcester Public Schools to insure it is utilizing appropriate safety and security measures.

gb #8-324 - Miss McCullough/Mr. Comparetto/Mr. Monfredo/Mr. O'Connell/ Miss
Biancheria (October 16, 2018)

To review the Worcester Public Schools Recess Policy to insure that it is being adhered to districtwide.

gb #9-58 - Mr. O'Connell/Miss Biancheria/Mr. Foley/Miss McCullough/Mr. Monfredo
(February 12, 2019)

To vote to support H.R. 141, the Social Security Fairness Act of 2019, "to amend Title II of the Social Security Act to repeal the government pension offset and windfall elimination provisions."

Committee Members

John F. Monfredo, Chairman
Dianna L. Biancheria, Vice-Chairman
John L. Foley

Administrative
Representative

Jennifer Boulais
Helen A. Friel, Ed.D.

OFFICE OF THE
CLERK OF THE SCHOOL COMMITTEE
WORCESTER PUBLIC SCHOOLS
20 IRVING STREET
WORCESTER, MA 01609

AGENDA #1

The Standing Committee on GOVERNANCE AND EMPLOYEE ISSUES will hold a meeting:

on: Tuesday, April 2, 2019
at: 5:00 p.m.
in: Room 410, Durkin Administration Building

ORDER OF BUSINESS

- I. CALL TO ORDER
- II. ROLL CALL
- III. GENERAL BUSINESS

gb #6-271 - Mr. Monfredo/Mr. O'Connell/Ms. Colorio/Miss McCullough/
Miss Biancheria/Mayor Petty (July 21, 2016)

Request that the Administration consider including training in the Heimlich maneuver as part of the Compression CPR Program and review the Heimlich Heroes Program, which was created by Deaconess Associations, Inc. (DAI) with the support from the Heimlich Institute, for possible implementation in the Worcester Public Schools.

c&p #7-2 - Clerk (April 6, 2017)

To consider a petition from a citizen regarding a request to hold public hearings on the impact of standardized testing on students in the Worcester Public Schools.

gb #7-107 - Mr. O'Connell/Mr. Foley/Ms. Colorio/Mr. Monfredo (March 10, 2017)

To review, and to make recommendations as appropriate, as to the Federal FY18 Budget submitted by the President, as it relates to funding of the US Department of Education and its grants and programs.

gb #7-119 - Mr. Monfredo/Mr. Foley/Ms. Colorio/Mr. O'Connell (March 20, 2017)

Request that the School Committee forward letters to the Congressional Delegation in opposition to the President's Budget for Education and its impact on the school district and further request that the MASC consider organizing all districts in Massachusetts to oppose these cuts and voice opposition to the Massachusetts Delegation.

gb #8-74 - Mr. O'Connell/Mr. Monfredo/Miss Biancheria/Miss McCullough (February 14, 2018)

To formulate a policy, and appropriate protocols and guidelines, as to initiation of procedures in Juvenile Court under the "Children Requiring Assistance" statute (Massachusetts General Laws Chapter 119, Sections 21 and 39E – 39I), in light of the decision of the Supreme Judicial Court in Millis Public Schools v. M.P. et al (SJC-12384, February 6, 2018).

gb #8-123.4 - Administration/Miss Biancheria/Mr. O'Connell (August 28, 2018)

Responses of the Administration to the motions to:

- study the feasibility of combining all monies for snow removal into one account -500-97201 Maintenance Salaries Overtime
- make as a priority the restoration of the tutors, if funds are received from the state – 500-91134 Educational Support Services
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-500-91110 Administration Salaries
- provide a report on the number of Maintenance Service positions for the last 3 years and compare them with those in FY19 -500-91120 Maintenance Service Salaries
- provide a report regarding the current deployment of security guards in the Worcester Public Schools - 500130-96000 Personal Services (Non Salary)

gb #8-153.2 - Administration/Administration (June 11, 2018)

To discuss the proposed Strategic Plan.

gb #8-154 - Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/Miss McCullough/Mr. Monfredo(May 1, 2018)

To establish an English Learner Parent Advisory Council, in compliance with Section 56 of Chapter 138 of the Acts of 2017 ("An Act Relative to Language Opportunity for our Kids").

gb #8-174 - Miss McCullough/Miss Biancheria/Mr. Foley/Mr. Monfredo (May 15, 2018)

Request that the Administration review the overall Dress Code Policy and update it, if appropriate.

gb #8-204 - Mr. Comparetto/Miss McCullough/Mr. Monfredo (June 13, 2018)

Request that the Administration consider creating a Development Specialist position to help raise much needed funding for the Worcester Public Schools.

gb #8-285 - Mr. Foley/Mr. Comparetto/Miss McCullough/Mr. O'Connell (September 25, 2018)

Request that the Administration consider the implications of excessive heat and humidity upon the learning environment in the classrooms and the schools without air conditioning and the adverse conditions for students, teachers and staff. The Administration should develop a policy to be followed when the city has experienced consecutive days of excessive heat and humidity and the conditions in many of the schools are intolerable.

gb #8-301.1 - Administration/Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Mr. Foley/Miss McCullough/Mr. Monfredo (October 23, 2018)

Response of the Administration to the request to provide an update on the education plan approval process for homeschooled children and specify when the process will be completed for the current academic year, including an update on plans to expedite the process to assure its rapid and efficient completion for 2019-20.

gb #8-311.1 - Administration/Miss Biancheria/Mr. Comparetto/Miss McCullough/Mr. Monfredo/Mr. O'Connell (January 16, 2019)

Response of the Administration to the request to provide a report on the In Force Technology (IFT) 911 Software program that allows teachers and other staff members to contact 911 directly in case of emergency.

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gb #8-324 - Miss McCullough/Mr. Comparetto/Mr. Monfredo/Mr. O'Connell/Miss Biancheria (October 16, 2018)

To review the Worcester Public Schools Recess Policy to insure that it is being adhered to districtwide.

gb #8-351 - Administration (November 19, 2018)

To amend the Policy Manual by deleting IHBG - Home Schooling Policy and replacing it with the Home Schooling Policy as contained in the Student Handbook.

gb #9-39 - Administration (January 25, 2019)

To consider approval of the 2019-20 Student Handbook of the Worcester Public Schools.

gb #9-42 - Mr. O'Connell/Miss Biancheria/Mr. Comparetto/Miss McCullough/Mr. Monfredo (January 30, 2019)

To establish a practice and procedure for expeditious compliance with School Committee Policy GCA ("All professional staff positions in the school system will be created initially by the Superintendent and approved by the School Committee.")

gb #9-58 - Mr. O'Connell/Miss Biancheria/Mr. Foley/Miss McCullough/Mr. Monfredo (February 12, 2019)

To vote to support H.R. 141, the Social Security Fairness Act of 2019, "to amend Title II of the Social Security Act to repeal the government pension offset and windfall elimination provisions."

gb #9-62 - Mr. Comparetto/Mr. Foley/Miss McCullough (February 13, 2019)

Request that the Administration consider changes to the Student Handbook regarding headwear.

gb #9-71 - Mr. Monfredo/Miss Biancheria/Mr. Foley/Miss McCullough (February 19, 2019)

Request that the Administration seek input by April 2, 2019 from secondary principals regarding changes to the cell phone policy.

gb #9-99 - Mr. Comparetto/Mr. O'Connell (March 13, 2019)

Request that the Administration review the action taken by the Massachusetts Department of Environmental Protection against White & Brite Cleaners in Worcester and take necessary precautions to ensure that the students and staff at Gates Lane School are safe from exposure to contaminants.

gb #9-109 - Mr. Comparetto (March 13, 2019)

Request that the Administration consider hiring a consultant to study racial equity in the Worcester Public Schools.

V. ADJOURNMENT

Helen A. Friel, Ed.D.
Clerk of the School Committee

Motion:

Request that the Administration approve implementation of the Heimlich Heroes Program and provide a report on its success at the various grade levels.

Response:

The Physical Education teachers were trained on Heimlich Heroes. The department purchased, through donations, 10 Heimlich Heroes dolls for teachers to share and workbooks for every student in grades 2-3 to use and keep. Every student in grades 2-3 received training from the PE teachers but some PE teachers taught it to more grades but it is meant primarily for grades 2-3.

We had one school that had a community Heimlich Heroes Day at City View School where 5th graders taught some community members the Heimlich maneuver with the Heimlich Heroes dolls.

Snow Removal Costs

The district funds snow removal costs through the Custodian Salaries, Custodian Overtime, Maintenance Service Salaries, and Maintenance Service Overtime Accounts. When snow removal occurs during the normal workday, the district does not maintain the costs associated with snow removal. However, the district does track snow removal costs when occurred on an overtime basis.

Total Overtime Cost of Snow Removal by Custodians and Maintenance Services Salaries during FY18:

Custodians:	\$ 84,545
Maintenance Services:	<u>\$ 42,171</u>
Total	\$126,716

This overtime also includes overnight sanding/salting operations that occurs nightly during the late winter / early thaw-freeze cycles.

The FY19 State Budget was finalized in mid-July. The final state budget used the Senate version of Chapter 70 resulting an additional \$3.4 million more than the amount that was adopted in June (based on the House budget amounts).

This level of Chapter 70 funding included the funding of ELL students as an increment (like the funding for economically disadvantaged students) rather than a base-funding amount. This increment is (or closely similar to) one of the four major recommendations that has been included in the Foundation Budget Review Commission (FBRC) final report. The remainder of the FBRC recommendations (health insurance, special education, low income) were not acted upon in the current legislative session.

Based on the level of added funding, and as provided by recommendation to the School Committee in June, the Administration has allocated funds to provide for the following:

Restore Elementary Tutors to FY18 Level:	\$ 500,000
12 Class Size Reduction Teachers	\$ 900,000
5 School Adjustment Counselors / Wrap-Around Coordinators	\$ 375,000
4 Secondary Teachers	\$ 300,000
1 Secondary Assistant Principal (Worcester East Middle)	\$ 100,000
1 Student and School Performance Analyst	\$ 75,000
15 High School Teachers for Enrichment Classes	<u>\$1,125,000</u>
Total	\$3,375,000

The addition of elementary tutors (restoring to FY18 level) and the 12 class size reduction teachers would reduce projected elementary class size from 22.1 to approximately 21.6 and eliminate or provide support to all classes above 27 students (where space prevents further reduction of class size).

The addition of 5 School Adjustment Counselors or Wrap Around Coordinators addresses some of the 13 positions that were requested by building principals during the FY19 budget development process.

The 4 secondary teachers provide immediate course offerings or school support that were unable to be provided during the FY19 budget process: 1/Art Teacher at North High, 1/Diesel Instructor at South High, 1/Community Service Teacher at South High, and 1/Animal Sciences Teacher at Worcester Technical High School. In the previous report, the Administration was recommending 1/MCAS Specialist at Claremont Academy. The district has since been able to add this position to the school after a reallocation of existing teachers at the school.

The enrollment of Worcester East Middle has increased from less than 600 students in 2010 to more than 800 students in the current year; and the enrollment is expected to remain at this level over the next four years. The WEMS enrollment is approaching and consistent with Sullivan Middle (866 students) and Forest Grove Middle (979 students). The Administration recommends that for effective school management and safety, an additional Assistant Principal should be added with these funds.

A vacant testing specialist position was reallocated within the FY19 budget to an electrician for school safety projects. This reallocation was necessary at the time in order to balance the budget. After further consideration, this position (renamed School and Student Performance Analyst to better align with the department's name change) is necessary to provide test administration support and data analysis for schools.

The Administration has identified a priority to reduce the number of instances that students are scheduled in "study halls" rather than in credit bearing courses during the school day. In 2017-18 school year, there were as many as 1,990 instances of "study hall" periods in all of the high schools (combined). In a perfect setting, the addition of 14 high school teachers would provide credit bearing course opportunities for 1,750 students, nearly all of the number of study hall periods this year.

The teachers have been assigned as follows:

School	Teachers to Add	Maximum* Students that Could Take an Additional Course
Doherty High	5	625
South High	6	750
North High	2	250
Burncoat High	2	250

*Maximum students that could take an additional course is based on 125 students contractual limit for each teacher

However, due to actual scheduling issues, it is likely that an additional 6-8 teachers would be needed to eliminate all study hall periods in all high schools in FY20.

The actual final adjustments to the WPS budget (to reflect this additional Chapter 70 money) will be done at the time the city completes the tax rate setting process later in the fall. At that time, the Administration will then submit these budget adjustments to the School Committee reflecting these aforementioned recommendations. Most importantly, with concurrence with City Manager Augustus, we will use our current budget to hire all of these positions to start the school year and make the budget adjustment necessary to balance the budget later in the year. This is the typical budget adjustment cycle that we follow each year to correct / adjust final state budget actions.

WORCESTER PUBLIC SCHOOLS
FY19 Teaching and Learning Division Positions

General Fund Positions	Positions	
Deputy Superintendent	1.00	
Manager of School and Student Performance	1.00	
Manager of Instruction & School Leadership	3.00	
Turnaround Manager	1.00	
Coordinator - School Choice (see grant funding below)	0.50	
Manager of Special Education and Intervention Services	1.00	
Assistant Director of Special Education	1.00	
Director of English Language Learners	1.00	
Manager of Social Emotional Learning	1.00	
Athletic Director	1.00	
Manager of Instructional Technology	1.00	
(2000) B. Teaching & Learning Division (12.5)	12.50	
Grant Funded Positions	Positions	Funding Source
Manager of Grants Resources	1.00	Title I/McKinney Vento
Manager of Curriculum & Learning	1.00	Title II-A
Coordinator of School Choice (see general fund budget above)	0.50	Title I
Director of Adult Education/GED	1.00	Adult Education
Assistant Director of Special Education	1.00	IDEA
(2000) B. Teaching & Learning Division (4.5)	4.50	

WORCESTER PUBLIC SCHOOLS
 Maintenance Service Positions (FY16 - FY19)

Maintenance Service Positions	FY19	FY18	FY17	FY16
Facilities Director ¹	1	0	0	0
Director of Environmental Management and Capital Projects Environmental Management Coordinator	1	1	0	0
Coordinator of Custodial Services and Building Maintenance ²	1	1	1	1
Facilities Coordinator	1	1	0	0
Energy Management Coordinator	1	1	2	2
Maintenance Supervisor	0	0	1	1
Steamfitters/HVAC	5	8	8	8
Plumbers	3	4	4	4
Carpenters	6	7	7	7
Electricians	6	5	5	5
Glaziers	1	2	2	2
Locksmith	1	1	1	1
CAD/Draftsman	1	1	1	1
Storekeeper	1	1	1	1
Painters	2	0	0	0
Total	31	33	33	33

¹ Moved from 500-91110 Administration in FY19

² Was Custodial Supervisor Moved from 500-91119 Custodial FY18

The Worcester Public Schools has a contractual relationship with the Madison Security Group, Inc. of Lowell, Ma. for Unarmed Security Officers at the following locations.

- a.) South High Community School
- b.) Sullivan Middle School
- c.) North High School
- d.) Doherty High School
- e.) Worcester Technical High School
- f.) Gerald Creamer Center Evening Program
- g.) Jacob Hiatt School
- h.) Fanning Building
- i.) Durkin Administration Building

Response

Locations for private security guards:

South High Community School

Sullivan Middle School

North High School

Doherty High School

Worcester Technical High School

Gerald Creamer Center Evening Program

Jacob Hiatt School

Fanning Building

Durkin Administration Building

The location of the security guards at each school was based on discipline issues, the rate of crime in the surrounding neighborhood, large enrollment, and other special factors that required additional supervision in each school building.

We have requested an additional security guard at Goddard Elementary School from Madison Security and are assessing whether to add other security guards at other locations.

The Worcester Public Schools Director of the Office of English Learners has established an English Learner Parent Advisory Council (ELPAC) for parents and legal guardians of current or former English Learners.

The ELPAC will meet regularly to discuss matters concerning English Learners. Some of the duties will entail creating bylaws, apprising School Committee and the school district, and consulting and advising on programs and educational opportunities for English Learners.

In addition to the ELPAC meetings, the ELL Department will host Welcome to WPS events for the new EL families on the months the ELPAC does not meet.



**Department of English Learners Programs
English Learners Parent Advisory Council (ELPAC)**

**ELPAC LAUNCHING MEETING #1
Agenda and Minutes**

Date: Tuesday, January 29, 2019

Time: 4-5:30pm

Location: Forest Grove Middle School

Room(s) Cafeteria and Auditorium

Agenda Items:

1. Director's Welcome and introduction to the facilitating team
2. What is the ELPAC?
3. How to get involved in the ELPAC?
4. Questions/Feedback

Attendees: We had 32 adult participants and 13 children. In addition we had the EL dept staff, teachers, interpreters, community members, high school student volunteers for the child care.

Facilitator: Carmen Melendez

Recorder: Nelsy Pepler

Timekeeper: Karla Okala

Organizer (s) Gayle Earley, Gail Ball, Wendy Flynn

Meeting Objectives:

- To provide to parents of English Learners information about the launching of the ELPAC.
- To provide a safe and welcoming environment for parents to communicate freely through an interpreter while also providing the support of childcare.
- To engage parents in conversation about concerns and possible topics for future ELPAC meetings.
- To ask parents to serve as ambassadors and bring other families to the next ELPAC meeting.
- To encourage parents to become leaders of the ELPAC launching team to help plan initial meetings.

Minutes

Time	Length	Activity	Notes
4-4:30pm	30mins	Parent/families sign in, interpreter reporting and	Guests were warmly welcomed and escorted to the auditorium. Children were directed to the Cafeteria and all were provided a small snack and drink. We had



Department of English Learners Programs
English Learners Parent Advisory Council (ELPAC)

		childcare check-in	interpreters for Spanish, Twi, Nepali, Vietnamese, Portuguese, Somali, Swahili, Arabic and Albanian that came to assist the families.
4:30-4:55pm	25mins	Information about ELPAC provided	Presenters introduced ELPAC, why it is necessary to have one, who should participate, and what activities will be part of the ELPAC's future meetings.

4:55-5pm	5mins	Brainbreak	Families were given an opportunity to talk in small groups with their interpreter about the information they just heard and ask questions, discuss issues, or ideas for future ELPAC meetings. Interpreters were asked to write down these questions or comments which we collected and shared with the rest of the group.
5-5:20pm	20mins	Questions and Feedback	<p>Below are the questions asked by the families and the answers to them.</p> <ol style="list-style-type: none"> 1) When and where is next meeting? - Feb. 26th at Forest Grove Middle School 4-5:30pm 2) Will interpreters be present for all meetings? - Yes! 3) Which schools offer ESL for parents?- We will have a community guest speaker to talk about ESL classes for adults at our next meeting. 4) How are we going to help families that are afraid to attend public events due to their immigration status? -We would like families in attendance to share with the community that WPS is a safe place and your or your child's immigration status will never be questioned. 5) How can parents help their children with their homework if they themselves have not been educated or know the language?- first suggestion - speak to your child's ESL teacher,



**Department of English Learners Programs
English Learners Parent Advisory Council (ELPAC)**

			<p>and classroom teacher and let them know of any language needs; secondly, request a meeting with the schools' principal to review concerns.</p> <p>6) Do you have to register to be a member of the ELPAC? - No but if interested in being a leader, please contact us.</p> <p>7) Can we involve churches to reach out to families?- As a matter of fact we started doing some of that work with the Latino churches. The Swahili Interpreter expressed interest in this.</p> <p>8) Can we offer a morning meeting options for parents that work 3rd shift? Based on this information, we will plan to hold two meetings a month:one in the morning and another one in the evening.</p> <p>9) What about if we don't have an interpreter for a specific language? If we don't have an interpreter for a particular language, we would welcome recommendations parents may have of individuals that are bilingual that could serve as interpreters. We will provide the information to the Interpreter Coordinator to assess and qualify the individual.</p>
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**Department of English Learners Programs
English Learners Parent Advisory Council (ELPAC)**

5:20-5:30pm	10mins	Closing	Meeting ended with a "thank you" and participants were once again encouraged to get involved and invite others. We collected the forms they were asked to fill out if they want to be parent leaders and commit to the ELPAC meetings. They were reassured that they would be given as much support as needed to get ELPAC up and going. Meeting adjourned at 5:30pm.
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Other comments and next steps:

- Need to contact all parents who signed up for next meeting as well as those who expressed interest in becoming a leader to set up planning meeting for ELPAC meeting #2
- Use of technology to involve more people.
- Connect with the Nepali parent who express interest in helping recruit more families
- Follow up with the Arabic interpreter to discuss concerns from the Arabic community
- Always plan for two meetings a month to meet the needs of all families.

Next meeting:

Encore meeting for families that couldn't attend first meeting - Feb 7th -time and location TBD
ELPAC Meeting #2- Feb 26th - Forest Grove Middle School 4-5:30pm and Feb 28th TBD 9-10:30am



Families of English Learners
are invited to the next
English Learners
Parent Advisory Council (ELPAC)

Tuesday April 2, 2019

**Morning session: 9:30-10:30 am Jacob Hiatt St.
772 Main St. 01610 (Bus Route 19, 27, or 33)**

**Evening session: 4:00 - 5:30 pm Forest Grove Middle
School**

495 Grove St. Worcester, MA 01605 (Bus Route #31)

(Snow date April 9, 2019 - same locations and same times)

**Interpreters / Refreshments / Children welcome
/ Parking**

Available at no cost!

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Tuesday, April 2, 2019

ITEM: Miss Biancheria/Mr. Comparetto/Miss McCullough/
Mr. Monfredo/Mr. O'Connell (October 10, 2018)

Request that the Administration provide a report on the In Force Technology (IFT) 911 Software program that allows teachers and other staff members to contact 911 directly in case of emergency.

PRIOR ACTION:

- 10-18-18 - Referred to the Administration for a report in December 2018.
- 2-7-19 - Held for the meeting on Thursday, February 28, 2019.
- 2-28-19 - Referred to the Standing Committee on Governance and Employee Issues.

BACKUP: The Worcester Public Schools Safety Office has contracted 17 schools (all high, middle and alternative schools) with the vendor called IN Force in order to implement this active shooter/violent intruder protocol with the Police Department and other city agencies.

A pilot training has occurred with one school to date (Gerald Creamer Center) with all participating agencies for activation purposes and the remaining schools will receive their training in January, 2019.

Annex (8 pages) contains a copy of the In Force911 Policy & Procedure.

Accept and file.

IN FORCE911 POLICY & PROCEDURE

Issue Date: October 5, 2018

Effective Date: TBD

Revision Date:

I. PURPOSE

The purpose of this policy is to provide guidelines for department personal in the use of In Force911.

II. POLICY

It is the policy of the Worcester Police Department to participate in the use of the In Force911 alert system, in partnership with the Worcester Public Schools to enhance our ability to protect the school populations within our community and by decreasing our response times when there is a call for help and to receive critical information about the incident in real time.

The philosophy driving this policy recognizes that a critical incident at one of our schools, such as an active shooter, must be stopped to negate or reduce the loss of innocent lives. This will be the duty and responsibility of all responding officers.

III. DEFINITIONS

In Force911: An emergency notification software application that is installed at the local schools, the Worcester Police Dispatch center and in our cruiser MDT's, to allow rapid emergency alerts to be sent and received. This software also allows for communication to occur between all parties in real time.

In Force911 Activation: Any alert that is activated through the use of In Force911 from the school or other subscriber that is recognized as a call for help. This activation may or may not include specific information about the nature of the emergency.

Chat: A feature of the software application is to allow for a "chat screen" to be opened by any party involved in the alert notification. This chat screen gives

anyone involved the ability to send and receive typed messages, which are used to help pass on critical information to all parties involved.

Reverse Alert: A method by which the Worcester Police Department can send alerts to notify schools and other participating organizations of pending threats or other important issues affecting their building(s) or organization, as the threat/issue is discovered or reported.

IV. PROCEDURE

The Operations Commander or his designee will be identified as the In Force911 coordinator and that person will be responsible for acting as a liaison with In Force911 and with the schools to insure that In Force911 is properly working. If any police employee experiences an issue with In Force911, they are to advise the Coordinator immediately.

All authorized officers who have been assigned a user account will be required to sign in to In Force911 on their cruiser MDT's at the beginning of every shift. Those officers and administrative staff that have In Force911 installed on their desktop computers at the station should be logged in to In Force911 at all times when logged in to a company computer.

All Police Personnel with department-issued cell phones may be ordered by the Chief of Police or his designee to install the In Force911 software application on their issued devices.

A. Response to an In Force911 Alert

When the department receives an In Force911 alert activation, the patrol supervisor should request that any available unit (F1 or F2 depending on location) respond to the location of the call for help.

The Patrol Supervisor should begin working with Dispatch to ascertain if there is any specific information available about the event and determine if a School Resource Officer (SRO) is present at the alert location. If an SRO is on scene, immediate communication shall be established by Dispatch.

Dispatch should send a message to the activating location, acknowledging that the In Force911 activation was received. The message could be something as simple as, "Alert received Officers enroute." This will provide the activating location with confirmation of that the alert was received and that officers are on the way.

Information can be gathered by reviewing the In Force911 chat window, by calling the school's number and/or by calling the cell phone of the principal or other administrators that may be known.

Responding units should rely on Dispatch passing on any information that is received by way of the In Force911 chat screen. No officer should attempt to read the In Force911 chat screen while responding to the call.

If the only information available is that there has been an In Force911 Alert, and no other information can be gathered, all responding officers will respond to this as a critical call for help and respond in accordance with an Active Shooter response protocol. (Would like to have our active shooter experts develop this protocol and attach to this policy).

B. Confirming an Accidental In Force911 Alert

There may be occasions where an In Force911 alert is activated in error from the school.

The Police Department and School Administrators will first establish that the alert was made in error and is not a true activation.

Once it is confirmed that the alert was made in error, Dispatch should communicate to all officers that it is believed the alert was sent in error. All responding officers should discontinue their emergency response and continue to the scene with traffic unless otherwise directed by a supervisor.

At least two officers and the Sector Sergeant should continue to the location of the activation to confirm the alert was made in error.

Upon their arrival, the officers on the scene should conduct an investigation to help dispel any concerns and to confirm that the alert was sent in error.

Once the investigation is complete and they have determined that the call was made in error, the Sector Sergeant shall notify Communication to end the alert.

If, at any time during this process, it cannot be confirmed that the alert was made in error, the officers on the scene should communicate that a full response is necessary in accordance with an Active Shooter response protocol.

C. Ongoing Training with In Force911

It should be recognized by all parties that the use of In Force911 will only work through the collaborative efforts of the police department and the schools. To

that end, police and school officials should routinely meet to develop, establish, and review local defined expectations regarding school safety plans, police response plans, and how the use of In Force911 is part of those plans.

Police SRO's and school officials should plan and conduct drills using the In Force911 alert system every year as part of these efforts.

Logging in:

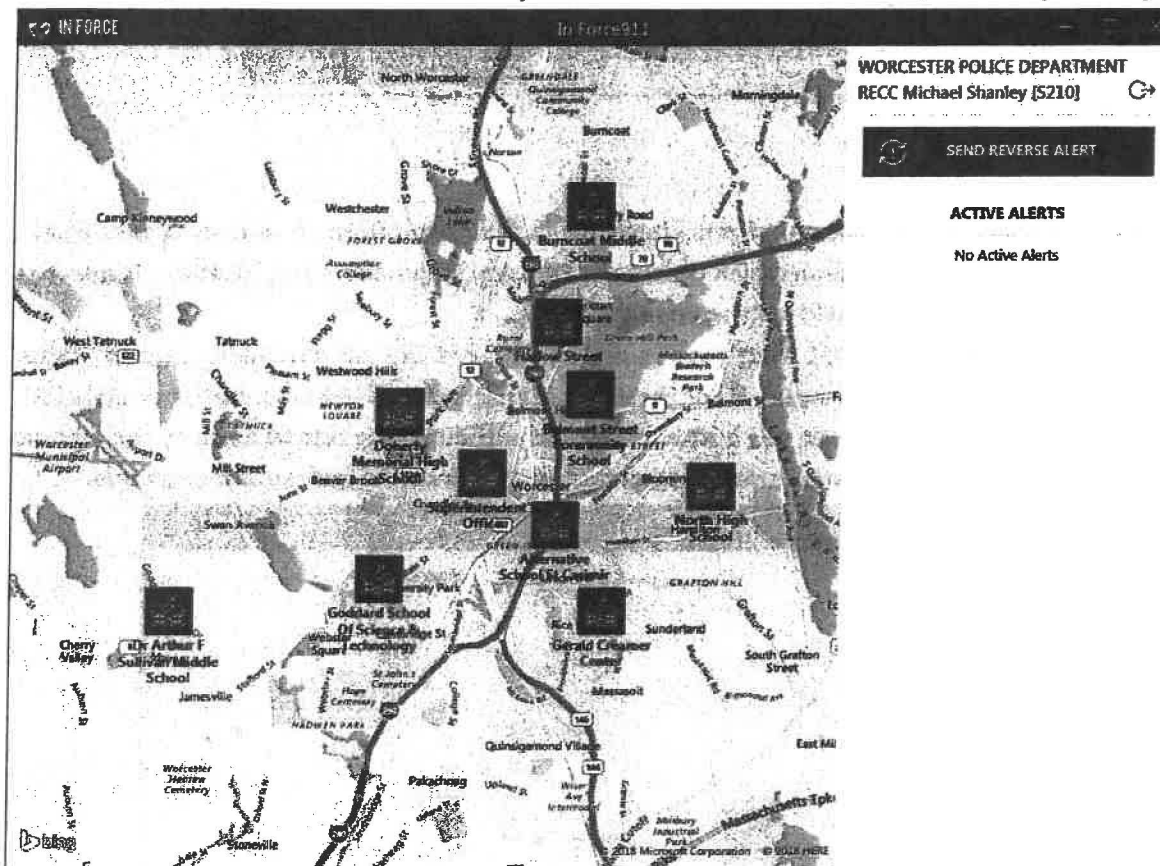
- Click on the In Force911 icon on your desktop.



- Use the Username and Password provided to you in the email from In Force911

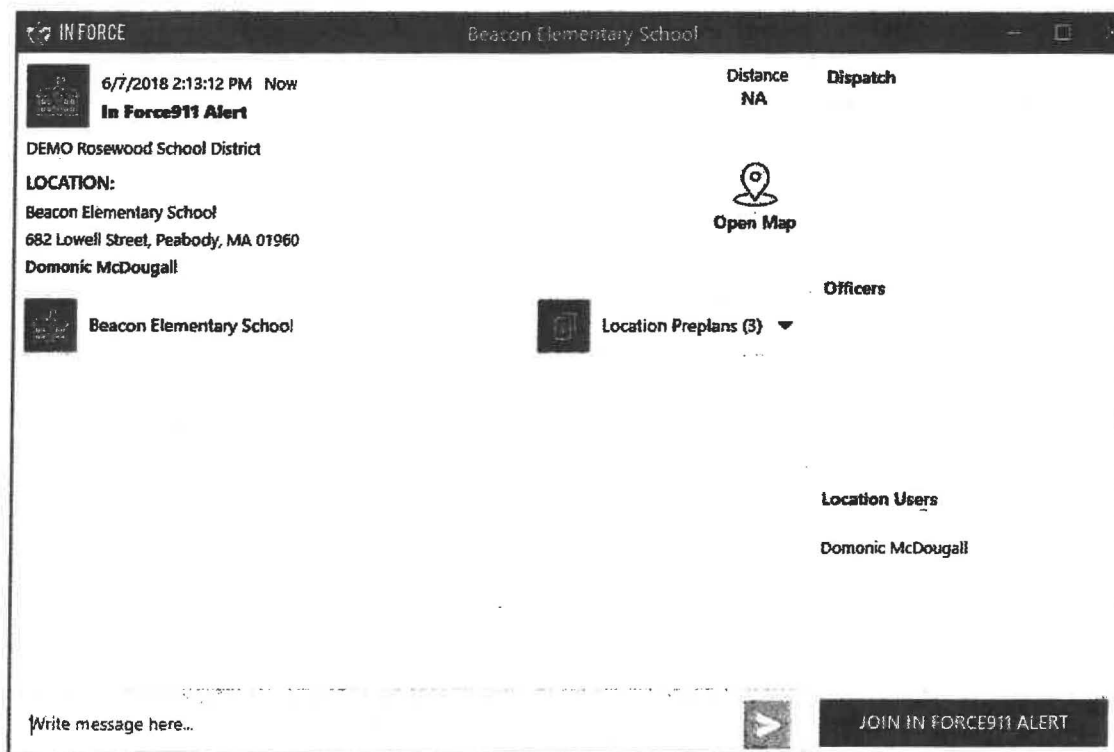
Interface (map screen)

- In Force911 utilizes BING maps to provide you with all In Force911 locations that we are connected to. This feature will enable the following: Locations will flash when notifying you of an alert, allow you to choose locations to view their details, send Reverse Alerts to notify locations of a threat in the area, and also provide you a map of the area



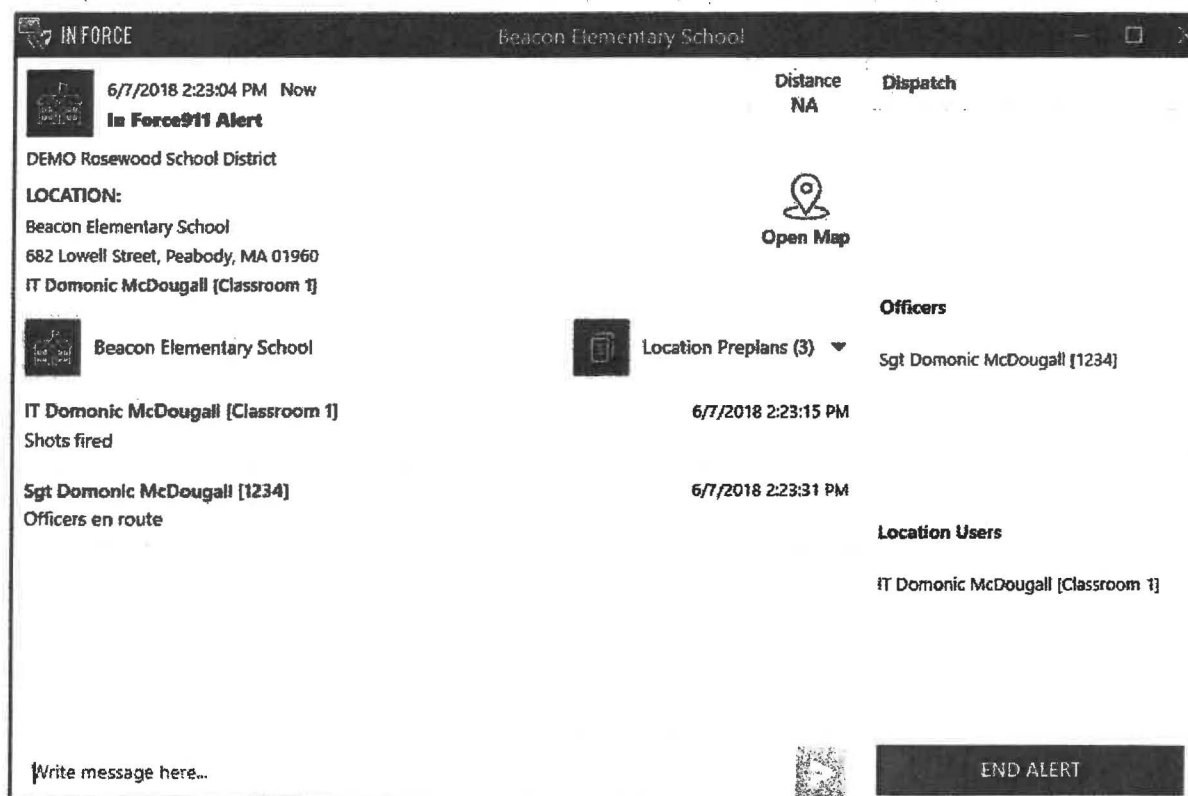
Receiving Alerts

- As soon as an alert is activated by one of your connected locations you will be prompted with the following window. You will be prompted with this window whether In Force911 is opened or minimized within the taskbar. Besides being prompted with this window, you will also hear an alarm (volume must be on), see a flash on the IF911 icon within the taskbar and if you look at the BING map you will see the specific location flashing.



Using the Chatroom

- The IF911 chatroom consists of 5 items: Location from where the alert initiated from, dropdown of files from the “Location Details” feature, participant column which consists of Officers, Dispatchers and Location Users, ongoing chat between participants and an empty field to type your messages.
- Once the chat is joined, the “Join In Force911 Alert” button will be replaced with an “End Alert” button. If this button is clicked, you will be prompted for confirmation. If confirmed, that chatroom will no longer be accessible for participation. Under no circumstances should this button be clicked without being told to do so by the whomever is in command of the incident from the Worcester Police Department, as this ends the incident for everyone.



Michael E. Shanley
Acting Director

Elizabeth M. Monahan
Deputy Director

October 3, 2018

Procedural Directive #18-006

To: All Personnel
From: Acting Director Michael E. Shanley
Re: In Force911

PURPOSE:

The purpose of this directive is to provide guidelines for Department personnel in the use of In Force911

SCOPE:

All notifications of incidents at Worcester Public Schools received by Worcester Emergency Communications through the In Force911 software

DEFINITIONS:

- **In Force911:** An emergency notification software application that is installed at many Worcester Public Schools(WPS), the Worcester Regional Emergency Communications Center(WRECC), and on Worcester Police Department(WPD) Mobile Data Terminals(MDTs), which allows for emergency alerts to be sent and received rapidly. This software allows for communication to occur between all parties in real time.
- **In Force911 Activation:** Any alert that is activated through the use of In Force911 from a WPS or other subscriber that is recognized as a call for help. This activation may or may not include specific information about the nature of the emergency.
- **Chat:** A feature of the software application is to allow for a "chat screen" to be opened by any party involved in the alert notification. This chat screen gives anyone involved the ability to send and receive types messages, which are used to help pass on critical information to all involved.

PROCESS:

All Dispatchers have been assigned a user account and log in credentials. Every Dispatcher is responsible to be logged into the In Force911 software immediately upon logging onto their computer.

The WPS staff will be using the In Force911 software to alert the WRECC and WPD of an ACTIVE SHOOTER/HOSTILE EVENT in their school. This is the only reason that the WRECC and WPD should receive an In Force911 Activation. Knowing this, and in effort to preserve lives and safety, the WRECC shall immediately acknowledge the In Force911 Activation. This shall be done by an on duty call taker announcing to the room "I have the In Force911 Activation", acknowledging the alert in the software, and typing "Alert received, officers enroute". This will provide the activating location with confirmation



The City of
WORCESTER
EMERGENCY COMMUNICATIONS DEPARTMENT

ANNEX A
gb #8-311.1
Page 8

Michael E. Shanley
Acting Director

Elizabeth M. Monahan
Deputy Director

that the alert was received and that officers are on the way. We should not have multiple dispatchers messaging in the chat window, as this will cause confusion for all involved.

An incident shall be created in CAD, and sent to the appropriate Police Dispatcher. The Police Dispatcher shall contact the patrol supervisor, at which point the patrol supervisor will request that any available unit respond to the location of the call for help.

If a School Resource Officer is working at the School where the In Force911 Activation originated, the Police Dispatcher shall immediately establish communications with this Officer and provide updates as they are received.

Throughout the incident, the WRECC should continue to message in the chat to obtain details just as they would on a phone call. Any newly obtained information should be put out over the appropriate Police radio channels.

- **ENDING AN ALERT:** Once it is confirmed that the threat is over (or the determination that it was an accidental activation) the patrol supervisor in charge of the incident will notify Dispatch to "End the alert". At that point, Dispatch will click the "END ALERT" button on the In Force911 Chatroom. Doing this will end the alert for everyone. The "END ALERT" button should not be clicked at any time without first being told to do so by the patrol supervisor in charge of the incident.

STANDING COMMITTEE: **GOVERNANCE AND EMPLOYEE ISSUES**

DATE OF MEETING: Tuesday, April 2, 2019

ITEM: Miss McCullough/Mr. Comparetto/Mr. Monfredo/Mr. O'Connell/
Miss Biancheria (October 15, 2018)

Request that the Administration consider the feasibility of developing a policy regarding the amount of time for lunches, especially at the elementary level.

PRIOR ACTION:

11-1-18 - (Considered with gb#8-324)
Mr. O'Connell made the following motion:
Request that the Administration create guidelines for lunch times and make certain that they are followed.
On a voice vote, the motion was approved.
Ex- Officio member of the School Committee, Kwaku Nyarko, requested that the Administration also study and possibly adjust school lunch times at the secondary levels.
Referred to the Standing Committee on Governance and Employee Issues.
Miss Biancheria requested that her name be added to the item.

BACKUP: The American Academy of Pediatrics recommends 20 minutes for lunch. It also defines this as 20 minutes of sitting down eating, not including walking to the cafeteria and waiting in line for food.

Annex A (1 page) contains a copy of the Policy Statement and Procedural Guidelines for Recess.

Policy Statement and Procedural Guidelines for Recess

Quality education requires a healthy learning environment that provides students (K-6) with minimally a total of 30 minutes of recess over the course of the day. The 30 minutes can be divided into shorter breaks and shall include a break at lunch. Recess is designed for the purpose of engaging students in developmentally appropriate activity which promotes learning, social development, and physical health. Structured/unstructured recess shall rarely be taken away from students as a form of punishment/consequences. Neither shall severe exercise be used as a form of punishment/consequences for students. This time shall not be a substitute for physical education.

The School Principal is responsible for communicating, applying, maintaining, and evaluating the Recess Policy. The School Principal shall review the Recess Policy with the members of the School Site Council annually and submit results of that review to the Deputy Superintendent in May of each year.

The district often needs to create new accounts for staff and needs to assign those new accounts temporary passwords. Given the size of the district, this process needs to be automated and reliable. Ideally the temporary password is something unique, complex, and is known by the user without the district needing to provide the user said password. If these criteria are not met, accounts passwords could be easily guessed or hacked, thus compromising the account.

While the district does not want to publicly disclose its default password conventions, it has come to the attention of the Administration that some staff are concerned with the use of partial social security numbers as part of default passwords. While this is common practice for banks and other secure institutions, the Administration has heard the staff feedback and will be adjusting its default password policy to no longer use any part of social security numbers for new default passwords.

In order to reduce the number of username and passwords staff need to know, the district has begun using Clever. Clever is a single sign on portal staff and students can use to login once and then gain access to numerous district assigned apps. This username and password is the same username and password as the district's email login. The district is working with its current vendors to support Clever and favors new vendors that support Clever.

On January 2, 2019, the district removed any passwords that use any part of social security numbers for logins (currently only one vendor). In addition, the district has instructed the vendor purge any records that contain partial social security numbers. Going forward, the district will no longer use any part of social security numbers for passwords.

Policy Statement and Procedural Guidelines for Recess

Quality education requires a healthy learning environment that provides students (K-6) with minimally a total of 30 minutes of recess over the course of the day. The 30 minutes can be divided into shorter breaks and shall include a break at lunch. Recess is designed for the purpose of engaging students in developmentally appropriate activity which promotes learning, social development, and physical health. Structured/unstructured recess shall rarely be taken away from students as a form of punishment/consequences. Neither shall severe exercise be used as a form of punishment/consequences for students. This time shall not be a substitute for physical education.

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116TH CONGRESS
1ST SESSION

H. R. 141

To amend title II of the Social Security Act to repeal the Government pension offset and windfall elimination provisions.

IN THE HOUSE OF REPRESENTATIVES

JANUARY 3, 2019

Mr. RODNEY DAVIS of Illinois (for himself, Mr. CICILLINE, Mrs. DINGELL, Mr. LIPINSKI, Mr. BOST, Mr. KINZINGER, Ms. ESHOO, Mr. PRICE of North Carolina, Mr. MASSIE, Mr. LARSEN of Washington, Ms. BROWNLEY of California, Ms. PINGREE, Mr. GARAMENDI, Mr. TAKANO, Mr. SIRES, Mr. CONNOLLY, Mr. MULLIN, Mr. MCNERNEY, Mr. GRAVES of Louisiana, and Mr. JOYCE of Ohio) introduced the following bill; which was referred to the Committee on Ways and Means

A BILL

To amend title II of the Social Security Act to repeal the Government pension offset and windfall elimination provisions.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “Social Security Fair-
5 ness Act of 2019”.

1 **SEC. 2. REPEAL OF GOVERNMENT PENSION OFFSET PROVI-**
2 **SION.**

3 (a) IN GENERAL.—Section 202(k) of the Social Secu-
4 rity Act (42 U.S.C. 402(k)) is amended by striking para-
5 graph (5).

6 (b) CONFORMING AMENDMENTS.—

7 (1) Section 202(b)(2) of the Social Security Act
8 (42 U.S.C. 402(b)(2)) is amended by striking “sub-
9 sections (k)(5) and (q)” and inserting “subsection
10 (q)”.

11 (2) Section 202(e)(2) of such Act (42 U.S.C.
12 402(e)(2)) is amended by striking “subsections
13 (k)(5) and (q)” and inserting “subsection (q)”.

14 (3) Section 202(e)(2)(A) of such Act (42
15 U.S.C. 402(e)(2)(A)) is amended by striking “sub-
16 section (k)(5), subsection (q),” and inserting “sub-
17 section (q)”.

18 (4) Section 202(f)(2)(A) of such Act (42 U.S.C.
19 402(f)(2)(A)) is amended by striking “subsection
20 (k)(5), subsection (q)” and inserting “subsection
21 (q)”.

22 **SEC. 3. REPEAL OF WINDFALL ELIMINATION PROVISIONS.**

23 (a) IN GENERAL.—Section 215 of the Social Security
24 Act (42 U.S.C. 415) is amended—

25 (1) in subsection (a), by striking paragraph (7);

1 (2) in subsection (d), by striking paragraph (3);
2 and
3 (3) in subsection (f), by striking paragraph (9).

4 (b) CONFORMING AMENDMENTS.—Subsections (e)(2)
5 and (f)(2) of section 202 of such Act (42 U.S.C. 402) are
6 each amended by striking “section 215(f)(5), 215(f)(6),
7 or 215(f)(9)(B)” in subparagraphs (C) and (D)(i) and in-
8 serting “paragraph (5) or (6) of section 215(f)”.

9 **SEC. 4. EFFECTIVE DATE.**

10 The amendments made by this Act shall apply with
11 respect to monthly insurance benefits payable under title
12 II of the Social Security Act for months after December
13 2019. Notwithstanding section 215(f) of the Social Secu-
14 rity Act, the Commissioner of Social Security shall adjust
15 primary insurance amounts to the extent necessary to take
16 into account the amendments made by section 3.

○