

Committee Members

Molly O. McCullough, Chair
Dianna Biancheria, Vice-Chair
Jermaine Johnson
Kathleen Roy

Administrative Representative

Brian Allen
Dr. Marie Morse

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

AGENDA #1

The Standing Committee on FINANCE, OPERATIONS, and GOVERNANCE will hold an in person meeting with a virtual option:

On: Monday, January 27, 2025 2024, 5:00 p.m.

At: 20 Irving Street, Worcester, MA 01609, Room 410

Virtual: [Click here to view this meeting](#)

Also accessible by telephone, to dial in call: +1 301-715-8592 or
+1305-224-1968

ORDER OF BUSINESS

I. CALL TO ORDER

II. ROLL CALL

III. GENERAL BUSINESS

gb 2-92.14 – Clancey/McCullough/Johnson/Kamara/Mailman
(March 8, 2022)

Quarterly Report

Request that the Administration provide quarterly reports regarding building maintenance to include timeframes on when work will begin and be concluded.

[Click to view the prior action sheet for item gb 2-92.14](#)

Recommendation: Hold for next quarterly report

gb 3-198 McCullough

(August 4, 2023)

Response from Administration

To explore the utilization of student employees (age 16+) for Summer custodial needs and any other departments that could benefit from the additional seasonal help.

[Click to view the prior action sheet for item gb 3-198](#)

Recommendation: Approve and File

c&p 3-11 Hardy-Lavoie

(October 17, 2023)

Response from Administration

To request the Worcester Public School Committee consider adapting all student bathrooms at North High School to be gender inclusive.

[Click to view the prior action sheet for item c&p 3-11](#)

Recommendation of Maker: Approve and file

gb 3-48.2 McCullough

(January 16, 2023)

Response from Administration

To consider exploring the hiring of athletic trainers for high school athletics.

[Click to view the prior action sheet for item gb 3-48.2](#)

Recommendation: Refer to FY 26 Budget

gb 3-69.1 McCullough

(February 7, 2023)

Response from Administration

To review and/or develop policies regarding public use of school playgrounds, adjoining playgrounds, and parks during school days/recess times.

[Click to view the prior action sheet for item gb 3-69.1](#)

Recommendation: File

gb 4-73 Administration

(August 15, 2024)

[To review the status of the FY25 Budget and make appropriate transfers as required.](#)

[Click to view the prior action sheet for item gb 4-73](#)

Recommendation: Approve

gb 4-102 (McCullough)

(October 24, 2024)

Response from Administration

To review the school choice policy around out of district student eligibility into Chapter 74 programs.

[Click to view the prior action sheet for item gb 4-102](#)

Recommendation: File

gb 4-109 (Roy)

(November 14, 2024)

Response from Administration

Request Administration to consider a proposal prepared by students at Sullivan Middle

School (Civics Action Projects class) to provide after school bus transportation for students who wish to participate in after school tutoring and activities who have no other means of transportation.

[Sullivan Middle School student letter supporting item gb 4-109.](#)

[Click to view the prior action sheet for item gb 4-109](#)

Recommendation: File

gb 4-116 (Biancheria)

(December 5, 2024)

Response from Administration

Request administration, review the protocol and policies in reference to incidents and accidents concerning WPS buses, including transportation for students under WPS schools or outside of our schools such as private or charter.

[Click to view the prior action sheet for item gb 4-116](#)

Recommendation: File

gb 4-119 (McCullough)

(December 19, 2024)

To review the Head Start Program to ensure oversight, alignment with program goals, and compliance with federal performance standards.

[Head Start Focus Monitoring Review](#)

[Head Start Board Meeting Minutes 1.22.2025](#)

[Click to view the prior action sheet for item gb 4-119](#)

Recommendation:

gb 4-122 (Administration)

(December 19, 2024)

[To review the proposed shifts to the 2024-2025 Student Handbook based on feedback from the DESE Integrated Progress Monitoring and Civil Rights Self Assessment document review.](#)

[Click to view the prior action sheet for item gb 4-122](#)

Recommendation:

gb 5-8 (Clerk)

(January 16, 2025)

[To review and amend Policy BB as needed.](#)

[Click to view the prior action sheet for item gb 5-8](#)

Recommendation: Approve and File

IV. ADJOURNMENT

Kristi Turgeon,
Clerk of the School Committee



WORCESTER

PUBLIC SCHOOLS

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Dr. John E. Durkin
Administration Building
20 Irving Street
Worcester, MA 01609-2493

Date: January 21, 2025
Item Number: gb 2-92.14
Item Description: Request that the Administration provide quarterly reports regarding building maintenance to include timeframes on when work will begin and be concluded.
Recommendation: Accept and file
Rationale:

Please see attached Facilities Quarterly Report for Q2.

Department of Facilities Management

School Committee – Quarterly Update (FY25 – Q2)

SC Request, gb 2-92.14: “The Administration provides quarterly reports regarding building maintenance to include timeframes on when work will begin and be concluded.”

CUSTODIAL SERVICES:

- As of January 17, 2025, there were 162 custodians in our respective buildings, including seven members of the grounds/utility crew serving the district.
- The District continues to actively advertise custodial positions on SchoolSpring.
- As of January 17, 2025, there are two custodial positions not filled. Custodial supervisors/staff have a queue of candidates and interviews are ongoing to fill these positions.

MAINTENANCE/TRADE SERVICES:

- There have been no new additions to the Maintenance/Trade services staff since the last quarterly update.
- The open Painter position is posted and interviews are scheduled for the week of January 21, 2025.
- Locksmith and Plumbing positions continue to be posted, but the District still has not received applications to either position. Currently there is one Plumber on staff; the Locksmith position is vacant.
- OperationHero - The Facilities Department has met the Superintendent’s Strategic Plan AIM 3 Goal by responding to, completing or developing an action plan for 100% of high priority projects within 72 hours. A sustained 100% response rate to these high priority projects remains a goal of the WPS Facilities Department.

MAINTENANCE/TRADE PROJECTS:

Roosevelt Gym Walls - Refinishing, progress photo:



UPCS Exterior Doors:



ENVIRONMENTAL HEALTH & SAFETY:

- **Mold and air quality at the District's Schools:** After a challenging Summer 2024 with mold at various schools, WPS Facilities has developed a standard response procedure, bringing in an outside mold remediation contractor to perform initial mitigation measures, followed by rigorous air quality testing. Multiple rounds of subsequent air quality testing by a 3rd party vendor is ongoing at locations where mold and moisture is a known issue. Additionally, testing will be performed after a report of mold/air quality issue is reported to WPS Facilities Management.
- **Water testing:** The District is planning the next round of on-going water testing to be conducted in the Spring of 2025. One-third of the District's schools undergo sampling for lead and copper levels in drinking water per cycle.
- **Drinking fountain Lead and Copper Testing:** Any potable fixtures found to have issues will be shut off and promptly addressed. Filter replacement to eliminate lead and copper from the city-supply will be performed on a regular PM schedule by in-house WPS plumbing trades staff.
- An **Artificial Turf Committee** has been created and met before the Winter Break for its kick-off meeting. This Committee will conduct a thorough and balanced evaluation of potential benefits and drawbacks of implementing artificial turf in Worcester Public Schools. The Committee will provide evidence-based recommendations that prioritize the health, safety, environmental sustainability, and financial considerations for students, staff, and the community. The Committee will meet quarterly.
- Environmental Health & Safety Staff continue to support on-going construction maintenance and Capital Projects through proactive hazardous material testing. Examples include asbestos abatement, lead paint and PCB testing, mold identification, and oversight of third party remediation and testing vendors. The EH&S staff also communicate with end-users the results of such tests as necessary.
- An **Environmental Management Committee** is being developed to increase awareness and communication throughout the district.

DISTRICT CAPITAL PROJECTS:

Major Capital Projects with a value of \$100,000 or greater - are assigned a WPS internal Capital Project Number ("CAP#") for enhanced tracking. Project metrics such as percent complete, project cost/budget, total project spend to date, vendors used, planned/anticipated schedule, and overall project status (pre-planning, design, bidding & permitting, construction, substantial completion, closeout) are being tracked by WPS Facilities Management, Budget, and Accounts Payable Offices.

These projects may be funded from a variety of sources, such as ESSER, state-provided MSBA funds and City of Worcester contributions, including ARPA and Community Block Development Grants.

Projects in Study, Design & Engineering:

- **Vernon Hill Materials Lift Replacement [CAP-45]** – Design of a new materials lift is nearly complete, with anticipated delivery of project documents to the WPS for January 2025.
- **Fanning Building Fire Protection Repairs [CAP-46 & CAP-51]** – Final bid documents are being prepared by EDM Engineering, but have evolved after receiving input from the WFD. A new water service supply line will be brought to the building, and additional survey work was required for this design change. Design work for the addition of an egress ramp at the gym is also nearly ready for bidding. Work on both projects is anticipated to begin in the spring when conditions for exterior excavation will be more favorable.
- **Burncoat High School Replacement [MSBA-10]** – The Mass. School Building Authority (MSBA) has accepted the District's Statement of Interest (SOI) for the full replacement of Burncoat High School into its Eligibility Period. This invitation now includes exploration to consolidate Burncoat Middle School into the new High School building through a grade reconfiguration study. The 270-day Eligibility Period began on July 1, 2024, and will conclude on March 28, 2025. Successful completion of all activities in the Eligibility Period will allow the District to be invited into the Feasibility Study period.
- **District-wide Capital Planning** – Leadership from the WPS, Worcester Dept. of Public Facilities, and City Administration continue to meet regularly, to enhance collaboration regarding medium and long-term capital planning around our City's Public Buildings, with special emphasis on our Schools. Space allocation, potential consolidations, adaptive reuse, and strategic planning are discussed with key stakeholders being engaged at required touchpoints. The WPS Master Facilities Plan (last completed in 2017) will be updated in 2025/2026, with an RFP being issued to solicit interested and

qualified firms. The RFP for this Master Plan will be released for proposals late Winter 2025.

Active & Recently Completed Projects:

- **ADA Upgrades - ARPA Funded [CAP-45]** – These projects, located at four schools (Thorndyke, Lincoln, Harlow, and Gerald Creamer Center) will be scheduled for construction during the Summer of 2025 and Summer 2026. The scope of these projects includes the installation of new elevators (Thorndyke & Lincoln), ADA ramps, door hardware upgrades, drinking fountains/water bottle filling stations, and other general accessibility upgrades to restrooms, sinks, and fixtures. These projects are being funded by City of Worcester Dept. of Public Facilities contributed ARPA Funds, for an anticipated total \$10 million investment.
- **Worcester East Middle Window Replacement [CAP-35]** – This major capital project contract is signed and the project is underway. The current stage being the pre-construction phase, which includes the procurement of materials and creation of “shop drawings” which are required ahead of actual construction. The project will take place over two years, with Phase 1 occurring Summer of 2025, and Phase 2 occurring Summer of 2026. The awarded contractor is R&R Windows out of Easthampton, MA, with a total project value of \$4,000,000, excluding design fees. Owner’s Project Management will be provided by the WPS Dept. of Facilities Management staff.
- **Doherty Memorial High School Construction [MSBA-2]** – The new DMHS has officially opened for the 2024-2025 school year. Ongoing construction of the new parking lots and athletic fields is underway. Building systems commissioning continues to be ongoing.
- **District-wide Drinking Fountain Replacement** – 94 ADA-compliant drinking fountains with integrated bottle fillers were installed using ESSER funding. 32 schools across the District received new combination chilled-water drinking fountain and bottle filling stations. The project was completed on schedule, and all testing of the new fixtures is now complete. One location has a pending result that will require a re-test. Filter replacement to eliminate lead and copper from the city-supply will be performed on a regular PM schedule by in-house WPS plumbing and trades staff.
- **District-wide HVAC Upgrades - “Honeywell Project”** – \$22 million overall investment, across numerous schools in the district. Scope includes automated controls upgrades, exhaust fan replacements, rooftop units, and heating systems. The project will be completed in phases, with ongoing commissioning continuing through the Spring of 2025. The project has also included a detailed study of the HVAC infrastructure of all buildings in the WPS portfolio.

- **Lincoln Street Restroom Replacement [CAP-22]** – Project is complete. It included a gut renovation to existing student restrooms, with the addition of a new ADA/gender-neutral staff restroom. Since the last Quarterly update, final punch list and commissioning has been completed, and a set of doors that connect the main building to the Modular have been replaced.
- **Norrback Fire Pump Replacement [CAP-25]** – Project is completed and the new building fire sprinkler pump is now online. Awaiting final inspection with Worcester Fire Department.
- **Roosevelt Site Improvements [CAP-28]** – Project bidding process underway. Project funding includes \$1 million from the City of Worcester Office of Economic Development, with the balance being funded by the WPS Capital account. Estimated total project cost with additional design modifications based on the results of the EPA Analysis is \$2,200,000, excluding design fees. Project on target to begin work in late spring, with bulk of work occurring over the summer 2025 school break. Owner’s Project Management will be provided by the WPS Dept. of Facilities Management staff.
- **WTHS Parking Garage Repairs [CAP-42]** – The project was not completed during the Summer 2024 as anticipated due to procurement and contracting issues. The structure is safe for use per the structural engineering assessment. A rebid of the project underway with major construction scheduled for Summer 2025.
- **Forest Grove Chiller Replacement [CAP-48]** – Project bid documents are 100% complete, but required additional review to accommodate recent code changes. Project bid process underway.
- **North High Chiller Replacement [CAP-49]** – Project bid documents are 100% complete, but required additional review to accommodate recent code changes. Project bid process underway.
- **Burncoat Middle School ADA Upgrades [CAP-50]** – ADA upgrades to Burncoat Middle School are substantially complete, which included the addition of new parking areas, a gender neutral restroom, and other significant ADA compliance items. Interior and exterior doors were replaced in December over the Winter break. The remaining item is the installation of an incline chair lift to allow full access to the Gymnasium level of the Facility. That lift is delayed due to factory lead time and manufacturing challenges.

Fig. 4 & 5 - Worcester East Middle School - Window details, from const. bid documents

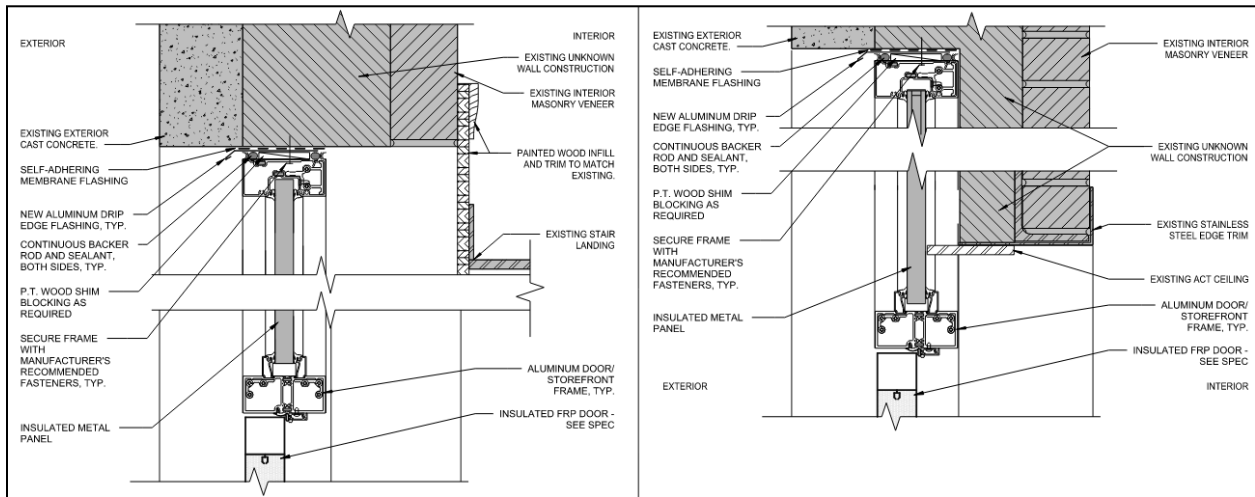
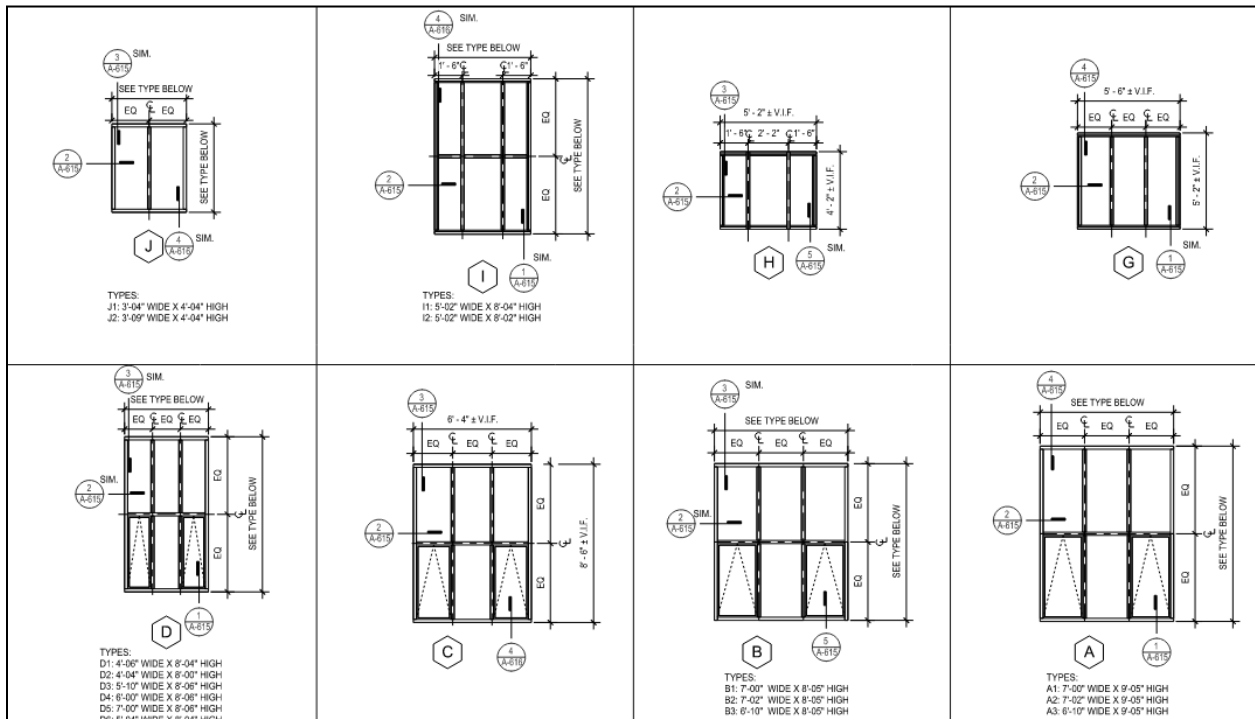
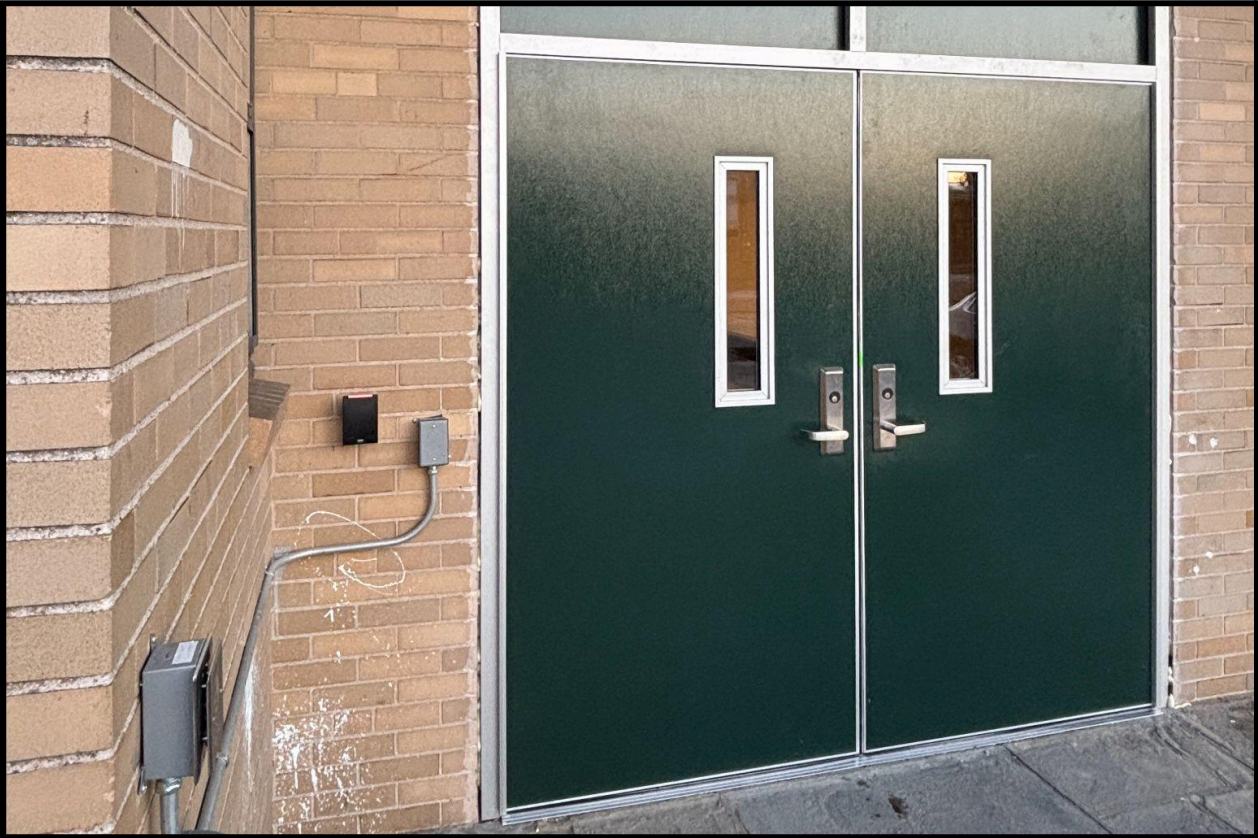


Fig. 6 - Burncoat Middle ADA Upgrades, new ADA compliant main entry door



Fig. 7 & 8 - Burncoat Middle ADA Upgrades, new ADA compliant entry doors



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Prior Action: Item gb 2-92.14

Gb 2-92.13 McCullough/Clancey/Johnson/Kamara/Mailman
(March 8, 2022)

Request that the Administration provide quarterly reports regarding building maintenance to include timeframes on when work will begin and be concluded.

- 3-17-22 - Member Clancey amended the item to read "quarterly" instead of "monthly".

It was moved and voice voted to refer the item to the Standing Committee on Finance and Operations as amended.

- 5-11-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS Member Kamara asked for an update on the maintenance issues at Worcester East Middle School. Mr. Allen stated that MSBA rejected the request to repair the windows at WEMS. On a roll call of 3-0, the item was held for the next quarterly report. 6-2-22 - SCHOOL COMMITTEE MEETING The School Committee approved the action of the Standing Committee as stated.

- 8-15-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS Mr. Bedard stated that there were 28 custodial vacancies and the custodial staff has been working diligently to get the school buildings ready for the first day of school. He also indicated that the athletic field preparations have begun and the lead time on supplies like electrical equipment, mechanical equipment and plumbing supplies continue to delay projects. Mr. Bedard stated that the drinking water sampling for Lead and Copper was completed in May and the process of turning on or off fixtures and placing signage will be completed during the week of August 14th.

Letters will be forwarded to principals to notify them of what the reading of the sampling was in their school and the information will be put on the WPS website. The quarterly PCB inspections are scheduled for Burncoat High and Doherty Memorial High schools and the asbestos activities three-year inspections are ongoing.

Mr. Allen stated that the \$150,000 SWIG School Water Improvement Grant from Mass. Clean Water Trust will provide funding for 15 water bottle filling stations in various schools. This will help alleviate the worry about the lead and copper in the drinking water.

- boiler replacements projects have begun at Belmont Community School, Chandler Magnet School, City View School and Goddard School of Science and Technology.
- boiler replacement at Vernon Hill School is in the designing stage - largest MSBA funded project will take place at Worcester Arts Magnet School over the next few years. This year, the roof will be completed by August 22, 2022.
- replacement of the hot water systems are being put in at Burncoat High and Burncoat Middle schools.
- bleachers at Burncoat High School are under design.
- general locker repairs will take place at Claremont Academy - gym floor at Elm Park Community School is in the demolition stage and

the bleachers will be installed during the second shift

- walk-in refrigerator will be replaced at Norrback Avenue School - fire alarms are being replaced at West Tatnuck School Mr. Bedard stated that once the fixed set of projects are laid out in the Capital Funding, it does not always mean that those projects will take place due to the fact that if a boiler breaks down or an emergency happens, the monies will need to be reallocated for those purposes. Member Kamara asked if the elevator at Vernon Hill School and the roof in the lunch room at Grafton Street School are being fixed. Mr. Bedard stated that the freight elevator at Vernon Hill School has significant issues and is beyond having parts replaced. There is no timeline on the repairs and discussions will take place regarding installing a new one. The cafeteria ceiling at Grafton Street school has begun and will be completed before the beginning of the school year. Member Mailman asked if the system has ever outsourced for custodians. Mr. Allen stated that outsourcing has not been used for custodial help but that is a conversation that could occur in the future. Chair Novick asked if the Administration has a timeline for the installation of the bottle filling stations. Mr. Bedard stated that there is one year to complete the grant and once the materials and fixtures come in, there will be a better understanding of the timeline. Chair Novick asked if five boilers are a typical number to have work being done on during the year.

8-15-22 - Mr. Allen stated that most MSBA funding is used for boiler replacements and there are times when some boilers fail and need to be worked on immediately. Mr. Bedard stated that there are at least 2 to 4 boilers in a school and it is not uncommon to have five boilers in the system to be down. When an MSBA boiler project begins in a school, all of the boilers, pumps, wiring, controls, pads, lights are replaced and the room is repainted. Chair Novick asked what the plans are going to look like for responding to the NEASC report for Burncoat High School and for an update on the work that Honeywell had done and is doing in the school regarding air quality and the HVAC systems. Mr. Allen stated that the Administration received a proposal from Honeywell which will be submitted to DESE for ESSER Capital approval. Once approved, most schools will be getting some level of Honeywell improvements. Nault Siemens will be addressing the upgrades for schools with air filtrations systems to MERV 13. What has been done through the summer was the planning process for the work to continue and the proposal to be sent to DESE for its approval. The work is scheduled to be completed in 2024. Chair Novick asked if there will be an update on the ESSER Funds regarding HVAC and ventilations systems. Mr. Allen stated that the Administration would provide a quarterly report once the approval is obtained from DESE for the HVAC work. Member Mailman requested that a copy of the two PowerPoints presented be forwarded to the School Committee.

On a roll call of 3-0, the item was held.

8-18-22 - SCHOOL COMMITTEE MEETING

On a voice vote, the action was approved as stated.

10-12-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS Mr. Bedard presented the quarterly maintenance report which included custodial and maintenance services and an update on environmental work. He also provided updates on all capital projects at all WPS schools. Mr. Allen stated that the priorities are heating systems, boilers and fire alarms and that the safety of all students and faculty takes precedence over any other capital project. Mr. Allen

stated that the ionization equipment and the MERV-13 updates that were installed during COVID were intended to be permanent fixtures in the schools. Mr. Bedard stated that there have been some delays with Honeywell and Nault Siemens. An architect was engaged to look at some of the yellow mid-range equipment and identified a series of schools where work needs to be done. Honeywell is now ready to get started doing their final field work and go through the schools to look at some of the fine tuning thing that needs to be done to install some of the equipment, potential asbestos and hazardous materials testing. Once they complete that last round, which usually takes about 3 weeks to a month to do that exploratory, then they'll be in a position to put that work out for a bid and then to start. Mr. Allen stated that DESE has given preliminary approval for ESSER funding. The work has always been aligned to ESSER III spending which extends through September 2024. Due to the amount of work and the fact that all schools are getting some level of HVAC improvements other than not brand new schools, it will take additional time to provide that report.. Chair O'Connell Novick asked if a letter should be sent on behalf of the School Committee advocating for an extension on ESSER III spending. Mr. Allen responded that the ESSER III timeframe may need to be extended based on the amount of work that is going into HVACs in the buildings and also potential supply chain issues. The concern is being able to complete all of the work by the September 2024 deadline. Any advocacy about extending ESSER III, even if contractual commitments are in before that date, is something that Mr. Allen would recommend. He stated that there has been language regarding this topic that he can look at to see if its applicable to what is being suggested and then possibly replicate that same language. On a roll call of 2-1 (absent Kamara), the item was held for the next quarterly update.

- 10-20-22 - SCHOOL COMMITTEE MEETING On a voice vote, the action was approved as stated.
- 2-13-23 - Request that the Administration provide quarterly reports regarding building maintenance to include timeframes on when work will begin and be concluded. Mr. Allen provided updates on the capital projects throughout the district. Discussion centered around the HVAC projects timeline, matching funding sources to priorities, and window/blind replacements. On a voice vote, the motion to hold was approved.
- 9-18-23 - Chairperson O'Connell Novcik made a motion to hold this item. On a roll call of 3-0, the item was held.
- 10-24-23 Chairperson O'Connell Novcik made a motion to hold this item. On a roll call of 3-0, the item was held.
- 2-5-24 - [Click to view the meeting minutes.](#) Chairperson McCullough made a motion to accept and hold this quarterly report. Roll call vote: Member Johnson, yes; Member Roy, yes; Chairperson McCullough, yes. (Member Biancheria was absent for the vote.) By a vote of 3-0, the motion passes.
- 6-13-24 - [Click to view the meeting minutes.](#) A motion was to approve this report and hold this item. On a roll call vote: Member Johnson, yes; Member Roy, yes; Chairperson McCullough, yes; (Vice Chair Biancheria absent) of 3-0, the motion passes.
- 9-23-24 - [Click to view the meeting minutes.](#) Member Biancheria made a motion to have the Administration provide a report for all mold remediation costs. Member Biancheria made a motion to review all skilled labor salary scales.

Member Biancheria requested a list of all water fountain replacements that have been completed and how many still have to be replaced. Mr. Allen noted this information will be provided in Dr. Monarrez's weekly newsletter on September 27, 2024.

A motion was made to approve and hold this item with the aforementioned motions. On a roll call, Vice Chair Biancheria, yes; Member Roy, yes; Member Johnson, yes; Chairperson McCullough, yes; the motion passed 4-0.

- 10-21-24 - [Click to view the meeting minutes.](#)

Response from Administration

Mr. Brian Allen provided a report with the schools, locations, and cost of mold removal and air quality testing that totalled \$150,000. When questioned by the Committee, Mr. Allen noted that the custodial staff will be proactive going forward to avoid future mold problems, to the extent possible.

A motion to approve and file this report, while holding the item for quarterly reports was made. On a roll call: Vice Chair Biancheria, yes; Member Johnson, yes; Member Roy, yes; Chairperson McCullough, yes; the motion passed 4-0.



WORCESTER

PUBLIC SCHOOLS

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Dr. John E. Durkin
Administration Building
20 Irving Street
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Date: January 21, 2025
Item Number: gb 3-198
Item Description: To explore the utilization of student employees (age 16+) for Summer custodial needs and any other departments that could benefit from the additional seasonal help.
Recommendation: Accept and file
Rationale:

The Facilities Department has explored the possibility of utilizing student employees to work with the custodial and maintenance staff over the Summer break. Both groups have expressed their support for the initiative. The teams recognize the value of this proposed program, both in complementing seasonal workload staffing needs, and in offering opportunities for young individuals in our community.

- The staff will share their expertise and ensure students receive proper training and support to perform assigned tasks effectively.
- The custodial and maintenance staff will supervise tasks and work closely to ensure safety and uphold the quality standards of our operations.
- It will help foster teamwork via a collaborative environment where students feel welcome and are encouraged to contribute to the wellbeing of their schools and community.

Committee Members
Molly O. McCullough, Chair
Dianna Biancheria, Vice-Chair
Jermaine Johnson
Kathleen Roy

Administrative Representative
Brian Allen

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Prior Action: Item gb3-198

gb 3-198 (McCullough)
(August 4, 2023)

To explore the utilization of student employees (age 16+) for Summer custodial needs and any other departments that could benefit from the additional seasonal help.

August 4, 2023

To explore the utilization of student employees (age 16+) for Summer custodial needs and any other departments that could benefit from the additional seasonal help.

Member McCullough explained that this could be an opportunity for young adults to gain experience in these roles as well as any other department that could benefit from seasonal help but explained that the legality of creating these positions would need to be further explored. Member Kamara added that the positions available to students should focus on helping students get future ready experience and that they be paid positions.

**Mayor Petty made a motion to send the item to Finance and Operations.
*On a voice vote the item was sent to Finance and Operations.***

March 4, 2024 - [Click to view the meeting minutes.](#)

Chairperson McCullough noted that the administration would like to hold this item in order to bring back additional information/backup documents, prior to a discussion on this item, to the Standing Committee.

Chairperson McCullough made a motion to hold this item. Roll call vote: Vice Chair Biancheria, yes; Member Johnson, yes; Member Roy, yes; Chairperson McCullough, yes. By a vote of 4-0, the motion passes.



WORCESTER

PUBLIC SCHOOLS

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Dr. John E. Durkin
Administration Building
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Worcester, MA 01609-2493

Date: January 21, 2025

Item Number: c&p 3-11

Item Description: To request the Worcester Public School Committee consider adapting all student bathrooms at North High School to be gender inclusive.

Recommendation: Accept and file

Rationale:

Upon investigation into the requested petition, it has been determined to not be feasible to convert the School's existing restrooms to "gender neutral" universally across the Facility.

Massachusetts State Plumbing Code (Fig. 1, 248 CMR, "10.10 Table 1: Minimum Facilities for Building Occupancy") requires minimum specific fixture counts for specific types of building use groups. Because of the design of the facility, conversion of the existing multiple fixture restrooms to be signed "gender inclusive" would result in non-compliance with current code required fixture counts, which are based on male and female gender. Additionally, the design and layout of the school does not allow the constriction/addition of new gender inclusive restrooms without significant loss of classroom and other instructional student spaces.

Fig. 1

**248 CMR: BOARD OF STATE EXAMINERS
OF PLUMBERS AND GAS FITTERS**

10.10: continued

10.10 Table 1: Minimum Facilities for Building Occupancy cont.

CLASSIFICATION	DESCRIPTION OF USE	TOILETS		URINALS	LAVATORIES		DRINKING WATER STATIONS	BATHTUBS OR SHOWERS	OTHER FIXTURES	NOTES
		Female	Male		Female	Male				
Places of Business	Buildings Offering Service Type Transactions. Banks, Salons, Laundries, Veterinary Clinics, Offices, Shops, Service Stations, and similar usage (Patrons & Staff)	1-20 up to 100 Over 100 add 1 for every 50	1-25 up to 100 Over 100 add 1 for every 50	Up to 50%	1-50	1-50	One for each set of rest rooms		One Mop Sink per floor	A single set of rest rooms may be used by patrons and employees when figuring the fixture requirements.
Educational Facilities	Public and Private Pre-School and Day Care	One per 20 Children & Staff	One per 20 Children & Staff		1 per 10	1 per 10	One for each set of rest rooms		One Mop Sink per Floor	One single user rest room allowed for up to 20 children and staff combined.
	Public & Private Schools, Kindergarten, Elementary, Middle & High School	1-25 up to 100 Over 100 add 1 for every 50	1-25 up to 100 Over 100 add 1 for every 50	Up to 50%	1 per 25	1 per 25	One for each set of rest rooms		One Mop Sink per Floor	
	Staff	1 per 20	1 per 25	Up to 33%	1 per 20	1 per 20				
	Public & Private Post-Secondary Schools including Staff	1-30 up to 120 Over 120 add 1 for every 60	1-34 up to 120 Over 120 add 1 for every 80	Up to 67%	1 per 50	1 per 50	One for each set of rest rooms		One Mop Sink per Floor	
Industrial, Warehousing, Research & Development facilities	Buildings & warehouses where employees assemble or process products that may be stored and/or shipped	1-20 up to 100 Over 100 add 1 for every 40	1-40 up to 120 Over 120 add 1 for every 80	Up to 67%	1 per 15	1 per 15	One for each set of rest rooms	One per 20 Males and One per 20 females	One Mop sink per floor	

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

Prior Action: Item c&p 3-11

c&p 3-11 Public Petition
(October 17, 2023)

To request the Worcester School Committee consider adapting all student bathrooms at North High School to be gender inclusive.

November 2, 2023

Mayor Petty took the following items together:

Public Comment

Jonathan Hardy-Lavoie, Behavior Specialist at North High School and Worcester resident, spoke in support of the public petition c&p 3-11, to request the Worcester School Committee consider adapting all student bathrooms at North High School to be gender inclusive. He stated that having access to gender inclusive bathrooms not only helps students physically and medically but also affects their behavioral and mental health. He added that the North High Principal, Dr. Sam FanFan, supports this petition.

Kristin Fraiser, a teacher at North High School, spoke in support of Mr. Hardy-Lavoie's petition. She added that the only space that is not gender specific is located in the Nurse's office which is not sufficient to accommodate all students.

Public Petition

c&p 3-11 Hardy-Lavoie
(October 17, 2023)

To request the Worcester School Committee consider adapting all student bathrooms at North High School to be gender inclusive.

Mayor Petty made a motion to refer the Public Petition to Finance and Operations. On a voice vote, the petition was referred to Finance and Operations.

[Click to view the meeting minutes.](#)



WORCESTER PUBLIC SCHOOLS

Brian Allen
Deputy Superintendent
Finance & Operations

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Dr. John E. Durkin
Administration Building
20 Irving Street
Worcester, MA 01609-2493

Date: January 14, 2025
Item Number: gb 3-48.2
Item Description: To consider exploring the hiring of athletic trainers for high school athletics.
Recommendation: Refer to FY26 Budget
Rationale:

To implement athletic trainers for high school athletics, the district would need to hire five full-time athletic trainers to work at each of the largest high schools. These schools all have football programs and offer the full range of athletic teams. In addition, since Claremont Academy and University Park Campus School do not offer a football program and they do not have their own athletic teams, these co-op teams would require either a per diem athletic trainer or a part time trainer.

Using area salaries, the total cost of the athletic trainers (including health insurance) would be approximately \$465,000. The Administration recommends that this item be referred to the FY26 Budget.

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WORCESTER, MA 01609

Prior Action: Items gb 3-48

Gb 3-48 McCullough
(January 16, 2023)

To consider exploring the hiring of athletic trainers for high school athletics.

February 2, 2023

Item referred to the Standing Committee on Finance & Operations.

April 26, 2023

Chair O'Connell Novick said the recommendation of administration was that items with FY24 budget implications be moved to be considered with the FY24 budget. Member Mailman requested clarification. Mr. Allen said that at the second meeting in June, administration would come back with a response to these items for Committee consideration as part of the budget deliberation.

On a roll call vote of 3-0, the motion to move the items to the FY24 budget was approved.

[Click to view the meeting minutes.](#)

June 15, 2023

Referred to Finance and Operations to take a look for next year.

[Click to view the meeting minutes.](#)



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Dr. John E. Durkin
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Worcester, MA 01609-2493

Date: January 14, 2025
Item Number: gb 3-69
Item Description: To review and/or develop policies regarding public use of school playgrounds, adjoining playgrounds, and parks during school days/recess times.
Recommendation: File
Rationale:

The Worcester Public Schools and City of Worcester (Executive Office of Executive Office of Health & Human Services, Division of Youth Opportunities and Department of Public Works, Parks and Recreation Department) are finalizing a Memorandum of Agreement that would allow exclusive use of certain city park spaces for public school and school-related educational and recreational activities, including summer school. The schools and playgrounds covered under this agreement are at locations where the school and playground are adjacent properties to each other. These locations are:

- Burncoat Street Playground, 524 Burncoat Street, for use by Burncoat Preparatory School
- Lake View Playground, 125 Coburn Ave, for use by Lake View School
- Providence Street Playground, 239 Providence Street, for use by Vernon Hill School
- Bennett Field, 1258 Main Street, for use by Gates Lane School.

Each school shall submit a permit application at the beginning of January of each year to the Parks Department for use of the adjacent Park land. This request will cover January to December and can be modified at any time by each school.

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

Prior Action: Items gb 3-69

Gb 3-69 McCullough

(February 7, 2023)

To review and/or develop policies regarding public use of school playgrounds, adjoining playgrounds, and parks during school days/recess times.

February 16, 2023

To review and/or develop policies regarding public use of school playgrounds, adjoining playgrounds, and parks during school days/recess times. Member McCullough motioned to refer to the Standing Committee on Governance and Employee Issues.

On a roll call of 7-0, the motion was approved.

[Click to view the meeting minutes.](#)

October 3, 2023

Mr. Allen reported that the 2015 agreement between the City of Worcester and the Worcester Public Schools is being reviewed with the city representatives and a recommended new document will be submitted so that all facilities are covered. Chairperson Clancey made a motion to hold this item. *On a roll call of 3-0, the item was held.*

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WORCESTER

PUBLIC SCHOOLS

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Dr. John E. Durkin
Administration Building
20 Irving Street
Worcester, MA 01609-2493

Date: January 17, 2025
Item Number: gb 4-73
Item: To review the status of the FY25 Budget and make appropriate transfers as required.
Recommendation: Approve and file

Rationale:

Please see the attached FY25- Second Quarter Budget Report

**WORCESTER PUBLIC SCHOOLS
2024-2025 BUDGET ACCOUNT SUMMARY
SECOND QUARTER BUDGET STATUS REPORT**

<u>Account</u>	<u>Account Title</u>	<u>Budget</u>	<u>Expended or Encumbered</u>	<u>Balance</u>
500-91110	Administration Salaries	\$20,071,353	\$10,674,507	-\$621,885
500-91111	Teacher Salaries	\$224,806,155	\$79,282,614	\$912,561
500-91112	School Committee Salaries	\$140,866	\$70,433	\$0
500-91114	Teacher Substitutes Salaries	\$3,716,700	\$944,445	\$474,895
500-91115	Paraprofessional Salaries	\$21,117,324	\$9,149,814	\$328,250
500-91116	Coach Salaries	\$896,941	\$340,076	-\$24,364
540-91117	Transportation Salaries	\$16,124,054	\$8,086,832	-\$37,997
500-91118	Supplemental Program Salaries	\$3,008,261	\$1,224,692	\$318,703
500-91119	Custodial Salaries	\$9,278,108	\$4,510,327	\$317,407
500-91120	Maintenance Service Salaries	\$2,377,544	\$1,094,036	\$283,582
500-91121	Administrative Clerical Salaries	\$3,903,840	\$2,056,755	-\$28,613
500-91122	School Clerical Salaries	\$2,477,195	\$958,343	\$203,917
500-91123	Non Instructional Salaries	\$6,182,159	\$3,589,243	\$82,222
540-91124	Crossing Guard Salaries	\$504,288	\$229,475	-\$20,987
500-91133	School Nurse Salaries	\$7,930,930	\$3,128,729	-\$207,919
500-91134	Educational Support Salaries	\$2,708,785	\$2,772,250	\$11,719
540-97201	Transportation Overtime Salaries	\$1,117,789	\$750,964	-\$220,177
500-97203	Custodial Overtime Salaries	\$1,392,560	\$673,485	-\$60,407
500-97204	Maintenance Overtime Salaries	\$85,600	\$41,026	-\$3,886
500-97205	Support Overtime Salaries	<u>\$165,083</u>	<u>\$38,620</u>	<u>\$29,196</u>
	Salary Total	\$328,005,534	\$129,616,665	\$1,736,217
500101-96000	Retirement	\$25,924,380	\$710,180	\$0
540103-92000	Transportation	\$5,813,017	\$7,100,684	-\$232,521
500122-92000	Athletic Ordinary Maintenance	\$491,342	\$484,959	\$0
500123-96000	Health Insurance	\$61,859,636	\$28,935,523	-\$606,537
500129-96000	Workers Compensation	\$2,354,096	\$821,359	-\$56,456
500130-92000	Personal Services	\$3,027,834	\$2,459,904	-\$197,805
500132-92000	Tuition	\$25,081,482	\$28,411,970	-\$125,407
500-92204	Instructional Materials	\$9,199,105	\$1,908,851	\$520,494
500136-92000	Miscellaneous Educational OM	\$10,170,677	\$7,871,682	-\$95,242
500137-96000	Unemployment Compensation	\$1,003,023	\$1,355,241	-\$872,217
500146-92000	Building Utilities	\$8,922,315	\$6,984,241	-\$89,223
500152-92000	Facilities Ordinary Maintenance	<u>\$11,505,708</u>	<u>\$4,661,296</u>	<u>\$0</u>
	Non Salary Total	\$165,352,615	\$91,705,890	-\$1,754,914
	Total General Fund Budget	\$493,358,148	\$221,322,555	-\$18,697

**WORCESTER PUBLIC SCHOOLS
FY25 BUDGET
SECOND QUARTER BUDGET STATUS REPORT**

The status of all Salary and Ordinary Maintenance accounts as of December 31, 2024, are shown in Annex B. Presented for each account is the amount budgeted for the current fiscal year, the amount expended or committed as of December 31st, and the projected balance at the closing on June 30, 2025. Salary and Ordinary Maintenance Account totals are:

<u>Budget Title</u>	<u>Budget Amount</u>	<u>Expended or Encumbered 12/31/24</u>	<u>Projected Balance 06/30/25</u>
Salaries	\$328,005,534	\$129,616,665	\$1,736,217
Non-Salaries	\$165,352,615	\$91,705,890	-\$1,754,914
Total General Fund	\$493,358,148	\$221,322,555	-\$18,697

At the December 10, 2024 City Council meeting, the City Council approved the City Manager’s recommendation to provide the district with \$7,585,935 million in one-time free cash to be used during the current fiscal year. At the January 9, 2025 School Committee meeting, the Administration’s recommendation of these funds were approved and are included in this report.

The following accounts have budget changes based on current operating conditions for the current school year:

Accounts with Budget Impacts Since First Quarter Report:

Unemployment Compensation 500130 (-\$872,217): Current year-to date claims are trending higher than budgeted based on invoices received. All district claims are approved through Human Resources and monthly invoices are provided from the City of Worcester.

Health Insurance 500123-96000 (-\$606,537): Enrollments through November were slightly higher than anticipated. December enrollments appear to have stabilized and estimated projections include this enrollment data through the end of the fiscal year. This account also includes a projected increase of Federal Medicare, which is the employer’s matching contribution of 1.45% of gross wages for employees hired after April 1, 1986.

Building Utilities 500146 (-\$89,223): District utility invoices have been received through December and based on usage, projections appear to be consistent with initial budget planning. The projected deficit in this account is an increase with internet security provider.

Accounts with Projected Balances to Offset Deficit Accounts:

Teacher Salaries (\$912,561): The projected balance in the account is based on year-to-date salary expenditures and projections through the remainder of the fiscal year and represents .004% of the adopted budget for teacher salaries.

Paraprofessional Salaries 500-91123 (\$328,250): The projected balance in the account is based on year-to-date salary expenditures and projections through the remainder of the fiscal year and represents .02% of the adopted budget for paraeducator salaries.

School Clerical Salaries 500-91122 (\$203,917): The projected balance in this account represents the transition of onboarding positions for the start of the school year. There are approximately three vacant positions currently being covered by temporary clerical substitutes. The projections included the appointment of these positions prior to the end of the school year.

Based on the Second Quarter Budget Status Report, the Administration recommends the following actions:

Amount	From Account	Account Title	To Account	Account Title
\$400,000	500-91111	Teacher Salaries	500-91110	Administration Salaries
\$200,000	500-91119	Custodial Salaries	540103-92000	Transportation
\$200,000	500-91120	Maintenance Service Salaries	540-97201	Transportation Overtime Salaries
\$400,000	500-91114	Teacher Substitutes Salaries	500123-96000	Health Insurance
\$400,000	500-91111	Teacher Salaries	500137-96000	Unemployment Compensation

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

Prior Action: Items gb 4-73

Gb 4-73 Administration
(August 15, 2024)

To consider revisions to the FY25 Building Rental Rates.

August 15, 2024

[Click here to view the meeting minutes.](#) On a voice vote of 8-0, this item was sent to Finance, Operations & Governance.



WORCESTER PUBLIC SCHOOLS

Brian Allen
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Dr. John E. Durkin
Administration Building
20 Irving Street
Worcester, MA 01609-2493

Date: January 14, 2025

Item Number: gb 4-102

Item Description: To review the school choice policy around out of district student eligibility into Chapter 74 programs.

Recommendation: File

Rationale:

The Administration consulted with district legal counsel to review and confirm the school choice policy around out-of-district student eligibility into Chapter 74 programs in accordance with G.L. c. 76, §12B (the "school choice statute").

Admission into Criteria-Based Schools

According to DESE's FAQs regarding the school choice statute,

" ... once a non-resident student is admitted through school choice, the school district must treat students admitted through school choice in the same manner as it treats students residing in the district. The basic premise of the school choice law is that a school choice student once admitted to the district must be treated in the same way a resident student is treated. Therefore, if students who reside in the district are permitted to transfer to other schools or programs within the district, then students admitted through school choice must also be permitted to transfer to other schools or programs in the district."

The school committee may limit non-resident students from admission, *in the first instance*, to specific schools, programs, or grades. *See G.L. 76 § 12B(b)*. Therefore, if the school committee specifies that criteria-based schools, such as the Goddard Program or Worcester Technical High School, will not be available for school choice admissions, no new non-resident applicant will be allowed to attend those criteria-based schools for which the school committee has limited school choice admission. However, if a non-resident student is *already* enrolled in the District through

school choice, the District may not preclude that non-resident student from being admitted to those criteria-based schools simply because the student is a non-resident.

Once a non-resident student is admitted to the District through school choice, the nonresident student becomes, in effect, a resident student vested with the same rights to attend schools within the District as traditional resident students. Therefore, the non-resident student who has already been admitted to the District through school choice should be considered, for all intents and purposes, a resident student. See *G.L. 76 § 12B(b), (m)*. Because resident students may *apply* for and be *considered* for admission into the criteria based schools, a non-resident student who has already been admitted to the District through school choice may apply for and be considered for admission to the criteria-based schools. Actual admission into the criteria-based school would then be determined based on whether the applicant (resident or non-) meets the eligibility criteria for admission. A student's place of residence, if already admitted to the District through school choice, should have no bearing on whether the student is admitted to a criteria-based program, even if the school committee has specified that said criteria-based program will not admit students through school choice.

That said, if the District considers its criteria-based programs as part of an intra-district choice plan, then the criteria-based programs - and, in fact, any program - may give preference to resident students in assigning students to schools. See *G.L. 76 § 12B(d)* (if the city "operates an intra-district choice plan, non-resident students may apply for schools on the same basis as resident students, but the intra-district choice plan may give preference to resident students in assigning students to schools").

Priority Placements for Resident Students

The District's School Choice Policy, JFBB states, in part,

"It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law and under the following local conditions: That resident students be given priority placement in any classes or programs within the District."

The Interdistrict School Choice Plan is also referred to as the Voluntary Transfer plan in the district. Therefore, under the law and district policy, the District is permitted to give preference to resident students when assigning students to schools. See *G.L. 76 § 12B(d)*.

For example, although not part of the school choice statute, a caveat regarding priority to resident students applies to vocational schools. Under *603 CMR 4.03(6)(a)*, resident students "who meet the minimum requirements for admission shall be admitted prior to acceptance of any nonresident students seeking the same program". However, as with other criteria-based schools, once a non-resident student is admitted to a vocational school within the District, the non-resident student "is entitled to the same rights and privileges of students who reside in the receiving school district, including the right to remain in the receiving school until completion of their secondary program, unless the student changes their program or moves out of their district

Item: gb4-102 Chapter 74 Program Eligibility

of residence." *See 603 CMR 4.03(6)(b)(3)*. Worcester Tech's admission policy, as stated below, is therefore permissible.

Worcester Public Schools (WPS) is a school choice district. However, per the WPS Student Handbook, Chapter 74 programs at comprehensive high schools and Worcester Technical High School do not participate in the School Choice program. All applicants (whether current 8th graders or prospective transfer students) for WPS CVTE programs must reside within the boundaries of the District, or be enrolled as an approved school choice student, at the time their applications are submitted.

As of October 1, 2024 enrollment numbers, the district has enrolled 140 school choice students in the Worcester Public Schools. Of these students, 42 have prior Worcester addresses. This means that they are former Worcester residents who have moved out of the city but have remained as students in the Worcester Public Schools through school choice. Of these 42 students, 17 attend their former quadrant home school based on their prior address, 7 attend Worcester Technical High School, and 18 attend other schools in the district.

The remaining 98 students are in the following grades:

11 – Kindergarten

10 – Grades 7 or 8

42 – Grades 1-6

35 – Grades 9-12 (with 13 in Grade 12)

The 140 students are expected to provide the district with \$700,000 in school choice revenue during FY25. These funds have been used to provide additional instructional supplies and materials to schools within the district.

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

Prior Action: Item gb 4-102

gb 4-102 McCullough

(October 24, 2024)

To review the school choice policy around out of district student eligibility into Chapter 74 programs.

October 24, 2024 - [Click to view the meeting minutes.](#)

Member Mailman requested the item be amended to include all other lottery based programs and Member McCullough agreed. **A motion was made to refer this item, with Member Mailman's amendment, to the Finance, Operations, and Governance Standing Committee. On a roll call: Member Alvarez, yes; Member Biancheria, yes; Member Binienda, yes; Member Guardiola, yes; Vice Chair Johnson, yes; Member Mailman, yes; Member McCullough, yes; Member Roy, yes; Mayor Petty, yes; the motion passed 9-0.**



WORCESTER PUBLIC SCHOOLS

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Dr. John E. Durkin
Administration Building
20 Irving Street
Worcester, MA 01609-2493

Date: January 14, 2025

Item Number: gb 4-109

Item Description: Request Administration to consider a proposal prepared by students at Sullivan Middle School (Civics Action Projects class) to provide after school bus transportation for students who wish to participate in after school tutoring and activities who have no other means of transportation.

Recommendation: File

Rationale:

The adopted FY25 Budget includes additional funds to provide an afterschool bus ("late bus") for each secondary school, three days per week for the remainder of the school year.

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

Prior Action: Item gb 4-109

gb 4-109 Roy

(November 14, 2024)

Request Administration to consider a proposal prepared by students at Sullivan Middle School (Civics Action Projects class) to provide after school bus transportation for students who wish to participate in after school tutoring and activities who have no other means of transportation.

November 14, 2024 - [Click to view the meeting minutes.](#)
[Sullivan Middle School student letter supporting gb 4-109](#)

Eighth grade students, Madison Clancy and her peers gave a presentation on the importance and benefits of having after school transportation for middle school students as well as a cost estimate for having an after school bus for the remainder of the school year. Member Roy thanked the students and asked that this item be referred to FOG.

A motion was made to refer this item to FOG. On a roll call vote of 6-0, this item was referred to FOG. Member Alvarez, yes; Member Biancheria, yes; Member Binienda, yes; Vice Chair Johnson, yes; Member Roy, yes and Mayor Petty, yes. Absent: Member Guadiola, Member Mailman, Member McCullough.



WORCESTER PUBLIC SCHOOLS

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Dr. John E. Durkin
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20 Irving Street
Worcester, MA 01609-2493

Date: January 21, 2025
Item Number: gb 4-116 -
Item Description: Request administration, review the protocol and policies in reference to incidents and accidents concerning WPS buses, including transportation for students under WPS schools or outside of our schools such as private or charter.
Recommendation: File
Rationale:

Incident and Accident Protocols for WPS Transportation

Purpose

To ensure the safety and well-being of students and staff during transportation, this protocol outlines the steps to address incidents and accidents involving WPS buses. This applies to students attending WPS schools and those transported to private or charter schools under WPS contracts.

Definitions

1. **Incident:** Any unexpected event that disrupts the normal operation of a school bus (e.g., student misbehavior, medical emergencies, or vehicle malfunction).
 2. **Accident:** Any collision or event resulting in physical damage to the bus, other vehicles, property, or injuries to individuals.
-

Immediate Response

1. Driver Actions:

- **Ensure Safety:** Stop the bus in a safe location, activate hazard lights, and ensure passengers remain seated.
- **Assess the Situation:** Determine if there are injuries and the extent of the damage.
- **Notify Dispatch:** Provide details, including:
 - Location of the incident/accident.
 - Number of students on board.
 - Presence of injuries.
 - Any immediate hazards (e.g., fire, leaking fuel).
- **Administer First Aid:** If trained and necessary, provide basic first aid until emergency personnel arrive.

2. Dispatch Actions:

- Notify emergency services (911) if required.
- Contact the WPS Transportation Safety Supervisor.
- Deploy a replacement bus and driver if necessary to ensure minimal disruption.
- Inform school administrators.
- School administrators inform parents/guardians, as appropriate.

3. Transportation Safety Team Actions:

- Send a transportation supervisor or designated personnel to the scene.
- Coordinate communication between the driver, emergency services, and schools.
- Begin incident documentation and investigation.

Post-Incident Procedures

1. Parent/Guardian Notification:

- Parents/guardians will be notified immediately if their child is injured.
- For non-injury accidents, notifications will be made promptly, providing details and reassurance of student safety.

2. Medical Assistance:

- Injured students will receive medical attention from emergency responders.
- The bus driver will remain with students until all are safely accounted for.

3. Student Transportation:

- A replacement bus will transport students to their destination if the original bus is inoperable.
 - For severe accidents, parents/guardians may be required to pick up their child at the accident scene or hospital.
-

Reporting Requirements

1. Driver's Responsibilities:

- Complete an **Incident/Accident Report** within 24 hours.
- Participate in post-incident drug and alcohol testing if required.

2. Transportation Office Responsibilities

- Submit the incident report to the WPS Law Office and WPD
- Cooperate with insurance providers and legal entities in the investigation.

3. State Reporting:

- Accidents involving injuries or significant property damage will be reported to the Massachusetts Registry of Motor Vehicles and other relevant authorities.
-

Investigation and Accountability

1. Internal Review by the Safety Committee:

- All accidents and injuries will be reviewed by the **WPS Transportation Safety Committee** to determine the root cause and fault.
- The committee will evaluate:
 - Driver actions and adherence to safety protocols.
 - Vehicle condition and maintenance records.
 - Environmental and external factors contributing to the incident.

2. Corrective Actions:

- The **Safety Supervisor** and **Operations Supervisor** will collaborate to recommend and implement corrective actions based on the committee's findings.
- Possible actions include:
 - **Retraining:** Mandatory safety or defensive driving courses for the driver.
 - **Route Adjustments:** Modifying routes to address identified hazards or improve efficiency.
 - **Disciplinary Measures:** Warnings, suspension, or termination, depending on the severity of the driver's negligence or repeated offenses.

- Corrective actions will prioritize preventing recurrence and maintaining student safety.

3. Documentation and Follow-Up:

- The results of the investigation, including corrective actions, will be documented and stored in the driver's personnel file.
- Follow-up reviews will ensure that corrective actions have been implemented effectively.

Review and Updates

This Protocol will be reviewed annually by the WPS Transportation Department and updated to reflect regulatory changes, feedback, and incident analysis.

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

Prior Action: Item gb 4-116

gb 4-116 Biancheria

(December 5, 2024)

Request administration, review the protocol and policies in reference to incidents and accidents concerning WPS buses, including transportation for students under WPS schools or outside of our schools such as private or charter.

December 5, 2024 - [Click to view the meeting minutes.](#)

A motion was made to refer this item to FOG. On a voice vote of 9-0, the motion was approved.



Laurie Kuczka
Director of Early Childhood
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508-799-3237

Taylor Administration Building
770 Main Street
Worcester, MA 01610

Date: January 27, 2025 - FOG Meeting - 5:00 p.m. at DAB

Item Number: gb 4-119

Item Description:

(McCullough) (December 19, 2024)

To review the Head Start Program to ensure oversight, alignment with program goals, and compliance with federal performance standards.

Focus Area 1 Monitoring Review:

The Head Start FA1 (Focus Area 1) Monitoring Review is an assessment conducted by the Office of Head Start to evaluate a program's systems, policies, and procedures. It focuses on how the program ensures compliance with federal Head Start Performance Standards, as well as its effectiveness in supporting school readiness, family engagement, health, safety, and overall program governance.

This review examines the program's design and management strategies, including data-driven decision-making, to ensure high-quality services are provided to children and families. It serves as a foundation for continuous improvement and program accountability.

Head Start received [FA1 notification on July 2, 2024](#) by the Office of Head Start. We are currently awaiting our 45 day notification of this review.

FY25 [Focus Area 1 Monitoring Protocols](#) outline the purpose of the review (page 1), how the review will take place (page 2) the content areas and data/documentation we are required to provide (pages 4-19).

School Committee Highlight: Performance Area 2: Program Governance (Page 5 bottom):

This area will capture how the governing body (the Worcester School Committee) and policy council use their expertise and experience to provide data-informed oversight to ensure the grant recipient provides quality services for children and families and progresses toward program goals.

Performance Measure 2.1: The grant recipient establishes program governance with sufficient expertise and representation that supports effective program oversight and engagement with families and the community. 642(c)(1)(B) and 642(c)(2)(B)(ii)

Elements of this measure include but are not limited to how the grant recipient:

- Maintains a governing body and a policy council that supports the grant recipient with its expertise

Performance Measure 2.2: The grant recipient has strategies to support collaboration across program staff members, the governing body, and the policy council to facilitate effective program governance. 642(c)(1)(E)(iv)(VII)(bb); 642(c)(2)(D); 642(d)(2)(A-I); and 1302.102(a)(1)

Elements of this measure include but are not limited to how the grant recipient:

- Provides the governing body and the policy council with data that are necessary to effectively conduct their responsibilities
- Collaborates with the governing body and the policy council to set and update program goals

Head Start Policy Council/Board Resources:

The [Worcester Child Development Head Start Policy Council/Board Requirements and Meeting & Minutes Archives](#) outline the performance standards of both the School Committee, the governing board, and the Head Start Policy Council. Outlines what Program Governance is within the Worcester Child Development Head Start and Archives the Policy Council Meetings, Minnutes and Trainings since 4/1/2020.

**Worcester Child Development – Head Start Program
Worcester Public Schools
770 Main Street
Worcester, MA 01610**

**[January 22, 2025 Meeting Slide Deck](#)
DRAFT Policy Council/Board Minutes
for Wednesday, January 22, 2025
6:00PM**

Due to our January 22, 2025 meeting not having a quorum, we are sending out these draft minutes and the link to the [Meeting Recording](#). We ask that you review the meeting recording and /DRAFT minutes and we request your approval or dissent to the following items.

Please email Laurie Kuczka at Kuczka@worcesterschools.net your approval or dissent. Thank you

Meeting called to order by 6:13

Roll Call/Sign In:

Harriet Opoku - Vice Chairperson
Beth Vietze- Community Representative, Worcester Family Partnership Coordinator
Lynn Thompson - Community Representative, JumpStart
Kim Davenport - Community Representative, Edward Street
Pam Countney - Mill Swan A Center Coordinator
Lissette Rivera - Family Engagement/School Readiness Support Greendale
Abigail Snow - Family Engagement/School Readiness Support Millbury
Laurie Kuczka- Director - Head Start
Danielle Parrillo - WPS Grant Manager
Kwame -Appiah- Community Representative - WIC
Carlene Sherbourne - Education Manager - Head Start
Cheryl Chouinard - Family Service & ERSEA Coordinator - Head Start
Valerie Machin-Sanchez - Intake Recruitment Assistant - Head Start

Secretary's Report: [November 20, 2024 Meeting Minutes](#) emailed to all 12/11/24 with invite

Laurie Kuczka asked the members if they had received the Secretary's Report and asked if there were any questions, comments or revisions. There were none.

Treasurer's Report: [Tabbed Yearly Treasurer's Report](#)

Laurie Kuczka reviewed the Treasurer's Report and asked if there were any questions, comments or revisions. Kim Davenport asked that the typo in the word Raise be corrected on the slide show. The typo has been corrected. There were no other questions, comments or revisions.

Old Business:

Monthly Enrollment Report - Laurie Kuczka

Laurie reviewed the current enrollment as of 1/22/25. Explained the breakdown of options and the breakdown of each building's categories and was happy to report 100% enrollment for the 3rd month in a row.

5 Year Programmatic Goal Update - Laurie Kuczka

Laurie reviewed our current 5 year programmatic goals and the successes and challenges the program met throughout the past year. She requested members to provide feedback and comment on the goals to ensure accurate submission in the 2/1/25 grant application.

Kim Davenport - Goal #2 - Shared her congratulations to the staff for making the turnaround and asked what is the maintenance of the goal? Is it that each year you work to meet the 20% or should it be over the 5 year cycle? Carlene suggested that we change the wording from End of the Year to at the end of our 5 year grant cycle. Laurie proposed that she will re-write the goal and share it via email for all members to way in on the wording for the grant submission.

Kim Davenport - Goal #3 - Questioned if the wording of the End of the Year is what we should be focused on. Beth Vietze suggested we write in the work planned for data collection from staff and families. Carlene Sherbourne suggested we reach out to families who are multi language learners and possibly hold orientation sessions grouped by primary language and wondered if these efforts would impact attendance at family events.

Laurie Kuczka - Goal #4 - Laurie shared that the percentage of 97% will be changed to meet the requirement of 97.8% present of funded enrollment in order to meet what OHS defines as meeting funded enrollment.

Carlene Sherbourne - Goal #6 - Explained that a new Reflective Form is now included with lesson plans and that at the pedagoga meetings they always discuss the time spent on reflection and that teachers are now reflecting with children. Kim Davenport - shared that she loves where this goal is heading. Add suggested that we add the word understand and before assess to clarify what the goals true meaning is.

New Business:

Federal Grant Application Review - Laurie Kuczka

Laurie reviewed the proposed grant application budget, explaining each line and its increase or reduction and that the proposed budget is currently with Sara Consalvo and Marie Morse and if any suggested changes are made she will bring it to members attention.

2024 BOY Work Sampling System Child Outcome Data - Carlene Sherbourne

Carlene reviewed the cycle 1 WSS data for 3 and 4 year olds. Pointing out the comparison to last year at this time and the plans for changes moving forward to enhance instruction to increase proficiency scores.

Beth Vietze asked, Do you have data on the different languages spoken in the homes this year as opposed to last year? Carlene explained that was not one of the data points we pulled out of WSS, but language data is identified within ChildPlus. She went on to speak of her knowledge of more students speaking Haitian Creole.

Pam Courtney - Spoke about the number of Multi Language students we currently have.

Kim Davenport noticed the decrease in IEPs and questioned why that might have been. Laurie explained it may be a series of reasons, (1) the difference of 3 year olds compared to 4 year olds this year versus last, (2) A change in the Arena team offering evaluations at Mill Swan, or (3) the number of children currently waiting for consent to be signed or IEPs to be written.

Kim Davenport - shared how she felt this was very exciting work. Explained that CKLA has great tools to support language development and how the tool ties back to our goals.

Reggio Connections Book Study - Carlene Sherbourne

Carlene shared that this is the 3rd year, BARIN has provided funding of \$750 to be able to create an inquiry group. Where staff meet 3 times on documentation and how it brings life to learning and how this year we will invite families in at 3 times to the doc studio where 2 teaming teams will share documentation and pose the question, what do you think children are thinking?

Final Rule - Cheryl Chouinard

Cheryl Chouinard reviewed that the Final Rule training is mandatory for Head Start policy council members. She reviewed the eligibility requirements and the verification process and asked if there were any questions. There were none.

Other: Sharing and Announcements:

Kim Davenport - Edward Street's Pay of Play is in the books: 9/13/25 Elm Park Rain date 9/14/25. 2/5/25 Kickoff Meeting.

Beth Vietze - Shared a Congratulations to Kim in her new role as Executive Director Edward Street. Shared that Family Partnership continues their playgroup practices and offerings of Literacy night.

Kwame Appowe - WIC wishes to give a thank you to Head Start for all of the referrals, explaining that WIC is not a public charge. To please encourage friends, family and clients to use your WIC benefits and that online shopping with Walmart and home delivery is soon going to be allowed.

Lynn Thompson - Announced that Jump Start has 25-27 college students looking for volunteer hours for community service or supplies. If anyone would like to discuss how they can support their work please notify her.

Financial Report:

Laurie Kuczka reviewed the most updated financial report, 1/15/25, and asked if there were any questions or comments. There were none.

Personnel Report:

Laurie Kuczka reviewed the Personnel Report and asked if there were any questions or comments. There were none.

Meeting Adjourned: 7:31PM

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

Prior Action: Item gb 4-119

gb 4-119 McCullough

(December 19, 2024)

To review the Head Start Program to ensure oversight, alignment with program goals, and compliance with federal performance standards.

December 19, 2024 - [Click to view the meeting minutes.](#)

A motion was made to refer this item to FOG. On a voice vote of 7-0, the motion passed. Members Biancheria and Guardiola were absent for the vote.



WORCESTER
PUBLIC SCHOOLS

Dr. Marie Morse
Assistant Superintendent
Teaching & Learning

P 508-799-3644
E morsemd@worcesterschools.net

Dr. John E. Durkin
Administration Building
20 Irving Street
Worcester, MA 01609-2493

Date: December 11, 2024

Item: Integrated Progress Monitoring - Proposed Language Updates- 12/2024

Recommendation: Refer to FOG

See enclosed document

The WPS administration is proposing these shifts to the 2024-2025 Student Handbook based on feedback from the DESE Integrated Progress Monitoring and Civil Rights Self Assessment document review.

Current Language- Red Print

Proposed Language- Black Print

Page 14 Code of conduct

Current:

The Code of Conduct is based on a system of progressive discipline with a goal of limiting the use of long-term suspension as a consequence for student misconduct until other consequences have been considered, as appropriate. The administrator will exercise discretion in determining disciplinary consequences.

Proposed:

In every case of student misconduct for which suspension may be imposed the principal shall first consider ways to re-engage the student in learning and shall not use suspension from school as a consequence until alternative remedies have been tried and documented, except as follows: (1) where said decision-maker documents specific reasons why alternative remedies are unsuitable or counterproductive; or (2) where the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm to another person while in school.

Alternative Remedies Page 16

Current:

Other Discipline: Detentions may be imposed for infractions of these rules at the school level. Alternative consequences may be used, as appropriate, and include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Proposed:

Alternative Remedies: No suspension or expulsion shall occur until all alternative remedies are attempted. Reengagement strategies such as mediation, conflict resolution, restorative practice, PBIS (Positive Behavior Intervention & Support), caregiver meetings, collaborative problem solving, social skills groups, Wellness Room consultation, safety plans, trauma-sensitive learning, and other evidence-based strategies may be used as appropriate. Detentions may be imposed for infractions of

these rules at the school level. School-wide or district-wide models shall not be considered a direct response to a specific incident.

Participation in clubs and activities at Worcester Public Schools and attending school-sponsored, school-related events is a privilege afforded to students who remain in good standing. To participate in school activities, events, and clubs, students are expected to maintain good attendance and demonstrate good behavior and citizenship during school and at school-sponsored events. Eligibility for participation in activities, events, clubs, awards, scholarships, and honorary positions at Worcester Public Schools is limited to students who are currently enrolled in and attending Worcester Public Schools in good standing. Students not meeting these expectations may be excluded at the discretion of the principal or their designee. If a student is suspended from an extracurricular activity, at the determination of the principal, the student may be excluded from that specific type of event involving the student's school of enrollment for the remainder of the school year. A student's removal from extracurricular activities and attendance at school-sponsored events is not subject to the procedural requirements of MGL c. 71 §37H ¾ (Principal's Hearing). The removal is not a suspension for the purpose of counting the school days that a student is suspended. Caregivers will be notified when a student is removed or excluded from extracurricular activities.

The district shall not suspend or expel a student until re-engagement in learning has been employed and their use and results documented. In cases where procedures for reengaging students before suspension or expulsion through alternative remedies is not suitable the principal will document specific reasons why these alternative remedies are unsuitable or counterproductive. If the student's continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm to another person while in school this will be documented.

School discipline shall not include the right to inflict corporal punishment. However, reasonable force may be used as necessary to protect other students or other persons from assault or the imminent threat of bodily injury.

School Officials may legally search a student and confiscate property provided:

1. there are reasonable grounds to suspect a search will turn up evidence tending to show that the student has violated or is violating the law or the school's rules; and 2. the search as conducted is reasonably related in scope to the circumstances that justified the search in the first place.

Page 32 Current

Section IV EDUCATIONAL SERVICES AND ACADEMIC PROGRESS UNDER MGL c. 71 §§37H, 37H½ AND 37H¾:

Any student who is serving an in-school suspension, short-term suspension, long term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from

the classroom or school. The principal or their designee shall inform the student and caregiver of this opportunity in writing when such suspension or expulsion is imposed. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive educational services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

Page 32 Proposed

Section IV EDUCATIONAL SERVICES AND ACADEMIC PROGRESS UNDER MGL c. 71 §§37H, 37H½ AND 37H¾:

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Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive educational services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. Any student receiving special education services, 504, or in the process of a special education evaluation, the student and their parent will receive a copy of the parent procedural safeguards. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the child's IEP Team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine manifestation of the nexus of the disability . On the date on which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the LEA must notify the parents of that decision, and provide the parents the procedural safeguards notice described in [§300.504](#).

Page 50-51 Current also page 26

Bullying Intervention and Prevention Plan and other School Policies and State and Federal Law

The Worcester Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying or cyber-bullying. The school will investigate and respond to claims of bullying or harassment in accordance with the district's Bullying Intervention Plan and other school policies and state and federal law.

Bullying is the repeated use by one or more students or school staff members of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target which:

- Causes physical or emotional harm to the target or damage to the target's property;
- Places the target in reasonable fear of harm to them self, or of damage to their property;

- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; or
- Materially and substantially disrupts the education process or the orderly operation of a school.
“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:
 - Wire
 - Radio
 - Electromagnetic
 - Photo-electronic or photo-optical system, including but not limited to electronic mail, internet communications, instant messages or facsimile communications
- Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of caregivers and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying. Bullying is prohibited:

- On school grounds;
 - On property immediately adjacent to school grounds;
 - At school-sponsored or school-related activities;
 - At functions or programs whether on or off school grounds;
 - At school bus stops
 - On school buses or other vehicles owned, leased or used by the school district; or
 - Through the use of technology or an electronic device owned, leased or used by the school district.
- Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:
- Create a hostile environment at school for the target
 - Infringe on the rights of the target at school; and/or
 - Materially and substantially disrupt the education process or the orderly operation of a school

Acts of bullying can result in any one, or combination of, the following legal charges:

- Assault (GL c. 265, §13A). The act or an instance of unlawfully threatening or attempting to injure another
- Assault & Battery (GL c. 265, §13A). An assault upon a victim that is carried out by striking the victim, knocking the victim down, or otherwise doing violence to the victim.
- Criminal Harassment (GL c. 265, §43A). Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress.
- Harassing/Annoying Phone Calls. (GL c. 269, §43A). Whoever telephones another person, or causes any person to be telephoned, repeatedly, for the sole purpose of harassing, annoying or molesting such person or their family, whether or not conversation ensues, or whoever telephones a person repeatedly, and uses indecent or obscene language to such a person.
- Threats (GL c. 275, §4) (GL c. 209A, §7). An expression of intention and an ability in circumstances that would justify apprehension on the part of the recipient.
- Disruption of School Assembly (GL c. 272, §40). Whoever willfully interrupts or disturbs a school or other assembly of people met for a lawful purpose.
- Civil Rights Violation (GL c. 265, §§37, 38). No person, whether or not acting under color of law, shall by force or threat of force, willfully injure, intimidate or interfere with, or attempt to injure, intimidate or interfere with, or oppress or threaten any other person in the free exercise or enjoyment of any right or privilege secured to them by the constitution or laws of the Commonwealth or by the constitution or laws of the United States.
- Malicious Destruction of Property (GL c. 266, §127). Whoever destroys or injures the personal property, dwelling house or building of another.

Page 56

Current

Students with Disabilities and/or Suspected Disabilities Receiving Special Education Services or 504 Plan

For special education students, the principal or their designee will notify the Evaluation Team Chair of the suspendable offense of a student with a disability and a record will be kept in the Student Information System. For 504 students, the principal or their designee will notify the 504 Coordinator of the suspendable offense of the student and a record will be kept in the Student Information System.

Procedures for Suspension(s) Not Exceeding 10 School Days

- Any student with a disability may be suspended for up to ten (10) school days during a school year unless there is a pattern of suspensions that constitute a change in placement. Disciplinary decisions are the same as for students with- out disabilities and in accordance with the due process procedures in this handbook.

The school provides additional safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

Procedures for Suspension(s) Exceeding 10 School Days

- If your child is suspended for more than 10 school days in a school year, or if there is a pattern of suspension, this removal is considered a “change of placement”. A change of placement because of a disciplinary removal occurs if your child with a disability is removed from their current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitutes a pattern because: (1) the removals total more than 10 school days in a school year; (2) your child’s behavior is substantially similar to previous incidents that resulted in the series of removals; and (3) additional factors such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another constitute a pattern. • A change of placement invokes certain procedural protections under federal special education law and Section 504. • Prior to any removal that constitutes a change of placement, the school may convene a team meeting to develop a plan for conducting a functional behavioral assessment (FBA) that will be used as the basis for developing specific strategies to address your child’s problematic behavior. • Prior to any removal that constitutes a change of placement, the school must inform you that the law requires the school district to consider whether or not the behavior that forms the basis of the disciplinary action has a direct nexus to your child’s disability. This consideration is called a “manifestation determination”, parents/caregivers have a right to participate in this team process. All relevant information will be considered including the IEP or Section 504 Plan, teacher observations, evaluation reports and any information provided by parents/caregivers. • At a manifestation determination meeting, the team will consider: Did the student’s disability cause or have a direct and substantial relationship to the conduct in question? Was the conduct a direct result of the district’s failure to implement the IEP? • If the team’s manifestation determination decision is that the disciplinary action was related to your child’s disability, then your child may not be removed from the current educational placement (unless the behavior falls under the special circumstances described below or the parents/caregivers agree that a change in placement is appropriate. The team will review the IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The team will complete a functional behavior assessment and behavior intervention plan if it has not already done so. • If the manifestation determination decision is that the disciplinary action was not related to your child’s disability, then the school may suspend or otherwise discipline your child according to the school’s code of conduct. The team may, as appropriate, complete a functional behavioral assessment and behavioral intervention services and modification, to address the behavior so that it does not recur. For students with IEPs, during the period of time of removal from school that exceeds 10 school days, the school district must provide educational services that allow your child to continue to make educational progress. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the

10th school day of suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspension lasting longer than ten days.

Special Circumstances for Exclusion Special circumstances exist if your child: possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an interim alternative educational setting (IAES) for up to 45 school days. 56 Your child may remain in this IAES for a period of time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearing officer has ordered another placement, or you and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th day of school suspension under federal law, however, state law does provide all students with the rights to receive educational services during periods of suspensions lasting longer than ten days. School personnel will provide caregiver's Notice of Procedural Safeguards (Special Education) or Notice of Caregiver and Student Rights Under Section 504 for students with disabilities prior to any suspension exceeding 10 school days in one school year or a removal which results in a change in placement. These notices will provide an explanation of the process should there be disagreement regarding the manifestation determination or any placement decision. The caregiver and/or student may petition the Bureau of Special Education Appeals for a hearing and may have other rights as outlined in the Notice of Procedural Safeguards.

Page 55/56 Proposed

Students with Disabilities Receiving Special Education Service/ Students with Suspected Disabilities who are not yet determined eligible for Special Education Service/ or 504 Plan

For special education students and those students being evaluated for special education services who have been determined to have a suspected disability or who the school district knows or has reason to know might be eligible for such services. The principal or their designee will notify the Evaluation Team Chair (ETC) of the suspendable offense of a student with a disability and a record will be kept in the Student Information System. For 504 students, the principal or their designee will notify the 504 Coordinator of the suspendable offense of the student and a record will be kept in the Student Information System. Students who have been found to have a disability that substantially limits a major life activity, as defined under 504 of the Rehabilitation Act are generally also entitled to increased procedural protections.

Procedures for Suspension(s) Not Exceeding 10 School Days

- Any student with a disability may be suspended for up to ten (10) school days during a school year unless there is a pattern of suspensions that constitute a change in placement. Disciplinary decisions are the same as for students without disabilities and per the due process procedures in this handbook.

- The school provides additional safeguards for students with disabilities before any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year. Parents are provided with The Parents Notice of Procedural Safeguards as described in [§300.504](#).

Procedures for Suspension(s) Exceeding 10 School Days

If your child is suspended for more than 10 school days in a school year, or if there is a pattern of suspension, this removal is considered a “change of placement”. On the date which the decision is made to make a removal that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, the Local Education Agency (LEA) must notify the parents of that decision, and provide The Parents Notice of Procedural Safeguards as described in [§300.504](#).

A change of placement because of a disciplinary removal occurs if your child with a disability is removed from their current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitutes a pattern because: (1) the removals total more than 10 school days in a school year; (2) your child’s behavior is substantially similar to previous incidents that resulted in the series of removals; and (3) additional factors such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another constitute a pattern.

A change of placement invokes certain procedural protections under federal special education law and Section 504 of the Rehabilitation Act. Within 10 school days of any decision to change the placement of a child with a disability, or for students who are in process and have a suspected disability but have not yet been determined eligible, because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the child’s IEP Team (as determined by the parent and the LEA) must review all relevant information in the student’s file, including the child’s IEP, any teacher observations, and any relevant information provided by the parents to determine if the disciplinary action was related to the disability.

Before any removal constitutes a change of placement, the school must inform you that the law requires the school district to consider whether or not the behavior that forms the basis of the disciplinary action has a direct nexus to your child’s disability. This consideration is called a “manifestation determination”, parents/caregivers have a right to participate in this team process. All relevant information will be considered including the IEP or Section 504 Plan, teacher observations, evaluation reports, and any information provided by parents/caregivers. At a manifestation determination meeting, the team will consider: Did the student’s disability cause or have a direct and substantial relationship to the conduct in question? Was the conduct a direct result of the district’s failure to failure to implement the IEP and provide Free and Appropriate Education (FAPE)?

- If the team’s manifestation determination decision is that the disciplinary action was related to your child’s disability, then your child may not be removed from the current educational placement (unless the behavior falls under the special circumstances described below or the parents/caregivers agree that a change in placement is appropriate). The team will review the

IEP or Section 504 Plan and any behavioral intervention plans and may amend those plans as appropriate. The team must complete and update a functional behavior assessment and behavior intervention plan.

- If the manifestation determination decision is that the disciplinary action was not related to your child's disability, then the school may suspend or otherwise discipline your child according to the school's code of conduct. The team may, as appropriate, complete a functional behavioral assessment and behavioral intervention services and modification, to address the behavior so that it does not recur.

For students with IEPs, during the period of removal from school that exceeds 10 school days, the IEP team will identify the services necessary to provide Free and Appropriate Education (FAPE) which include services that allow your child to continue to make educational progress during the period of exclusion. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th school day of suspension under federal law, however, state law does provide all students with the right to receive educational services during periods of suspension lasting longer than ten days.

Special Circumstances for Exclusion

Special circumstances exist if your child: possesses, uses, sells, or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school-sponsored event; or inflicts serious bodily harm upon another person at school or a school-sponsored event. Under these circumstances, the principal may place your child in an Interim Alternate Educational Setting (IAES) for up to 45 school days. Your child may remain in this IAES for a time not to exceed 45 school days. Thereafter, your child will return to the previously agreed-upon placement unless a hearings officer has ordered another placement, or the parent/caregiver and the school agree to another placement. For students with Section 504 Plans, there is no automatic right to receive educational services beyond the 10th day of school suspension under federal law, however, state law does provide all students with the right to receive educational services during periods of suspensions lasting longer than ten days. School personnel will provide you a parent's /caregiver's Notice of Procedural Safeguards from the Special Education Department or Notice of Caregiver and Student Rights Under Section 504 for students with disabilities before any suspension exceeding 10 school days in one school year or removal that results in a change in placement. These notices will explain the process should there be disagreement regarding the manifestation determination or any placement decision. The caregiver and/or student may petition the Bureau of Special Education Appeals (BSEA) for a hearing and may have additional rights as outlined in the Notice of Procedural Safeguards.

Gender Identity

<https://www.worcesterschools.org/o/wps/page/discrimination-and-harassment>

This is listed in the AC school committee file.

Gender Identity will be added to all WPS non-discrimination statements on the website and all other written communication.

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

Prior Action: Item gb 4-122

gb 4-122 Administration

(December 19, 2024)

[To review the proposed shifts to the 2024-2025 Student Handbook based on feedback from the DESE Integrated Progress Monitoring and Civil Rights Self Assessment document review.](#)

December 19, 2024 - [Click to view the meeting minutes.](#)

A motion was made to refer this item to FOG. On a voice vote of 7-0, the motion passed. Members Biancheria and Guardiola were absent for the vote.

File: BB - SCHOOL COMMITTEE LEGAL STATUS

1. The School Committee is the governing board of the city's public school system. Although it functions as a duly elected Committee of city government, the School Committee has, unlike other city boards, autonomous and absolute authority within limitations established by the Commonwealth of Massachusetts to carry out the educational policies of the state and guide the educational process. According to the Worcester City Charter, the Committee shall consist of the Mayor, who shall chair the committee, ~~and six members elected at large~~ **and eight (8) members. All members are, by municipal charter, elected during odd year November municipal elections for a two-year term beginning each even-numbered January. Two members shall be elected at large citywide; six shall be elected from geographic districts as designated by the municipal chart.**

School committee members tenure shall ~~be elected for terms of two years each, beginning~~ on the first secular day of January in the year following their election and shall serve until their successors are qualified.

Established by law

LEGAL REFS.: M.G.L. [41:1](#) and [71:37](#) specifically, but powers and duties of School Committees are established throughout the General Laws of Massachusetts Relating to School Committees

Worcester City Charter, Article 4, Section 4-1(a + b.)

CROSS REFS.: [AA](#), School District Legal Status

[BBA](#), School Committee Powers and Duties

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

Prior Action: Item gb 5-8

gb 5-8 Clerk

(January 16, 2025)

[To review and amend Policy BB as needed.](#)

January 16, 2025

A motion was made to refer this item to FOG. On a voice vote of 9-0, the motion was approved.