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

AGENDA #25

The School Committee will hold a virtual and/or in person meeting:

Moment of Silence: John. E. Durkin, Ed.D., former Superintendent of the Worcester Public Schools

on: Thursday, October 6, 2022
at: 5:00 p.m. Executive Session
6:00 p.m. Regular Session
in: Esther Howland South Chamber, City Hall

ORDER OF BUSINESS

A. General Business Items taken in Executive Session

gb 2-253 - Administration
(September 26, 2022)

To discuss strategy with respect to a litigation of a Worker's Compensation for an Electrician, if an open meeting may have a detrimental effect on the litigating position of the School Committee and the chair so declares.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – Educational Association of Worcester, Units A/B.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – Educational Association of Worcester, Instructional Assistants Unit.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – NAGE R1-16 Cafeteria Workers.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations - Massachusetts Laborers District Council for and in behalf of the Worcester Public Service Employees Local Union 272, Educational Secretaries.

(Continued on next page.)

On July 16, 2022, the Commonwealth enacted Chapter 107 of the Acts of 2022, "An Act relative to extending certain state of emergency accommodations", which includes an extension of the option for public bodies to hold remote meetings until March 31, 2023, effective immediately.

Executive Session (continued)

To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – Educational Association of Worcester v. Worcester Public Schools, MCAD Docket No. 20WEM02609 (Class Action Case); Various Individual MCAD Cases Filed by Employees Relating to Reasonable Accommodation Requests; and Worcester School Committee and Educational Association of Worcester, Department of Labor Relations, Case No. MUP-20-8368.

To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – Educational Association of Worcester, Units A/B, Grievance #20/21-11, Class Action Grievance, Claremont Department Head/Team Leader Positions.

B. Call to Order**C. Pledge of Allegiance****D. Roll Call****E. Consent Agenda**i. Approval of Minutes

AOR 2-26 -Clerk
(September 21 2022)

To consider approval of the Minutes of the School Committee Meeting of Thursday, September 15, 2022.

AOR 2-27 - Clerk
(September 23, 2022)

To consider approval of the Executive Session Minutes of December 2, 2021, March 3, March 17, April 28 and May 5, 2022.

AOR 2-28 - Clerk
(September 23, 2022)

To consider approval of the Executive Session Minutes of March 21, 29 and 30 and April 14, 2022 for the Ad Hoc Search Committee for the next Superintendent.

ii. Approval of a Donation

gb 2-254 – Administration
(September 28, 2022)

To accept the following donation:

- \$200.00 to Worcester Arts Magnet School to be used for Literacy from a friend of Worcester Arts Magnet.
- of a 1973 Alfa Romeo to be used for salvage/dismantle for the Automotive Department at WTHS.

iii. Notification of Personnel Records

- 2-36 The Superintendent has APPROVED the RESIGNATIONS of the persons named below:
- Albion, Nicole, Forest Grove Middle School, Teacher, English, 24-Aug-22
- Angers, Guy, Claremont Academy, Teacher, Special Education, Moderate Disabilities, 17-Sep-22
- Anzelmo, Michelle, Quinsigamond, Focused Instructional Coach, Elementary, 24-Aug-22
- Boisvert, Felicitie, Burncoat High School, School Adjustment Counselor, School Adjustment Counselor, 17-Aug-22
- Brady, Megan, Forest Grove Middle School, Teacher, Science, 02-Sep-22
- Brewer, John, Academic Center for Transition, Teacher, Special Education, Moderate Disabilities, 24-Aug-22
- Brown-Dolan, Dayna, Burncoat High School, Teacher, English, 29-Aug-22
- Browne, Emily, Systemwide, Teacher, Music, 24-Aug-22
- Carter, Melissa, Systemwide, School Adjustment Counselor, School Adjustment Counselor, 24-Aug-22
- Caulfield, Craig, Burncoat High School, Teacher, ESL, ESL, 27-Sep-22
- Coates, Cailin, Systemwide, Teacher, Special Education, Deaf, 23-Sep-22
- Czaja, Laura, Nelson Place, Teacher, Special Education, Preschool, 24-Aug-22
- Duque, Artur, Worcester East Middle School, Teacher, Mathematics, Secondary, 24-Aug-22
- Fagan, Sara, Elm Park Community, Teacher, Elementary, 23-Sep-22
- Feliciano, Ada, North High School, Teacher, Foreign Language, Spanish, 02-Sep-22
- Ganem, Sarah, Union Hill, Teacher, Special Education, STEP, 24-Aug-22
- Gay, Rebecca, Burncoat High School, Teacher, English, Secondary, 12-Aug-22
- Gemme, Danielle, Burncoat Middle School, Teacher, Mathematics, 10-Aug-22
- Golay, Andrew, Claremont Academy, Teacher, Mathematics, 15-Aug-22
- Hammer, Michelle, Doherty High School, Teacher, ESL, 12-Aug-22
- Kneeland, Jeanne, Roosevelt, Teacher, Special Education, SAIL, 25-Aug-22
- Lanava, James, Burncoat High School, Teacher, Special Education, 24-Aug-22
- Lane, David, North High School, Teacher, ESL, 12-Aug-22
- Lanza, Jessica, Norrback Avenue, Teacher, Elementary, Primary, 22-Aug-22
- MacFadden, Oliver, Systemwide, Teacher, Music, 12-Aug-22
- Madsen, Emily, Roosevelt, Teacher, Special Education, Preschool, 13-Sep-22
- Mahan, Marie, Sullivan Middle School, Teacher, Mathematics, Secondary, 15-Aug-22
- Marshall, Kimberly, Systemwide, Teacher, Art, 24-Aug-22
- McDonald, Nicole, Chandler Magnet, Teacher, Elementary, Primary, 26-Aug-22
- McGrath, Hannah, Wawecus Road, Teacher, Elementary, Intermediate, 24-Aug-22
- McLaine, Nicole, Systemwide, BCBA, Special Education, BCBA, 12-Aug-22
- Milaszewski, Robin, Systemwide, School Psychologist, Psychologists, 26-Aug-22
- Nicole-Fergus, Mellisa, Systemwide, School Adjustment Counselor, School Adjustment Counselor, 24-Aug-22
- Paradis, Maureen, Sullivan Middle School, Teacher, Science, 24-Aug-22
- Perry, Callista, Sullivan Middle School, Teacher, Science, Biology, 24-Aug-22
- Poole, Julie, Burncoat Middle School, Teacher, Special Education, Moderate Disabilities, 18-Aug-22
- Price, Marcus, Doherty High School, Teacher, Special Education, Moderate Disabilities, 15-Aug-22
- Randall, Katrina, Doherty High School, Teacher, English, 24-Aug-22
- Rembetsy-Brown, Therese, Forest Grove Middle School, Teacher, Social Studies, 10-Aug-22
- Sales, Sarah Bielack, Systemwide, Speech & Language Pathologist, Special Education, Speech, 25-Aug-22
- Siegell, Meher Jyoti, Chandler Magnet, Teacher, Elementary, Kindergarten, 24-Aug-22

Notification of Personnel Records (continued)

2-36 (continued)

Simonti, Alicia, Forest Grove Middle School, Teacher, Science, Secondary, 23-Sep-22
 Spellman, Susan, Goddard, Teacher, ESL, 18-Aug-22
 Stanhope, Kristen, Systemwide, Teacher, Special Education, Learning Disabilities, 24-Aug-22
 Stimpson, Patrick, Forest Grove Middle School, Teacher, Special Education, STEP, 23-Aug-22
 Therrien, Kaila, Systemwide, Teacher, Special Education, Speech, 17-Aug-22
 Tsou, Yi Hsuan, Systemwide, Speech & Language Pathologist, Special Education, Speech, 12-Aug-22
 Wilmot, Sean, Worcester Technical High, Teacher, Vocational Education, Auto Collision-74, 15-Aug-22

2-37 The Superintendent has APPROVED the RETIREMENTS of the persons named below:

Chow, Wilson, North High School, Teacher, Mathematics, 06-Sep-22
 Freedman, Judy, Fanning Building - Transition Program, Teacher, Special Education, 28-Aug-22
 Gauthier-Hardy, Jennifer, Worcester Technical High, Instructor in Charge, Vocational Education, Office Tech-74, 17-Aug-22
 Haddad, Maryann, Systemwide, Speech & Language Pathologist, Special Education, 01-Sep-22
 Ireland, Edward, Burncoat High School, Instructor, Other, ROTC, 31-Aug-22
 Michalowski, Susan, Thorndyke Road, Teacher, Elementary, Primary, 31-Aug-22
 Richmond, Emilie, South High School, Teacher, Science, Chemistry, 24-Aug-22
 Ritacco, Donna, St Casimir, School Adjustment Counselor, School Adjustment Counselor, 02-Sep-22

2-38 The Superintendent has APPROVED the APPOINTMENTS of the persons named below:

Adams, Jason, Sullivan Middle School, Social Studies, BA, 1, 25-Aug-22
 Agyeman, Frederick, Burncoat Middle School, Special Education, BA, 1, 12-Sep-22
 Alcantara, Richard, Woodland Academy, ESL, BA+15, 5, 25-Aug-22
 Alexander, Victoria, Chandler Elementary, Special Education, BA, 1, 25-Aug-22
 Algieri, Gianna, Roosevelt, Elementary, MA, 1, 25-Aug-22
 Allahverdi, Shahin, Worcester Technical High, Special Education, MA, 8, 25-Aug-22
 Allison, Meighan, Francis J. Mcgrath Elementary, Elementary, BA, 1, 25-Aug-22
 Anderson, Thomas, Worcester East Middle School, English, BA, 1, 25-Aug-22
 Anderson, Christina, Systemwide, Special Education, MA, 8, 25-Aug-22
 Aniello, Arianna, Nelson Place, Special Education, BA, 2, 25-Aug-22
 Arango Fernandez, Francisco Javier, Burncoat Middle School, Other, MA, 6, 25-Aug-22
 Araya-Yampey, Jose, Burncoat High School, Science, MA, 9, 25-Aug-22
 Arnold, Nathan, Doherty High School, English, MA, 1, 25-Aug-22
 Ashworth, Jacob, Worcester East Middle School, Mathematics, BA+15, 1, 25-Aug-22
 Ayantola, Melissa, Worcester Technical High, Special Education, BA+15, 8, 25-Aug-22
 Ayub-Golden, Mariam, Burncoat High School, Special Education, BA+15, 7, 25-Aug-22
 Baez, Kayla, Worcester Technical High, Vocational Education, VL 3, 6, 25-Aug-22
 Baker, Christine, Systemwide, School Adj Couns, MA, 4, 25-Aug-22
 Baldassarre, Jennifer, Union Hill, Elementary, CAGS/2M, 9, 25-Aug-22
 Barrera, Katie, Gates Lane, ESL, MA, 1, 25-Aug-22
 Beauregard, Victoria, Chandler Magnet, School Adj Couns, MA+30, 9, 25-Aug-22
 Beeler, Emma, Burncoat High School, Mathematics, BA, 1, 25-Aug-22

Notification of Personnel Records (continued)

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Belbase, Anek, Clark Street, ESL, CAGS/2M, 1, 25-Aug-22
Benoit, Alexandra, Systemwide, Special Education, MA, 1, 25-Aug-22
Benting, Abigail, Thorndyke Road, Elementary, MA, 2, 25-Aug-22
Berg, Laura, Systemwide, Health, BA, 1, 25-Aug-22
Beriau, Andre, Worcester Technical High, English, MA+15, 8, 25-Aug-22
Bigelow, Rachel, Elm Park Community, Elementary, BA, 1, 25-Aug-22
Binkoski, Michael, Burncoat High School, Mathematics, BA, 1, 25-Aug-22
Bobb, Rachael, Sullivan Middle School, Special Education, MA, 7, 25-Aug-22
Bokina, Anthony, Systemwide, Music, BA, 1, 25-Aug-22
Bonner, Maureen, Quinsigamond, Elementary, MA, 5, 25-Aug-22
Boosahda, Colleen, Jacob Hiatt Magnet, Special Education, MA, 4, 25-Aug-22
Borda, Angela, Belmont Community, ESL, BA, 25-Aug-22
Bostock, James, Union Hill, Elementary, BA+15, 9, 25-Aug-22
Bostwick, Colleen, Vernon Hill, Elementary, MA, 6, 25-Aug-22
Boudreau, Casey, Vernon Hill, ESL, BA, 2, 25-Aug-22
Bowden, Ana, North High School, Other, BA, 3, 25-Aug-22
Bowers, Casey, Worcester Technical High, English, MA, 2, 25-Aug-22
Braun, Amy, Sullivan Middle School, ESL, MA, 4, 25-Aug-22
Brichkova, Kate, Worcester Technical High, Special Education, MA, 2, 25-Aug-22
Bridgeford, Everett, North High School, Social Studies, MA, 1, 25-Aug-22
Brindisi, Olivia, Woodland Academy, Elementary, BA, 1, 25-Aug-22
Brooks, Audrey, Vernon Hill, Special Education, MA, 8, 25-Aug-22
Brooks, Scott, Woodland Academy, Elementary, BA+15, 2, 25-Aug-22
Brousseau, Amy, Systemwide, Special Education, MA, 9, 25-Aug-22
Buckler, Madison, South High School, Science, MA, 2, 25-Aug-22
Buckley, Colleen, South High School, Science, MA, 4, 25-Aug-22
Bunch, Karla, Burncoat High School, Special Education, MA, 9, 14-Sep-22
Capullo, Christopher, South High School, Business Education, BA, 1, 25-Aug-22
Caron, Douglas, Forest Grove Middle School, Social Studies, MA, 2, 25-Aug-22
Cedrone, Elizabeth, Doherty High School, Special Education, BA, 1, 25-Aug-22
Celularo, Diana, Tatnuck Magnet, Elementary, MA, 4, 25-Aug-22
Charest, Heather, Lake View, Special Education, MA, 4, 25-Aug-22
Charles, Shayla, Vernon Hill, Elementary, BA, 1, 25-Aug-22
Clary, Kellie, Systemwide, Special Education, MA, 4, 12-Sep-22
Clayborne, Anne, North High School, Special Education, MA+15, 9, 25-Aug-22
Coakley, Timothy, Burncoat High School, Avid, BA, 7, 25-Aug-22
Cohen, Barbara, Claremont Academy, ESL, MA, 8, 25-Aug-22
Collins, Amanda, Doherty High School, English, BA, 1, 25-Aug-22
Colon, Rubaly, Worcester Technical High, Vocational Education, VL 3, 9, 25-Aug-22
Considine, Erin, Norrback Avenue, Elementary, BA, 1, 25-Aug-22
Corazzini, Margaret, Norrback Avenue, Special Education, MA+30, 9, 25-Aug-22
Costa-Smith, Liliana, Jacob Hiatt Magnet, ESL, MA, 2, 25-Aug-22
Creamer, Olivia, Forest Grove Middle School, Special Education, BA, 1, 25-Aug-22
Cronan, Joanna, Systemwide, Music, MA, 2, 25-Aug-22
Cutting, Colleen, Worcester East Middle School, Science, BA, 1, 25-Aug-22
D'Amato, Jacqueline, Fanning Building - Transition Program, Special Education, MA, 9, 25-Aug-22
Daubney, Katelyn, Gates Lane, Special Education, MA, 1, 25-Aug-22
Daugherty, Scott, Systemwide, Music, MA+30, 9, 25-Aug-22
Dealey, Kamila, North High School, Social Studies, MA, 1, 25-Aug-22
Deda, Adriana, Tatnuck Magnet, ESL, BA, 8, 25-Aug-22
DeForge, Katherine, Canterbury Street, Elementary, MA, 6, 25-Aug-22
Denio, Kallie, Chandler Elementary, Special Education, MA, 3, 25-Aug-22

Notification of Personnel Records (continued)

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Desgroseilliers, Steven, Worcester Technical High, Vocational Education, VL 1, 9, 25-Aug-22
 DiLiddo, Victoria, Burncoat High School, English, MA, 1, 25-Aug-22
 Dillon, Lee, North High School, English, BA, 2, 25-Aug-22
 DiOrio, Isabella, South High School, Foreign Language, MA, 1, 25-Aug-22
 Donovan, Hollie, Woodland Academy, ESL, BA+15, 1, 25-Aug-22
 Dufault, Kara, Burncoat Middle School, Special Education, MA+30, 9, 25-Aug-22
 Durkan, Liam, North High School, Special Education, MA, 9, 25-Aug-22
 Errara, Samuel, Claremont Academy, Health, BA, 1, 25-Aug-22
 Farnham, Sarah, Systemwide, Special Education, MA, 2, 25-Aug-22
 Fearing, Alexa, North High School, Special Education, MA, 7, 25-Aug-22
 Federico, Andrea, Vernon Hill, Elementary, MA, 1, 25-Aug-22
 Flynn, Sean, North High School, Mathematics, MA+30, 9, 25-Aug-22
 Foley, Caileen, Thorndyke Road, Elementary, MA, 3, 29-Aug-22
 Foley, Andrew, South High School, Social Studies, BA, 1, 25-Aug-22
 Frazier, Kirsten, Sullivan Middle School, ESL, BA+15, 9, 25-Aug-22
 Fredette, David, Durkin Administration, English, CAGS/2M, 9, 29-Aug-22
 Furlong, Stefanie, Francis J. Mcgrath Elementary, Special Education, MA, 5, 25-Aug-22
 Gabriel, Heather, Forest Grove Middle School, Mathematics, MA, 8, 25-Aug-22
 Garcia, Stephanie, Systemwide, Music, MA+15, 6, 25-Aug-22
 Garcia, Jessica, Quinsigamond, Elementary, BA+15, 1, 25-Aug-22
 Garcia, Rachel, Systemwide, Special Education, MA, 1, 25-Aug-22
 Gauvin, Megan, Challenge Academy, Social Studies, MA, 7, 25-Aug-22
 Gaxhi, Elvana, North High School, ESL, 9, 25-Aug-22
 Gencarelli, Joseph, North High School, Mathematics, BA, 1, 25-Aug-22
 Gevry, Amanda, Belmont Community, Elementary, BA, 2, 25-Aug-22
 Gianfrancesco, Michael, Reach Academy, Mathematics, BA+15, 9, 25-Aug-22
 Giannopoulos, John, Burncoat High School, Special Education, MA, 8, 25-Aug-22
 Gillis, James, Forest Grove Middle School, Mathematics, MA, 1, 25-Aug-22
 Gilman, Jennifer, Worcester Technical High, Vocational Education, VL 4, 8, 25-Aug-22
 Gonzalez, Natasha, Clark Street, ESL, MA, 1, 25-Aug-22
 Goodhile, Michaela, North High School, Guidance, MA, 1, 25-Aug-22
 Goulart, Kaitlin, Forest Grove Middle School, Special Education, MA, 3, 25-Aug-22
 Grant, Jennifer, Systemwide, School Adj Couns, MA, 8, 25-Aug-22
 Gray, Jacklyn, Quinsigamond, Elementary, BA, 1, 25-Aug-22
 Grenon, Laurie, South High School, Library Media, MA+15, 9, 25-Aug-22
 Grenon, Robert, City View, Elementary, MA+15, 9, 25-Aug-22
 Guemi, Soumia, City View, ESL, MA, 9, 25-Aug-22
 Gustavson, Lizbeth, New Citizens - Young Adult, Social Studies, MA, 1, 23-Sep-22
 Gutierrez, Daniel, Woodland Academy, Special Education, BA, 3, 25-Aug-22
 Hamel, Kristin, Lake View, Elementary, MA+15, 1, 25-Aug-22
 Hammond, Franchesca, Vernon Hill, ESL, MA, 1, 25-Aug-22
 Hardy-Lavoie, Jonathan, Systemwide, Special Education, MA, 8, 25-Aug-22
 Hayes, Emily, Worcester East Middle School, English, BA, 25-Aug-22
 Healy, Sandra, West Tatnuck, Special Education, BA, 9, 07-Sep-22
 Hickey, Patrick, Vernon Hill, Elementary, MA, 3, 25-Aug-22
 Hickey, Daniel, Doherty High School, ESL, MA, 1, 12-Sep-22
 Hoey, Ann, Canterbury Street, Elementary, MA+30, 9, 08-Sep-22
 Hollingshead, Sara, Vernon Hill, Elementary, MA, 8, 25-Aug-22
 Hoxha, Majlinda, Burncoat High School, ESL, BA, 5, 25-Aug-22
 Hundt, Anna, Flagg Street, Special Education, BA, 1, 25-Aug-22
 Hutchinson, Megan, Worcester Technical High, Phys Education, BA, 1, 25-Aug-22

Notification of Personnel Records (continued)

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Iarrobino, Brett, University Park, English, MA, 2, 25-Aug-22
 Jackson-Ball, Chrystle, Woodland Academy, ESL, MA, 8, 25-Aug-22
 Jacobson, Michael, Quinsigamond, ESL, MA, 8, 25-Aug-22
 Jaksina, Kimberly, Systemwide, Special Education, MA, 2, 25-Aug-22
 Jenkins, Tishaun, Worcester East Middle School, English, MA, 2, 25-Aug-22
 Johnson, Heather, North High School, Social Studies, MA, 7, 25-Aug-22
 Jones, Shanitta, Canterbury Street, Elementary, BA, 1, 25-Aug-22
 Kasper, Ariana, Gates Lane, Music, BA, 1, 25-Aug-22
 Keller, Hilary, Goddard, Elementary, MA, 1, 25-Aug-22
 Kelly, Kristi, Sullivan Middle School, Special Education, BA+15, 4, 25-Aug-22
 Kenyon, Katherine, Systemwide, Psychologists, CAGS/2M, 9, 25-Aug-22
 Kirdulis, Teresa, Burncoat Elementary, Elementary, BA, 9, 25-Aug-22
 Kirkpatrick, Kacie, North High School, Other, CAGS/2M, 6, 25-Aug-22
 Kline, Charles, Systemwide, School Adj Couns, MA, 9, 25-Aug-22
 Kmon, Callie, Union Hill, Elementary, BA, 1, 25-Aug-22
 Koberski, Jamie, Goddard, ESL, MA, 9, 25-Aug-22
 Korbey, Mikala, Systemwide, School Adj Couns, MA, 1, 25-Aug-22
 Kosak, Nafees, Union Hill, ESL, BA, 9, 27-Sep-22
 Kotnani, Elisabeta, Woodland Academy, ESL, BA+15, 1, 25-Aug-22
 Kraner, Zoe, Chandler Magnet, Elementary, BA, 1, 25-Aug-22
 Kunar, Christina, Norrback Avenue, Special Education, BA, 7, 25-Aug-22
 Kutarnia, Gina, Vernon Hill, Elementary, MA+15, 8, 25-Aug-22
 Lacey, Stacy, Norrback Avenue, Elementary, CAGS/2M, 9, 25-Aug-22
 Landers, Sara, Clark Street, Special Education, MA, 9, 25-Aug-22
 Lane, Justice, Chandler Elementary, Phys Education, BA, 2, 25-Aug-22
 Lazar, Chloe, Roosevelt, Special Education, BA, 1, 25-Aug-22
 Leary, Erin, Woodland Academy, Bilingual, BA, 2, 28-Sep-22
 Leff, Mark, Burncoat High School, English, MA, 9, 25-Aug-22
 Lerdal, Erik, Systemwide, Special Education, MA, 9, 25-Aug-22
 Levesque, Brett, Burncoat High School, English, 25-Aug-22
 Litchfield, Jennifer, North High School, Vocational Education, PHD, 8, 25-Aug-22
 Livingston, Christina, Systemwide, Special Education, MA, 8, 25-Aug-22
 Loiseau, Jaclyn, Roosevelt, Elementary, BA, 1, 25-Aug-22
 Lopez, Dorayma, La Familia Dual Language School, Special Education, MA, 1, 26-Aug-22
 Lopez, Juan, Forest Grove Middle School, Foreign Language, BA, 5, 06-Sep-22
 MacDonnell, Robert, Burncoat Middle School, English, BA+15, 9, 25-Aug-22
 Macy, Dinah, Union Hill, Elementary, MA+15, 5, 02-Sep-22
 Maguire, Meaghan, Systemwide, Music, BA, 1, 25-Aug-22
 Mahan, Jillian, Norrback Avenue, Elementary, BA, 1, 25-Aug-22
 Maldonado, Luis, Woodland Academy, Music, BA, 3, 25-Aug-22
 Manning, Jennifer, Burncoat High School, Special Education, BA, 2, 25-Aug-22
 Marcelo, Ana Karenina, Worcester East Middle School, Special Education, MA, 5, 25-Aug-22
 Marcotte, Sam, North High School, Other, BA, 1, 25-Aug-22
 Marini, Natalee, Challenge Academy, English, MA, 1, 25-Aug-22
 Martel, Nicole, Clark Street, Elementary, MA, 3, 25-Aug-22
 Martin, Kristi, Jacob Hiatt Magnet, Special Education, MA, 7, 25-Aug-22
 Martinez, Amanda, Jacob Hiatt Magnet, Elementary, MA, 9, 25-Aug-22
 Martinez-Torres, Gregory, South High School, ESL, BA, 1, 26-Aug-22
 Maslen, Victoria, Canterbury Street, Special Education, BA, 1, 25-Aug-22
 Mauhs-Pugh, Eliza, Woodland Academy, Elementary, MA+15, 4, 25-Aug-22
 Mazloum, Samira, Worcester Arts Magnet, ESL, BA, 1, 25-Aug-22
 Mburu, Joseph, Forest Grove Middle School, Science, BA, 1, 12-Sep-22

Notification of Personnel Records (continued)

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McCabe, Caitlyn, Francis J. Mcgrath Elementary, Elementary, BA, 1, 25-Aug-25
 McCluskey, Anne, Sullivan Middle School, Mathematics, MA+15, 9, 25-Aug-22
 McKinnon, Madison, North High School, English, BA, 1, 25-Aug-22
 McLoughlin, Elizabeth, Chandler Magnet, Elementary, MA, 4, 26-Sep-22
 McManus, Shauna, Norrback Avenue, ESL, MA, 4, 25-Aug-22
 Mercier, Michael, Burncoat Middle School, Special Education, BA, 6, 25-Aug-22
 Morasse, Michael, Systemwide, Special Education, CAGS/2M, 9, 25-Aug-22
 Morin, Julia, City View, ESL, MA, 1, 25-Aug-22
 Morris, Kimberly, Doherty High School, Special Education, MA, 9, 25-Aug-22
 Morrissey, Jeffrey, Wawecus Road, Elementary, BA, 1, 30-Aug-22
 Murphy, Maria, Elm Park Community, Elementary, BA+15, 1, 25-Aug-22
 Murphy, Eleanor, Canterbury Street, Elementary, BA, 25-Aug-22
 Murphy, Brandy, City View, Special Education, BA, 2, 25-Aug-22
 Naco, Nada, Worcester East Middle School, Foreign Language, BA, 25-Aug-22
 Narice, Gina, Goddard, ESL, MA, 1, 25-Aug-22
 Novia, Sarah, Goddard, Elementary, MA, 4, 25-Aug-22
 O'Hara, Colleen, Burncoat High School, Art, BA, 1, 25-Aug-22
 O'Leary, Kelly, Nelson Place, Special Education, CAGS/2M, 9, 25-Aug-22
 O'Neill, Shawna, Nelson Place, Elementary, BA, 1, 25-Aug-22
 O'Rourke, Kelly, Grafton Street, ESL, BA, 3, 25-Aug-22
 O'Toole, Heather, Chandler Elementary, Elementary, BA+15, 1, 25-Aug-22
 Oglesby, Felicia, Burncoat Middle School, English, BA, 2, 25-Aug-22
 Openshaw, Brittany, Systemwide, Special Education, MA, 5, 25-Aug-22
 Page, Katelyn, Quinsigamond, Special Education, BA, 1, 25-Aug-22
 Paquette, Maryellen, Burncoat Middle School, Other, MA+15, 9, 25-Aug-22
 Parella, Marina, Systemwide, Art, BA, 1, 25-Aug-22
 Passos, Marcia, South High School, ESL, BA, 9, 25-Aug-22
 Patterson, Kara, Systemwide, Special Education, MA, 9, 25-Aug-22
 Pepin, Amanda, Columbus Park, Elementary, MA, 2, 07-Sep-22
 Pepple, Dagogo, Sullivan Middle School, Science, BA, 2, 25-Aug-22
 Perez Salort, Maria, Chandler Magnet, Elementary, MA, 7, 25-Aug-25
 Perez-Brown, Maritza, Durkin Administration, Mathematics, MA+30, 9, 23-Aug-22
 Perron, Jennifer, Francis J. Mcgrath Elementary, Elementary, MA, 1, 25-Aug-22
 Poitras-Cote, Elizabeth, Goddard, Elementary, BA, 1, 25-Aug-22
 Poulin, Brooke, Norrback Avenue, Special Education, MA, 25-Aug-22
 Powers, Maria, Goddard, Special Education, MA, 6, 25-Aug-22
 Preece, Kimberly, Worcester East Middle School, Special Education, BA, 1, 25-Aug-22
 Preston, Casey, Sullivan Middle School, Music, MA, 1, 25-Aug-22
 Quirk, Richard, Sullivan Middle School, English, MA+15, 9, 25-Aug-22
 Ragusa, Allison, Doherty High School, Special Education, BA, 1, 25-Aug-22
 Ramirez, Ana, Woodland Academy, Elementary, BA, 1, 25-Aug-22
 Rao, Ravi, Claremont Academy, ESL, MA, 2, 25-Aug-22
 Razzaq, Ayyah, Elm Park Community, ESL, BA, 1, 25-Aug-22
 Reed, Colin, Nelson Place, Special Education, BA, 3, 25-Aug-22
 Reidy, Michelle, Norrback Avenue, Special Education, BA, 2, 25-Aug-22
 Restrepo, Deanna, Tatnuck Magnet, Elementary, BA, 1, 25-Aug-22
 Riendeau, Stephanie, Burncoat High School, Mathematics, BA, 1, 25-Aug-22
 Ritacco, Alyssa, Vernon Hill, Elementary, BA, 2, 25-Aug-22
 Rivera, Kiara, La Familia Dual Language School, ESL, BA, 1, 25-Aug-22
 Rivera Martinez, Delimar, La Familia Dual Language School, ESL, MA, 4, 25-Aug-22
 Robbins, Sarah, Vernon Hill, Elementary, MA, 1, 25-Aug-22
 Rodriguez, Tammy, Claremont Academy, Mathematics, BA+15, 1, 21-Sep-22

Notification of Personnel Records (continued)

2-38 (continued)

Rollan Martinez-Herrera, Clara, La Familia Dual Language School, Elementary, MA, 4, 25-Aug-22
 Rotti, Casey, Union Hill, Elementary, BA, 1, 25-Aug-22
 Rubenacker, Melanie, Grafton Street, Elementary, CAGS/2M, 9, 25-Aug-22
 Russell, Molly, Norrback Avenue, Special Education, MA, 6, 25-Aug-22
 Ryan, Matthew, Gates Lane, Special Education, BA, 5, 25-Aug-22
 Sanchez, Veronica, North High School, Foreign Language, MA, 2, 25-Aug-22
 Sawyer, Paul, Sullivan Middle School, English, BA, 1, 25-Aug-22
 Scobie, Steven, Worcester Technical High, Special Education, MA, 8, 25-Aug-22
 Senckowski, Celia, North High School, Foreign Language, CAGS/2M, 8, 25-Aug-22
 Senecal, Kaylie, Tatnuck Magnet, Elementary, BA, 25-Aug-22
 Shactel, Elizabeth, Burncoat Middle School, Mathematics, MA, 8, 25-Aug-22
 Shaughnessy, Anna, Doherty High School, English, BA, 1, 25-Aug-22
 Shea, Bethany, Worcester Technical High, Phys Education, MA, 7, 25-Aug-22
 Sousa, Mason, Worcester Technical High, Vocational Education, VL 2, 6, 25-Aug-22
 Souza, Stephanie, Clark Street, ESL, Bat, 1, 25-Aug-22
 St. Clair-Goldschmidt, Hunter, City View, Elementary, BA, 2, 25-Aug-22
 St. Laurent, Karen, Sullivan Middle School, Science, PHD, 1, 25-Aug-22
 Stomski, Brianna, Lake View, Elementary, BA, 1, 25-Aug-22
 Swiderski, Hayley, Gates Lane, Special Education, BA, 1, 25-Aug-22
 Tata, Autumn, Belmont Community, Elementary, BA, 1, 25-Aug-22
 Tetreault, Abby, Grafton Street, Elementary, MA, 7, 25-Aug-22
 Thomas, Denelee, Systemwide, Special Education, MA+15, 9, 26-Sep-22
 Tolman, Brianna, Vernon Hill, ESL, BA, 1, 25-Aug-22
 Toy, Francesca, South High School, English, MA, 2, 29-Aug-22
 Trinidad, Tilsa, Burncoat Middle School, Social Studies, MA, 9, 25-Aug-22
 Turley, Cristina, City View, Special Education, MA+30, 4, 25-Aug-22
 Turner, Jay, North High School, Science, BA, 1, 25-Aug-22
 Urban, My, Forest Grove Middle School, English, MA, 1, 27-Sep-22
 Vaillancourt McCann, Sarah, Sullivan Middle School, English, BA, 3, 25-Aug-22
 Vargas, Natalie, South High School, Other, BA, 1, 25-Aug-22
 Vasquez Rivera, Melineth, Forest Grove Middle School, ESL, BA, 2, 25-Aug-22
 Virzi, Frank, Claremont Academy, Science, MA, 9, 25-Aug-22
 Walker, Matthew, Vernon Hill, ESL, MA, 1, 25-Aug-22
 Walsh, Meaghan, Systemwide, School Adj Couns, MA, 1, 25-Aug-22
 Warrington, Vanessa, Forest Grove Middle School, Special Education, BA, 1, 25-Aug-22
 Weidknecht, Kimberly, Systemwide, Special Education, PHD, 9, 25-Aug-22
 Wessling, Susan, Chandler Magnet, ESL, MA, 9, 25-Aug-22
 Wheeler, Megan, Vernon Hill, Elementary, MA+15, 9, 25-Aug-22
 White, Mary, City View, Elementary, MA, 1, 25-Aug-22
 Whitson, Brendan, Worcester East Middle School, Social Studies, BA, 2, 25-Aug-22
 Wilson, Stacey-Ann, North High School, English, MA+30, 8, 25-Aug-22
 Young, Ryan, South High School, Special Education, MA, 2, 25-Aug-22
 Young, Gianna, Woodland Academy, School Adj Couns, MA, 1, 25-Aug-22

iv. Initial filing of individual recognitions

gb 2-255 - Clancey
 (September 13, 2022)

To set the date of Thursday, October 20, 2022 to recognize Nicolette Kiorpes, a Doherty High School soccer player, who played for the US National Women's team this summer.

v. Notices of interest to the district or to the public

Recommendation of Administration

Approve the Consent Agenda items on a roll call.

F. Items for Reconsideration

G. Held Items

H. Recognitions

I. Public Comment

Any member of the public may address the Committee regarding any item before them for two (2) minutes. Those speaking will state their name, their residence, and the item on which they wish to speak for the record. Those speaking may do so in person or via remote participation. Those wishing to address the Committee in a language other than English are asked to notify the Clerk of the Committee in advance, so the Committee may be provided with an interpreter. Members of the Committee may not respond to the comments of the public at the meeting.

J. Public Petitions

c&p 2-11 - Clerk
(September 27, 2022)

To consider a petition from two students at Forest Grove Middle School regarding plastic waste products.

Recommendation of Administration

Refer to the Standing Committee on Finance and Operations.

K. Report of the Superintendent

ROS 2-13 - Administration
(September 21, 2022)

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION ACCOUNTABILITY
SYSTEM - PART 1

Recommendation of Administration

Accept and file.

L. Report of the Standing Committee

The Standing Committee on Teaching, Learning and Student Supports met on Tuesday, September 13, 2022 at 5:30 p.m. in Room 410 at the Durkin Administration Building.

M. Student Advisory Committee item

gb 2-256- Administration
(September 21, 2021)

To consider input from the School Committee's student representatives.

Kendra Anim - Worcester Technical High School
Valarie Uduma - Claremont Academy

Recommendation of Administration
Accept and file.

N. Approval of Grants and other Finance Items

gb 2-257 Administration
(September 21, 2022)

To approve the following prior fiscal year payments:

- \$3,234.28 for Scholastic
- \$10,385.75 for Mass Audubon
- \$4,725.93 to a teacher
- \$6,072.99 to a teacher
- \$40,818.96 to the Justice Resource Institute
- \$1,644.83 to O'Reilly, Talbot & Okun
- \$2,181.93 to UniFirst
- \$1,221.18 to Granite City Supply
- \$195.30 to Delsignore Electrical Contractors
- \$600.00 to WPC Pest and Termite Control
- \$170.00 to a senior custodian
- \$100.00 to a bus driver
- \$790.36 to a Transportation Safety & Training Liaison
- \$134.36 to Price Chopper
- \$12,194.50 to Valley Collaborative
- \$52,082.24 to Custom Computer

O. General Business

gb 1-265.1 - Administration/McCullough/Clancey/Novick
(September 19, 2022)

Response of the Administration to the request to explore the use of translation services for full School Committee meetings while remote/hybrid meetings continue to be held.

Recommendation of Administration
Refer to the Standing Committee on Finance and Operations.

General Business (continued)

gb 2-18.14 - Administration/Novick/Clancey/Johnson/Kamara/Mailman
(September 21, 2022)

Response of the Administration to the request to update the community on the Worcester Public Schools and COVID.

Recommendation of Administration

Provide an update and hold for the next meeting.

gb 2-40.1 - Administration/Kamara/Clancey/Johnson/Mailman/Novick
(September 23, 2022)

Response of the Administration to the request to provide a list of agreements and/or contracts that the school system has with community organizations.

Recommendation of Administration

Accept and file.

gb 2-240.1 - Administration/Administration
(September 27, 2022)

To consider adoption of the Employee Social Media Policy.

Recommendation of Administration

Refer to the Standing Committee on Governance and Employee Issues.

gb 2-258 - Administration
(September 21, 2022)

Request that the School Committee authorize the Superintendent to act as its representative to execute all contracts and other legally binding documents in the name and on behalf of the School Committee.

Recommendation of Administration

Approve on a roll call.

gb 2-259 - Administration
(September 26, 2022)

To authorize the Administration to enter into a lease agreement for up to five years for the replacement of existing school buses.

Recommendation of Administration

Approve on a roll call.

General Business (continued)

gb 2-260 - Mailman
(September 21, 2022)

Request that the Administration provide a report on elementary class sizes and consider taking action, if necessary.

Recommendation of Maker
Refer to the Administration.

gb 2-261 - Mailman
(September 21, 2022)

Request that the Administration provide a report with the October 1st enrollment numbers.

Recommendation of Maker
Refer to the Administration.

gb 2-262 - Novick
(September 21, 2022)

To consider approval of an amendment to the following MASC policies:

to include the expanded definition of race to include traits historically associated with race, including, but not limited to hair texture, hair type, hair length, and protective hairstyles, and the correlating legal reference to Acts of 2022, Chapter 117.

- AC - Nondiscrimination Policy Including Harassment and Retaliation
- ACA - Nondiscrimination on the Basis of Sex
- GBA - Equal Employment Opportunity
- GCF - Professional Staff Hiring
- JB - Equal Educational Opportunities
- JFBB - School Choice
- JIC - Student Discipline
- JICA - Student Dress Code

Recommendation of Maker
Refer to the Standing Committee on Governance and Employee Issues.

gb 2-263 - Administration
(September 27, 2022)

To consider approval of one new MASC Policy and amendments to others:

- DBG - Budget Adoption Procedures (New Policy)
- DBC - Budget Deadlines
- DBD - Budget Planning
- DBJ - Budget Transfer Authority
- DD - Grants, Proposals, and Special Projects

General Business (continued)

gb 2-263 (continued)

- DGA – Authorized Signatures
- DH – Bonded Employees and Officers
- DI- Fiscal Accounting and Reporting
- DIE – Audits
- DJ - Purchasing
- DJE – Procurement Requirements
- DK – Payment Procedures
- KCD – Public Gifts to The Schools

Recommendation of Administration

Refer to the Standing Committee on Governance and Employee Issues.

gb 2-264 - Administration
(September 27, 2022)

To consider approval of the Job Description for a School Culture and Climate Assistant.

RECOMMENDATION OF ADMINISTRATION
Prerogative of the School Committee.

gb 2-265 - Administration
(September 28, 2022)

To consider approval of the Job Description for a Director of Family and Community Engagement.

RECOMMENDATION OF ADMINISTRATION
Prerogative of the School Committee.

gb 2-266 - Administration
(September 27, 2022)

To consider approval of the Job Description for a Chief Academic Support Officer.

RECOMMENDATION OF ADMINISTRATION
Prerogative of the School Committee.

gb 2-267 - Administration
(September 27, 2022)

To consider approval of the Job Description for an Administrative Director, Positive Youth Development.

RECOMMENDATION OF ADMINISTRATION
Prerogative of the School Committee.

General Business (continued)

gb 2-268 - Administration
(September 27, 2022)

To consider approval of the Job Description for a Dean of Students.

RECOMMENDATION OF ADMINISTRATION
Prerogative of the School Committee.

gb 2-269 - Administration
(September 27, 2022)

To consider approval of the Job Description for Strategic Administrative Support.

RECOMMENDATION OF ADMINISTRATION
Prerogative of the School Committee.

gb 2-270 - Administration
(September 28, 2022)

To authorize the Administration to enter into a four-year lease agreement for 1,100 laptops for instructional staff.

RECOMMENDATION OF ADMINISTRATION
Approve on a roll call.

gb 2-271 - Novick
(September 27, 2022)

Request administration report on the process by which security guards are assigned to school buildings.

Recommendation of Administration Maker
Refer to the Standing Committee on Finance and Operations.

P. ANNOUNCEMENTS

Q. ADJOURNMENT

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

The Worcester Public Schools is an Equal Opportunity/Affirmative Action Employer/Educational Institution and does not discriminate regardless of race, color, ancestry, sex, gender, age, religion, national origin, gender identity or expression, marital status, sexual orientation, disability, pregnancy or a related condition, veteran status or homelessness. The Worcester Public Schools provides equal access to employment and the full range of general, occupational and vocational education programs. For more information relating to Equal Opportunity/Affirmative Action, contact the Human Resource Manager, 20 Irving Street, Worcester, MA 01609, 508-799-3020.

A. EXECUTIVE SESSION
Administration
(September 26, 2022)

ITEM - gb 2-253
S.C. MEETING - 10-6-22

ITEMS:

To discuss strategy with respect to a litigation of a Worker's Compensation for an Electrician, if an open meeting may have a detrimental effect on the litigating position of the School Committee and the chair so declares.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – Educational Association of Worcester, Units A/B.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – Educational Association of Worcester, Instructional Assistants Unit.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – NAGE R1-16 Cafeteria Workers.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations - Massachusetts Laborers District Council for and in behalf of the Worcester Public Service Employees Local Union 272, Educational Secretaries.

To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – Educational Association of Worcester v. Worcester Public Schools, MCAD Docket No. 20WEM02609 (Class Action Case); Various Individual MCAD Cases Filed by Employees Relating to Reasonable Accommodation Requests; and Worcester School Committee and Educational Association of Worcester, Department of Labor Relations, Case No. MUP-20-8368.

To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares – Educational Association of Worcester, Units A/B, Grievance #20/21-11, Class Action Grievance, Claremont Department Head/Team Leader Positions.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Discuss.

i. APPROVAL OF RECORDS
Clerk
(September 201 2022)

ITEM - aor 2-26
S.C. MEETING - 10-6-22

ITEM:

To consider approval of the Minutes of the School Committee Meeting of Thursday, September 15, 2022.

PRIOR ACTION:

BACKUP:

Annex A (12 pages) contains a copy of the Minutes of the School Committee Meeting of Thursday, September 15, 2022.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

The School Committee of the Worcester Public Schools met in Open Session at 6:02 p.m. in the Esther Howland Chamber at City Hall on Thursday, September 15, 2022.

There were present at the Call to Order:

Ms. Clancey, Mr. Johnson, Ms. Kamara, Ms. Mailman, Ms. McCullough, Ms. O'Connell Novick and Mayor Petty

The Pledge of Allegiance was offered and the National Anthem was played.

1. Consent Agenda

i. Approval of Minutes

AOR 2-25 - Clerk
(September 6 2022)

To consider approval of the Minutes of the School Committee Meeting of Thursday, September 1, 2022.

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

2. Public Comment

M. Barnett R. Rodriguez-Fay and M.J. Marion spoke to gb 2-230.1.
M. Martin also spoke to a non-related issue.

3. Report of the Superintendent

ROS 2-12 - Administration
(September 7, 2022)

WPS PRIORITY STRATEGIES FOR SCHOOL YEAR 2022-23

Superintendent Monárrez presented the WPS priority strategies for SY22-23. She stated that the entry plan includes the following:

- gathering and sharing information
- fostering relationships, ensuring visibility, sharing educational philosophy and core values while learning about the dreams and desires of WPS stakeholders
- gathering focused information from internal and external stakeholders while continuing to nurture relationships and valuing traditions and the success of the past
- gathering real time data, learning in action and triangulating the information collected through the structured gatherings and the document review
- providing input and guidance by the School Committee to help prepare the WPS to refine and outline a Strategic Plan for the next five years

The development of a refined Strategic Plan will take the WPS into the future.

The Superintendent announced the names of the Administrators assigned to each of the Organizational Areas.

Pipeline Development

WPS Criteria and Model for Pipeline Development-Ivonne Perez

Staff On-Boarding

WPS Standard Operating Practice Guidebook for On-Boarding-Jennifer Boulais

Student Information System

WPS Standard Operating Practice for WooEdu Implementation-Brian Allen

Family & Community Engagement

Family and Community Engagement Framework Action plan-Ivonne Perez

Instructional Leadership Development

WPS Instructional Supervision System Guidebook-Dr. Morse

College and Career Readiness

Portrait of a Graduate Implementation Action Plan-Dr. Morse

Accelerated Student Learning

MTSS Implementation Action plan-Dr. Morse

Climate & Culture School/District

Comprehensive Wellness Services and Supports Plan-Dr. Morse

She stated that the next steps will include the creation of an academic support division consisting of a Chief Academic Support Officer who will work with Dr. Morse, a Positive Youth Development and a Family and Community Engagement division including oversight of Site Councils and afterschool programs.

Member Mailman stated that she believed that a district the size of Worcester should have funds for a Vocational expert.

Member McCullough stated that she looks forward to receiving an update on the post-secondary outcomes for vocational school students.

Member Kamara asked who will be monitoring the execution of these plans. Superintendent Monárrez stated that the strategic plan will have benchmarks that need to be met.

Member Clancey stated that she was glad that the district is partnering with outside mental health providers to work with students.

Member O'Connell Novick stated that she would like the student perspective to be heard and is concerned that the district would be moving forward with Portrait of a Graduate when the committee has not voted the acceptance of the work. Superintendent Monárrez stated that students will be part of the discussions by attending the Superintendent's Student Advisory Committee and providing feedback.

On a voice vote, the item was accepted and filed.

4. Reports of the Standing Committees

The Standing Committee on Governance and Employee Issues met virtually at 4:34 p.m. on Tuesday, August 30, 2022 in Room 410 at the Dr. John E. Durkin Administration Building.

There were present: J. Johnson, Vice-Chair McCullough and Chair Clancey

Representing Administration: Dr. Monárrez, Ms. Boulais, M. Mahoney and Dr. Friel

gb 1-285 - Administration (October 14, 2021)

To formulate a policy regarding the use and replacement of Chromebooks and their accessories.

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

gb 0-368 - Ms. Novick/Mrs. Clancey/Ms. McCullough (November 23, 2020)

To create Worcester School Committee operational norms.

Chair Clancey made the following motion:

Request that the item be referred to the School Committee for a dialogue with all committee members.

On a roll call of 3-0, the motion was approved.

gb 0-28 - Mayor Petty/Miss Biancheria/Mrs. Clancey/Mr. Foley/Ms. McCullough/Mr. Monfredo/Ms. Novick (January 8, 2020)

To create an Ad Hoc Subcommittee of the Worcester School Committee to consider changes to the school committee rules, meetings and agendas to make the work of the School Committee and our meetings more effective and better aligned with the focus on the strategic direction of the district. These changes should reflect best practices and address the recommendations included in the Department of Elementary and Secondary Education's report from 2017.

Chair Clancey made the following motion:

Request that the following changes to the Standing Committee descriptions be approved and replaced in the Rules of the School Committee:

Governance and Employee Issues

The purpose of this committee is to review, update and/or institute all policies governing the Worcester Public Schools. This committee is also responsible for issues related to employees/staff including human resource recruitment, hiring, retention, and evaluations, so far as it is under Committee purview.

gb 0-28 (continued)

Finance and Operations

The Standing Committee on Finance and Operations provides the full year oversight of the budget of the Worcester Public Schools as required by Massachusetts General Laws Ch. 71, sec. 37 through the review of quarterly budget reports, the reception of reports of the auditors, and issues of payroll, procurement, and financial management and planning that may fall under the purview of the Committee. The Standing Committee provides for facilities management, repair, and capital planning so far as it is under district purview. The Standing Committee also oversees the operational aspects of the district under the departments of School Nutrition, Student Transportation, Information Technology, and School Safety.

School and Student Performance

The purpose of the School and Student Performance Standing Committee is to inquire into and report on matters pertaining to:

- measures of district and school-level performance and improvement
- research and program evaluation
- student assessment
- accountability planning

Teaching, Learning and Student Supports

The Standing Committee on Teaching, Learning and Student Supports addresses topics, policies and practices related to curriculum, instruction, assessment, professional development, instructional materials, and student support services. In doing so, the Committee monitors and reviews the structures and processes integral to the delivery of the core curriculum. It focuses as well on supplemental and intervention instruction, designed to meet the academic and social-emotional needs of students as each school strives to reach the intended outcomes of college and career readiness for every student. The content and annual edits to the Student Handbook and the Policies Handbook will be referred to the Standing Committee on Governance and Employee Issues prior to approval by the Full School Committee.

On a roll call of 3-0, the Standing Committee descriptions were approved to be inserted into the Rules of the School Committee.

FILE.

gb 0-288.1 - Administration/Ms. Novick/Mrs. Clancey/Ms. McCullough (September 22, 2020)

Response of the Administration to the request to outline in writing under what circumstances the Department of Children and Families is called regarding a family or child, particularly with regard to student attendance.

Ms. Mahoney stated that every attendance situation is looked at individually and if a student is absent due to a serious illness, the Department of Children and Families is not called. If a parent decides not to send their child/ren to school and has been contacted by the district, then DCF would be contacted.

gb 0-288.1 (continued)

Chair Clancey made the following motion:

Request that the item be held for further input from the Administration.

On a roll call of 3-0, the motion was approved.

gb 2-119 - Novick (March 31, 2022)

To consider a one-year alteration to the district policy limiting excused absences to 7 days, in light of quarantine requirements during the COVID-19 pandemic.

Ms. Mahoney stated that an absence is an excused one if a student tests positive or has been in close contact with someone who has COVID.

Chair Clancey stated that, in the Student Handbook, under the Attendance Policy, it states that:

- under School Attendance - a school district may excuse up to seven day sessions or fourteen half-day sessions in any period of six months.
- under Illness - that the caregiver must submit to the school medical documentation of the illness that requires the student's exclusion from school

She would like the Administration to consider amending the current policy due to the fact that some parents are not able to get their child/ren to the doctors to get a note for school.

Ms. Mahoney stated that the Administration has had conversations with the attorneys regarding revamping the Attendance Policy.

Dr. Monárrez recommended that the item be held in order for the Administration to seek a legal opinion regarding the Attendance Policy.

Chair Clancey made the following motion:

Request that the item be held.

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

gb 2-175 - Clancey (May 25, 2022)

Request that the Administration review and update the Dress Code Policy, if necessary and the policy under Student Lockers regarding backpacks made of a mesh or transparent material.

Ms. McCullough stated that the Dress Code Policy needs to be more equitable toward female students and would like the following proposed language forwarded to the Administration for its consideration:

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or Tech courses). Additionally, this policy allows for reasonable variation in required student attire for participation in certain physical activities.

Students may not wear clothing, jewelry, or personal items that:

- are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;
- cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or
- demonstrate gang association/affiliation.

Attire worn in observance of a student's religion is not subject to this policy.

This policy permits schools with a uniform policy to continue having one provided that it is gender neutral and inclusive of attire worn for a religious reason.

Ms. McCullough made the following motion:

Request that the item be held.

On a roll call of 3-0, the motion was approved.

On a roll call of 3-0, the meeting adjourned at 4:51 p.m.

On a roll call of 7-0, the Action sheet was approved as stated.

The Standing Committee on Finance and Operations met on Thursday, September 8, 2022 at 5:04 p.m. in Room 410 at the Durkin Administration Building.

There were present: Vice-Chair Kamara, Member Mailman and Chair O'Connell Novick

Representing Administration were: Mr. Allen, Ms. Consalvo, Mr. Freeman, Mr. Hennessey and Dr. Friel

Others in attendance: Karen Spinelli, Jermaine Johnson

gb 1-303 - Administration (October 25, 2021)

To review the Independent Accountants' Report on Applying Agreed-Upon Procedures for the Department of Elementary and Secondary Education End of Year Financial Report.

Karen Spinelli, CPA representing Spinelli Accountants and Advisors reported on the findings based on the Independent Accountants' Report on Applying Agreed-Upon Procedures for the Department of Elementary and Secondary Education End of Year Financial Report for FY21. Ms. Spinelli reviewed the scope of the audit.

Under the Summary of Procedures and Findings for Procedure 2, there were some exceptions on a couple of lines that did not agree but that was because those numbers are pre-populated by the state and the district is unable to change those numbers.

Chair Novick inquired as to the agreement level between the MSBA contract revenue and the end of year reports per Finding 10 and Ms. Consalvo stated that the line needs to be amended.

On a roll call of 3-0, the item was approved and filed.

gb 1-146.1 -Administration/Ms. Novick (June 8, 2021)

Response of the Administration to the motion to prepare a report on the cost for the entire district to be part of the Bridge for Resilient Youth in Transition (BRYT) Program and present that information at the Budget meeting in June.

Mr. Allen stated that Superintendent Monárrez is creating a Wellness Task Force and BRYT will be one of the components that will be addressed.

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

gb 1-208 - Administration (July 30, 2021)

To review the status of the FY22 Budget and make appropriate transfers as required.

Ms. Consalvo reviewed the closing status of the Worcester Public Schools' Fiscal Year 2022 budget, stating that the district returned \$1, specifically \$1.22 back to the City at the fiscal close. She stated that there were a lot of vacant positions last year. Therefore, many of those projected balances were redistributed through other lines.

Chair Novick stated that the district does not have a record from previous years and asked if the City's new Enterprise system would allow tracking and reporting of vacancies. Ms. Consalvo stated that currently the district does that manually and that the Enterprise system would be a database that would allow for the recording of vacancies.

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

Chair Novick stated that the following items would be taken together:

gb 9-355 - McCullough/Biancheria/Foley/Monfredo (October 23, 2019)

Request that the Administration explore the feasibility of providing bus transportation to secondary students that live less than 2 miles from school.

gb 1-101 - Mr. Foley (March 23, 2021)

To discuss the use of school buses operated solely on electric power either through acquisition, conversion or a combination of both.

gb 2-44 - Johnson/Clancey/Kamara/Mailman/McCullough/Novick (January 26, 2022)

Request that the Administration provide a pre and post Covid report regarding the timeliness and consistency of school bus routes to include:

- the number of bus drivers that are currently active and indicate how many are needed
- the number of bus drivers and monitors that are needed to be fully staffed and indicate the recruitment efforts being made and indicate what Human Resources is doing to help in this regard.

gb 2-109 - Mailman (March 22, 2022)

Request that the Administration provide the following transportation updates regarding to After School and Out-of-school providers:

- restoration of pre-existing bus stops at sites for the Spring 2022
- exploration of summer bus support for summer school and
- include SY23 providers and future transportation planning
-

gb 2-205 - Johnson (July 13, 2022)

Request that the Administration develop a districtwide process to ensure that students are not marked tardy in the event that buses are late.

gb 2-241 - Novick (August 23, 2022)

To consider monthly updates on the implementation of district-operated transportation during the 2022-23 school year.

Mr. Allen presented the September Student Transportation update which included:

- 74 Full-Size Bus Drivers (full size): 17 WPS buses
- 95 Mid-Size Bus Drivers and 12 new buses
- 109 Bus Monitors 42 leased
- 35 Drivers in Training

Additionally, 32 new buses were awaiting registration and inspections.

The number of drivers currently in training are projected to bring the Transportation Department to full budgeted strength. He stated that the district began this school year using the new Versatrans My Stop app and that a few technical issues occurred in particular, double trips do not show on the app, and some adjustments were made.

If there are any questions regarding accessing the app, caregivers can call the Transportation Department at (508) 799-3241.

Mr. Allen also stated that any School Committee policy change including changing start times or changing walk zones for the 2023-24 school year impacting the number of buses needed would have to be voted on as soon as possible in order to place orders for additional buses for next year.

There are 13 buses coming off of lease at the end of this school year, and Mr. Allen provided information of various alternative fuels for those buses that have been explored by the administration; a decision on that would also be needed as soon as possible. Administration recommends that the district plan to use propane for this set of buses, and pilot an electric bus.

The district plans on implementing a transportation registration portal for secondary students to pre-register in order to allow for better load management and planning for 2023-24.

He thanked the whole transportation team including drivers and liaisons for their work during the first two weeks of the school year.

Member Mailman asked if there was any data available from other districts that currently use electric buses. Mr. Allen stated that he and Mr. Hennessey have been attending transportation conferences pertaining to the use of alternative fuel, but due to the fact that electric buses are three times the cost of a regular school bus, and that there are concerns about such buses' with the cold climate, with hills, as well as with the infrastructure needed for their support, the district would prefer to use propane as the alternative fuel choice at this time, piloting an electric bus.

Mr. Hennessey provided the following advantages of using propane in the buses rather than gasoline:

- price per gallon is significantly less
- maintenance is significantly lower -no engine warmup needed for heating
- less oil changes needed -no hazardous waste

Chair Novick asked if there are plans to provide My Stop access for private and parochial school families and Mr. Freeman stated that it is possible, but will take further data sharing.

Member Mailman asked for more information on the out-of-school providers and Mr. Allen stated that the Administration met with them again in August and provided the current practice which is if a bus is heading in a certain direction and if there is capacity to take on the students. The process has not changed, but it's the number of buses heading in that direction that has changed. Once there are more buses and drivers, there will be greater flexibility. Mr. Hennessey stated that the district started with the same locations that it ended with last year. Mr. Freeman stated that there were other providers such as Ride Rite that were providing transportation but they are also experiencing capacity issues.

Member Novick stated that the Student Handbook clearly states that the transportation provided is from a student's home to school and school back home. She questioned if the Committee should consider clarifying the language. She also asked if a parent inquired about out of school transportation, they should call the Transportation Department for information. Mr. Allen suggested they could call the provider.

On a roll call of 3-0, gb 9-355, gb 1-101, gb 2-44, gb2-109 and gb 2-205 were filed and gb 2-241 will be the current transportation item and will be held for the next meeting.

On a roll call of 3-0, the meeting was adjourned at 6:05 p.m.

On a roll call of 7-0, the Action sheet was approved as stated.

5. Student Advisory Committee Item

Doherty Memorial High School Student Representative Nellie Rushton stated that she would like to have all schools participate in the Portrait of a Graduate.

6. Approval of Grants and other Finance Items

gb 2-245 Administration
(September 7, 2022)

To accept the STEM Equipment & Professional Development Grant from Massachusetts Life Science Center in the amount of \$220,810.

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

gb 2-246 Administration
(September 7, 2022)

To approve the following prior fiscal year payments:

- \$420 for sick leave incentive for an employee
- \$450.03 for CNA training for an employee

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

7. General Business

gb 2-11.1 - Administration/Clancey/Johnson/Novick
(September 7, 2022)

Response of the Administration to the request to provide an update on each school with security guards, to include their role throughout the day and hours.

Vice-Chair Johnson made the following motion:

Request that the Administration reassess the role of security guard after the safety audit to consider expanding their role prior to engaging in adding to a third year to their contract.

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

On a roll call of 7-0 the item was filed.

gb 2-18.13 - Administration/Novick/Clancey/Johnson/Kamara/Mailman
(September 7, 2022)

Response of the Administration to the request to update the community on the Worcester Public Schools and COVID.

Superintendent Monárrez reported that 135 students and 62 staff members tested positive.

Member Kamara asked for a report on the number of cases broken down by quadrant.

Member O'Connell Novick asked that an update on student absences due to COVID be provided at the next meeting.

On a voice vote, the item was held for updates at the next meeting.

gb 2-203.1 - Administration/Johnson
(September 7, 2022)

Response of the Administration to the request that the Superintendent update the School Committee on the MOU with the Worcester Police Department for School Liaison Officers and provide updates at subsequent School Committee meetings to include plans for a working MOU.

Superintendent Monárrez stated that based on the feedback from the School Safety Task Force and public comments, the Administration will take the input under advisement and provide an update no later than the second meeting in October.

Vice-Chair Johnson stated that the district should not settle for anything less than a robust written document that adheres to the law.

Member Kamara asked to have Leon Smith review the document before approving the MOU.

Member O'Connell Novick made the following motion:

Request that MOU be reviewed by an independent civil rights attorney before approving the final MOU.

On a roll call of 7-0, the motion was approved and the item was held for updates at the October 20, 2022 meeting.

gb 2-247 - Novick
(August 29, 2022)

To consider the resolutions before the MASC Delegates Assembly in order to advise the Worcester School Committee's delegate.

Member Mailman asked if the members of the delegation are geographically represented and Member O'Connell Novick stated that it is statewide.

On a roll call of 7-0, the resolutions were considered and the item was filed.

gb 2-248 - McCullough
(September 6, 2022)

To review district policy regarding lunch and recess time at the elementary school level and review across the district, making any adjustments necessary.

On a roll call of 7-0, the item was referred to the Standing Committee on Teaching, Learning and Student Supports.

gb 2-249 - Novick
(September 7 2022)

To collaborate with state and national school organizations to advocate for a change in federal Department of Transportation policies barring Commercial Driver License testing in any language other than English.

On a roll call of 7-0, the item was referred to the Standing Committee on Finance and Operations.

gb 2-250 - Novick
(September 7 2022)

To coordinate with the City on the installation and maintenance of public sidewalks in the interest of student safety.

On a roll call of 7-0, the item was referred to the Joint meeting of the Standing Committee on Finance and Operations and the City Council's Standing Committee on Education.

gb 2-251 - Administration
(September 7, 2022)

To consider approval of the Job Description for a Procurement Coordinator.

Member Kamara requested that the following Required Qualification be moved to Preferred Qualifications in the Job Description:

1 to 3 years purchasing/procurement experience within a municipality

Mr. Allen stated that he would amend the Job Description.

On a roll call of 7-0 the Job Description was approved as amended.

gb 2-172.1- Administration
(September 12, 2022)

To consider approval of the Job Description for an Evaluator of Developmental Readiness: Preschool Arena.

On a roll call of 6-1 (nay Mailman), the item was approved.

gb 2-252 - Administration
(September 12, 2022)

To consider approval of the Job Description for an Early Childhood Coordinator of Child Find and Teaching and Learning.

On a roll call of 5-0-2 (nay Kamara, abstain Mailman), the item was approved.

Mayor Petty announced that stART on the Street will be held this Sunday.

On a roll call of 7-0, the meeting was adjourned at 7:52 p.m.

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

i. APPROVAL OF RECORDS
Clerk
(September 23, 2022)

ITEM - aor 2-27
S.C. MEETING - 10-6-22

ITEM:

To consider approval of the Executive Session Minutes of December 2, 2021, March 3, March 17, April 28 and May 5, 2022.

PRIOR ACTION:

BACKUP:

Annex A (7 pages) contains a copy of the Executive Session Minutes of the School Committee Meetings of December 2, 2021, March 3, March 17, April 28 and May 5, 2022.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

The Mayor convened in Open Session in order to recess to Executive Session to discuss:

- strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance #20/21-24.
- strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance #21/22-01.

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

Mayor Petty stated that the committee may reconvene in Open Session after Executive Session.

The School Committee recessed to Executive Session at 12:30 p.m.

There were present at the Call to Order:

Miss Biancheria, Mrs. Clancey, Mr. Foley, Ms. McCullough, Mr. Monfredo, Ms. Novick and Mayor Petty

Superintendent Binienda represented the Administration.

Others in attendance: Attorney Sweeney, Ms. Boulais, Mr. Allen, Dr. O'Neil and Dr. Friel

- I. To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance #20/21-24.

Attorney Sweeney discussed Grievance 20/21-24.

It was moved to approve Grievance 20/21-24.

On a roll call of 6-0-1 (abstain Ms. Novick), Grievance 20/21-24 was approved.

- II. To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance #21/22-01.

Attorney Sweeney discussed Grievance 21/22-01.

The Executive Session adjourned at 6:23 p.m.

The Mayor convened virtually in Open Session in order to recess virtually to Executive Session to discuss:

- strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance #12/22-16.
- strategy in preparation for contract negotiations with nonunion personnel and to conduct negotiations with nonunion personnel – Manager of Special Education and Intervention Services.

Mayor Petty stated that the committee will reconvene in Open Session after Executive Session.

On a roll call of 7-0, the School Committee recessed to Executive Session virtually in the Mayor's Office at 5:05 p.m.

There were present at the Call to Order:

Ms. Clancey, Mr. Johnson, Ms. Kamara, Ms. Mailman, Ms. McCullough Ms. Novick and Mayor Petty

Superintendent Binienda represented the Administration.

Others in attendance: Attorney Sweeney, Ms. Boulais, Mr. Allen, Dr. O'Neil and Dr. Friel

- I. To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance #21/22-16.

Attorney Sweeney discussed Grievance 21/22-16.

Pursuant to action taken in Executive Session, it was moved to deny Grievance 21/22-16.

On a roll call of 6-0-1 (absent Ms. Novick), Grievance #21/22-16 was denied.

- II. To discuss strategy in preparation for contract negotiations with nonunion personnel and to conduct negotiations with nonunion personnel – Manager of Special Education and Intervention Services.

Attorney Sweeney discussed the contract negotiations for the Manager of Special Education and Intervention Services.

The Executive Session adjourned at 6:00 p.m.

The Mayor convened virtually in Open Session in order to recess virtually to Executive Session to discuss:

- To discuss strategy with respect to litigation for a Worker's Compensation for a HVAC Technician, if an open meeting may have a detrimental effect on the litigating position of the School Committee and the chair so declares.
- To discuss strategy in preparation for contract negotiations with nonunion personnel and to conduct negotiations with nonunion personnel – Manager of Special Education and Intervention Services.

Mayor Petty stated that the committee will reconvene in Open Session after Executive Session.

On a roll call of 7-0, the School Committee recessed to Executive Session virtually in the Mayor's Office at 5:05 p.m.

There were present at the Call to Order:

Ms. Clancey, Mr. Johnson, Ms. Kamara, Ms. Mailman, Ms. McCullough Ms. Novick and Mayor Petty

Superintendent Binienda represented the Administration.

Others in attendance: Attorney Sweeney, Attorney McMahon, Ms. Boulais, Mr. Allen, Dr. O'Neil and Dr. Friel

- I. To discuss strategy with respect to litigation for a Worker's Compensation for a HVAC Technician, if an open meeting may have a detrimental effect on the litigating position of the School Committee and the chair so declares.

Attorney McMahon discussed the Worker's Compensation case for a HVAC technician.

The HVAC technician's attorney proposed settling the 2 separate claims presenting pending hearing along with the HVAC technician's loss of function claim, to avoid further litigation. After negotiations, he is amenable to a settlement of his claims for a total of \$37,500.00. Additional motivating factors for both parties to resolve this matter is the allowance of HVAC technician's accidental disability retirement, which results in a pension offset until his workers compensation claims are resolved. The proposed settlement amount is far less than the Department's total likely exposure.

- II. To discuss strategy in preparation for contract negotiations with nonunion personnel and to conduct negotiations with nonunion personnel – Manager of Special Education and Intervention Services.

Attorney Sweeney discussed the contract negotiations for the Manager of Special Education and Intervention Services.

The Executive Session adjourned at 6:15 p.m.

The Mayor convened virtually in Open Session in order to recess virtually to Executive Session to conduct:

- strategy sessions in preparation for negotiations with nonunion personnel-Superintendent of Schools-Elect.

Mayor Petty stated that the committee will not reconvene in Open Session after Executive Session.

On a roll call of 7-0, the School Committee recessed to Executive Session virtually in the Mayor's Office at 6:55 p.m.

There were present at the Call to Order:

Ms. Clancey, Mr. Johnson, Ms. Kamara, Ms. Mailman, Ms. McCullough Ms. Novick and Mayor Petty

Others in attendance: Attorney Sweeney, Ms. Boulais, Mr. Allen, Dr. O'Neil and Dr. Friel

- I. To conduct strategy sessions in preparation for negotiations with nonunion personnel-Superintendent of Schools-Elect.

-

Attorney Sweeney discussed contract negotiations for the Superintendent of Schools Elect.

The Executive Session adjourned at 7:15 p.m.

The Mayor convened virtually in Open Session in order to recess virtually to Executive Session to discuss:

gb 2-131 – Administration
(April 25, 2022)

- strategy with respect to litigation for a Worker’s Compensation for a Cafeteria Worker, if an open meeting may have a detrimental effect on the litigating position of the School Committee and the chair so declares.
- strategy with respect to litigation for a Worker’s Compensation for a Custodian, if an open meeting may have a detrimental effect on the litigating position of the School Committee and the chair so declares.
- strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance 21/22-22.
- strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance 21/22-14.
- to conduct strategy sessions in preparation for negotiations with nonunion personnel and/or to conduct negotiations with nonunion personnel – Superintendent of Schools Elect Rachel Monárrez.
- to conduct strategy sessions in preparation for negotiations with nonunion personnel and/or to conduct negotiations with nonunion personnel – Manager of Special Education and Intervention Services – Kay Seale.
- strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Request for Voluntary Recognition – Teamsters Union Local 170 – School Bus Mechanics (proposed unit).

Mayor Petty stated that the committee will reconvene in Open Session after Executive Session.

On a roll call of 7-0, the School Committee recessed to Executive Session virtually in the Mayor’s Office at 6:43 p.m.

There were present at the Call to Order:

Ms. Clancey, Mr. Johnson, Ms. Kamara, Ms. Mailman, Ms. McCullough Ms. Novick and Mayor Petty

Superintendent Binienda represented the Administration.

Others in attendance: Attorney Sweeney, Attorney McMahon, Ms. Boulais, Mr. Allen, Dr. O’Neil and Dr. Friel

- I. To discuss strategy with respect to litigation for a Worker's Compensation for a Cafeteria Worker, if an open meeting may have a detrimental effect on the litigating position of the School Committee and the chair so declares.

Attorney McMahon discussed the Worker's Compensation case for a Cafeteria Worker.

It was moved to approve a Worker's Compensation lump sum payment of \$30,000 for a custodian.

On a roll call of 6-0-1 (absent Ms. Kamara), the Worker's Compensations lump sum payment for \$30,000 was approved.

- II. To discuss strategy with respect to litigation for a Worker's Compensation for a Custodian, if an open meeting may have a detrimental effect on the litigating position of the School Committee and the chair so declares.

Attorney McMahon discussed the Worker's Compensation case for a Custodian.

It was moved to approve a Worker's Compensation lump sum payment of \$25,000 for cafeteria work.

On a roll call of 6-0-1 (absent Ms. Kamara), the Worker's Compensations lump sum payment for \$25,000 was approved.

- III. To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance 21/22-22.

-

- Attorney Sweeney discussed Grievance 12/22-22.

- IV. To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance 21/22-14.

Attorney Sweeney discussed Grievance 12/22-14.

Pursuant to action taken in Executive Session, it was moved to deny Grievance 21/22-14.

On a roll call of 6-0-1 (absent Ms. Kamara), Grievance 12/22-14 was denied.

- V. To conduct strategy sessions in preparation for negotiations with nonunion personnel and/or to conduct negotiations with nonunion personnel – Superintendent of Schools Elect Rachel Monárrez.

-

- Attorney Sweeney discussed contract negotiations for the Superintendent of School Elect Rachel Monárrez.

- VI. To conduct strategy sessions in preparation for negotiations with nonunion personnel and/or to conduct negotiations with nonunion personnel – Manager of Special Education and Intervention Services – Kay Seale.

-

- Attorney Sweeney discussed the contract negotiations for the Manager of Special Education and Intervention Services.

- VII. To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Request for Voluntary Recognition – Teamsters Union Local 170 – School Bus Mechanics (proposed unit).

Pursuant to action taken in Executive Session, it was moved to approve the voluntary recognition of the Teamsters Local 170 as the exclusive bargaining representative for the bargaining unit consisting of the bus mechanics to comply with any applicable regulations relative thereto.

On a roll call of 7-0, Teamsters Local 170 was recognized as the exclusive bargaining representative for the bargaining unit for the bus mechanics.

The Executive Session adjourned at 9:14 p.m.

i. APPROVAL OF RECORDS
Clerk
(September 23, 2022)

ITEM - aor 2-28
S.C. MEETING - 10-6-22

ITEM:

To consider approval of the Executive Session Minutes of March 21, 29 and 30 and April 14, 2022 for the Ad Hoc Search Committee for the next Superintendent.

PRIOR ACTION:

BACKUP:

Annex A (4 pages) contains a copy of the Executive Session Minutes for the Ad Hoc Search Committee for the next Superintendent that was held on March 21, 29 and 30 and April 14, 2022.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

Chair McCullough convened virtually in Open Session in order to recess virtually to Executive Session at 5:00 p.m. to:

- To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

On a roll call of 20-0, the motion was approved.

Chair McCullough moved to recess virtually to Executive Session with the Ad Hoc Search Committee and the Community Search Committee at 5:05 p.m.

On a roll call of 20-0, the motion to recess to Executive Session was approved.

There were present at the Call to Order with the Ad Hoc Search Committee and Community Search Committee in Executive Session at 5:07 p.m.:

Ms. McCullough, Ms. O'Connell Novick, J. Kamara, J. Davis Carey, A. Corrales, P. Eppinger, L. Houlihan, K. Kindele, L. Maloney, R. Nugent, J. O'Brien, I. Perez, H. Ramirez, Dr. Ross, K. Salmon, A. Vu Sawyer, K. Seale, F. Taylor, A. Zequaria and S. Zoghbi,

Others in attendance: Itza Walters, Jan Greenwood, Jane Drennan and Dr. Friel

To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

Prospect Review Meeting: The Search Committee met to review leading prospects for consideration; The committee selects candidates from preliminary review to move to interview phase and discusses interview strategies

The Executive Session adjourned at 7:30 p.m.

Chair McCullough convened virtually in Open Session in order to recess virtually to Executive Session at 8:00 p.m. to:

- consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

On a roll call of 17-0-3 (absent J. Kamara, K. Kindele and A. Corrales), the motion was approved.

Chair McCullough moved to recess virtually to Executive Session with the Ad Hoc Search Committee and the Community Search Committee at 8:11 a.m.

On a roll call of 17-0-3 (absent J. Kamara, K. Kindele and A. Corrales), the motion to recess to Executive Session was approved.

There were present at the Call to Order with the Ad Hoc Search Committee and Community Search Committee in Executive Session at 8:13 a.m.:

Ms. McCullough, Ms. O'Connell Novick, J. Davis Carey, P. Eppinger, L. Houlihan, L. Maloney, R. Nugent, J. O'Brien, I. Perez, H. Ramirez, Dr. Ross, K. Salmon, A. Vu Sawyer, K. Seale, F. Taylor, A. Zequaria and S. Zoghbi,

There were absent: J. Kamara, K. Kindele, A. Corrales

Others in attendance: Itza Walters, Jan Greenwood, Jane Drennan and Dr. Friel

Ms. Kamara arrived at 8:50 a.m.

- To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

At the beginning of the meeting, Jan Greenwood provided a review of the process. She provided the round one interview schedule for March 29 to 30, 2022. On March 29th, 5 candidates were interviewed. She reviewed the Superintendent's Interview Questions and assigned them to various individuals to read to each candidate. She also provided a grid which indicated the title, degree and related experience of each candidate along with their resumes.

She indicated that each interview would last 60 minutes with the last 10 minutes reserved for questions from the candidate. After each interview, there was a poll taken and scored as follows:

- A. (know more about candidate)
- B. (maybe a good candidate)
- C. (not a good match)

On a roll call of 15-0-5 (absent K. Kindele, A. Corrales, J. O'Brien, E. Perez, A. Vu Sawyer), the Executive Session adjourned at 5:30 p.m.

Chair McCullough convened virtually in Open Session in order to recess virtually to Executive Session at 8:00 p.m. to:

- consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

On a roll call of 16-0-4 (absent J. Kamara, J. Davis Carey, K. Salmon and K. Seale), the motion was approved.

Chair McCullough moved to recess virtually to Executive Session with the Ad Hoc Search Committee and the Community Search Committee at 8:07 a.m.

Ms. Kamara, J. Davis Carey, K. Salmon and K. Seale arrived at 8:08 a.m.

On a roll call of 19-0-1 (absent A. Vu Sawyer), the motion to recess to Executive Session was approved.

There were present at the Call to Order with the Ad Hoc Search Committee and Community Search Committee in Executive Session at 8:09 a.m.:

Ms. McCullough, J. Kamara, Ms. O'Connell Novick, J. Davis Carey, A. Corrales, P. Eppinger, L. Houlihan, K. Kindele, L. Maloney, R. Nugent, J. O'Brien, I. Perez, H. Ramirez, Dr. Ross, K. Salmon, K. Seale, F. Taylor, A. Zequaria and S. Zoghbi,

There was absent: A. Vu Sawyer

Others in attendance: Itza Walters, Jan Greenwood, Jane Drennan and Dr. Friel

To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

At the beginning of the meeting, Jan Greenwood provided a review of the process. She provided the round one interview schedule for March 29 to 30, 2022. On March 30th, 6 candidates were interviewed. She reviewed the Superintendent's Interview Questions and assigned them to various individuals to read to each candidate. She also provided a grid which indicated the title, degree and related experience of each candidate along with their resumes.

She indicated that each interview would last 60 minutes with the last 10 minutes reserved for questions from the candidate. After each interview, there was a poll taken and scored as follows:

- A. (know more about candidate)
- B. (maybe a good candidate)
- C. (not a good match)

At the end of the process, the candidates were classified as follows:

Group A: Tim Sippel, Marie Morse, Rachel Monarrez, Malika Savoy-Brooks, Sonya Somerville Harrison and Charles Grandson

Group B: Sergio Paez, Rafaela Espinal, Stacey Luster and Thomas Anderson

Group C: Jodi Fortuna (not to be interviewed)

The Executive Session adjourned at 6:45 p.m.

Chair McCullough convened virtually in Open Session in order to recess virtually to Executive Session at 3:00 p.m. to:

- consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

On a roll call of 19-0-1 (absent A. Vu Sawyer), the motion was approved.

Chair McCullough moved to recess virtually to Executive Session with the Ad Hoc Search Committee and the Community Search Committee at 3:07 p.m.

On a roll call of 19-0-1 (absent A. Vu Sawyer), the motion to recess to Executive Session was approved.

There were present at the Call to Order with the Ad Hoc Search Committee and Community Search Committee in Executive Session at 3:09 a.m.:

Ms. McCullough, J. Kamara, Ms. O'Connell Novick, J. Davis Carey, A. Corrales, P. Eppinger, L. Houlihan, K. Kindele, L. Maloney, R. Nugent, J. O'Brien, I. Perez, H. Ramirez, Dr. Ross, K. Salmon, K. Seale, F. Taylor, A. Zequaria and S. Zoghbi,

There was absent: A. Vu Sawyer

Others in attendance: Itza Walters, Jan Greenwood, Jane Drennan and Dr. Friel

- I. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants.

Reference Feedback Meeting

The Search Committee listens to preliminary referencing feedback and recommends candidates to the School Committee for further consideration and interviews.

The members discussed the 4 finalists to be interviewed by the full Committee on April 25th, 26th, 27th and 28th.

At the end of the process, the finalists chosen were:

Rachel Monárrez
Malika Savoy-Brooks
Sonya Somerville Harrison and
Charles Grandson

The Executive Session adjourned at 4:10 p.m.

ii. APPROVAL OF A DONATION
Administration
(September 28, 2022)

ITEM - gb 2-254
S.C. MEETING - 10-6-22

ITEM:

To accept the following donation:

- \$200.00 to Worcester Arts Magnet School to be used for Literacy from a friend of Worcester Arts Magnet.
- of a 1973 Alfa Romeo to be used for salvage/dismantle for the Automotive Department at WTHS.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

iv. INITIAL FILING OF RECOGNITIONS
Clancey
(September 12, 2022)

ITEM - gb 2-255
S.C. MEETING - 10-6-22

ITEM:

To set the date of Thursday, October 20, 2022 to recognize Nicolette Kiorpes, a Doherty High School soccer player, who played for the US National Women's team this summer.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Set the date of Thursday, October 20, 2022.

J. PUBLIC PETITION
Clerk
(September 27, 2022)

ITEM - c&p 2-11
S.C. MEETING - 5-5-22

ITEM:

To consider a petition from two students at Forest Grove Middle School regarding plastic waste products.

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains a copy of the petition.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Refer to the Standing Committee on Finance and Operations.

Dear School Committee members,

Myself and My partner Dean, are 8th grade students at Forest Grove Middle School. We are currently participating in a class called Civics Project. We have identified and researched the amount of plastic waste produced in our school. We would like to petition the council to take action in terms of our environmental impact. First, we would like to discuss with you the need for biodegradable utensils to be used in place of plastic kits. Second, we would ask that modern water fountains be installed in the school to stop the use of plastic water bottles. Please let us know if you have any questions that you would like answered.

Respectfully,
Marcus Johnson and Dean Dhal

H. REPORT OF THE SUPERINTENDENT
Administration
(September 21, 2022)

ITEM - ROS 2-13
S.C. MEETING - 10-6-22

ITEM:

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION ACCOUNTABILITY
SYSTEM - PART 1

PRIOR ACTION:

BACKUP:

The Administration will provide the backup prior to the meeting.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Accept and file.

Committee Members
Molly McCullough, Chair
Susan Mailman, Vice-Chair
Jermoh Kamara

AGENDA 7
TLSS
9-13-22
Page 1

A C T I O N S

The Standing Committee on Teaching, Learning and Student Supports met virtually at 5:30 p.m. on Tuesday, September 13, 2022 at the Durkin Administration Building in Room 410.

There were present: Vice-Chair Mailman, Member Kamara and Chair McCullough

Representing Administration were: Dr. Morse, Dr. Sippel, Dr. Monárrez and C. Magri

gb 9-327 -Administration (October 7, 2019)

To consider answers to the fourteen Action Steps made by Mayor Petty and approved by the School Committee.

Chair McCullough made the following motion:

Request that the item be filed.

On a roll call of 3-0, the motion was approved.

gb 1-53 - Mr. Monfredo/Miss Biancheria/Mrs. Clancey/Ms. McCullough/Ms. Novick (February 12, 2021)

Request that the Administration collaborate with community agencies, retired teachers and other groups, to study the feasibility of establishing a summer learning program to assist K-8 students.

Member Mailman made the following motion:

Request that the Administration provide a report containing the number of students who participated in the Summer Early College Programs at Quinsigamond Community College and Worcester State University.

On a roll call of 3-0, the motion was approved.

Chair McCullough made the following motion:

Request that the item be held for a report in October.

On a roll call of 3-0, the motion was approved.

gb 1-312 - Ms. McCullough/Mrs. Clancey/Mr. Monfredo/Ms. Novick (November 9, 2021)

Request that the Administration explore utilizing virtual tutoring services for the students of the WPS.

Dr. Morse provided updated information on both the one-on-one Ignite and After-school Catapult Tutorial programs.

Chair McCullough made the following motion:

Request that the item be held for a report in December in order for the Administration to explore offering tutorial services for secondary students and provide an update on them at the elementary level.

On a roll call of 3-0, the motion was approved.

gb 2-145 - Mailman (May 6, 2022)

Request that the Administration provide a report, from January to present, regarding teacher shortages to include teacher absences by school and indicate the resources utilized to cover their classroom.

Dr. Morse stated that the district continues to have vacancies in Special Education, ELs and other core subjects. The district has hired 56 day-by-day teachers and 59 building substitutes in order to mitigate teachers' absences.

Chair McCullough made the following motion:

Request that the item be held for a meeting in October.

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

gb 2-150 - Kamara (May 11, 2022)

Request that the Administration provide a report, in the form of a chart, on all secondary schools specialized programs occurring in each quadrant.

gb 2-151 - Kamara (May 11, 2022)

Request that the Administration provide a report, in the form of a chart, on the relative ability of a child to get into a specialized program that is in a secondary school that is outside their home quadrant.

(These items were considered together.)

Member Kamara made the following motion:

Request that the backup for the item be placed on the WPS website.

On a roll call of 3-0, the motion was approved.

Chair McCullough made the following motion:

Request that the item be filed.

On a roll call of 3-0, the motion was approved.

gb 2-218 - Administration (August 8, 2022)

To accept the Early College Full School and Expansion Year 2; Fund Code 175 Grant from the Massachusetts Department of Elementary and Secondary Education (Continuation administered by the Office of Early College in the amount of \$500,000.)

Dr. Sippel stated that the Administration will provide information regarding the overall Early College Programs districtwide at the October Standing Committee meeting. He provided an overview of the grant and stated that two new positions were added to Claremont Academy, one a Focus Instructional Coach and the other an Early College Advisor.

Chair McCullough made the following motion:

Request that the item be held for an update in October.

On a roll call of 3-0, the motion was approved.

gb 2-244 - Administration (August 24, 2022)

To consider an update of the Admissions Policy at Worcester Technical High School and recommend possible amendments.

Dr. Sippel stated that the population of students of color as well as economically disadvantaged students at WTHS have been very close in proportion across the district.

Chair McCullough asked for more information regarding the acceptance of twins to WTHS.

Chair McCullough made the following motion:

Request that the School Committee accept the following amendments to the Admissions Policy for Worcester Technical High School regarding siblings that are in the same grade.

"There may be cases when 8th grade siblings may apply for admission to WTHS from the same feeder school and are assigned to the same tier for the lottery. As the tiered lottery is a random drawing, one sibling may be accepted for a seat allocated to their school while the other sibling(s) might be placed on the waiting list. If this occurs, the parent/guardian may notify the WTHS administration of the circumstance and provide legal documentation of the applicants' sibling status. After a review of the documentation, WTHS may then allocate additional seats to accommodate any siblings who were placed through the lottery on the waiting list."

On a roll call of 3-0, the motion was approved.

Chair McCullough made the following motion:

Request that the item be held for a meeting in November regarding the Innovation Pathway Program and invite the School Committee student representative Kendra Anim to the meeting.

On a roll call of 3-0, the motion was approved.

On a roll call of 3-0, the meeting was adjourned at 6:27 p.m.

M. STUDENT ADVISORY COMMITTEE ITEM
Administration
(September 21, 2022)

ITEM - gb 2-256
S.C. MEETING - 10-6-22

ITEM:

To consider input from the School Committee's student representatives.

Kendra Anim - Worcester Technical High School
Valarie Uduma - Claremont Academy

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Accept and file.

N. APPROVAL OF OTHER FINANCE ITEMS
Administration
(September 21, 2022)

ITEM - gb 2-257
S.C. MEETING - 10-6-22

ITEM:

To approve the following prior fiscal year payments:

- \$3,234.28 for Scholastic
- \$10,385.75 for Mass Audubon
- \$4,725.93 to a teacher
- \$6,072.99 to a teacher
- \$40,818.96 to the Justice Resource Institute
- \$1,644.83 to O'Reilly, Talbot & Okun
- \$2,181.93 to UniFirst
- \$1,221.18 to Granite City Supply
- \$195.30 to Delsignore Electrical Contractors
- \$600.00 to WPC Pest and Termite Control
- \$170.00 to a senior custodian
- \$100.00 to a bus driver
- \$790.36 to a Transportation Safety & Training Liaison
- \$134.36 to Price Chopper
- \$12,194.50 to Valley Collaborative
- \$52,082.24 to Custom Computer

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains a copy of information regarding the item.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

1. Increment missed in database for a teacher
2. Increment missed in database for a teacher
3. The Purchase Order 649447 was closed in error by Auditing for Justice Resource Institute.
4. The balance on the Purchase Order 649059 was insufficient to cover the final charges for O'Reilly, Talbot & Okun.
5. The Purchase Order 656889 was closed in error for UniFirst.
6. The Purchase Order 650905 was closed in error for Granite City Supply.
7. Unanticipated invoice from last fiscal year for Delsignore Electrical Contractors
8. Unanticipated invoice from last fiscal year for WPC Pest and Termite Control.
9. June mileage reimbursement to a senior custodian
10. June mileage reimbursement to a bus driver
11. Retro from 7/1/21-7/2/22 was missed for a Transportation Safety & Training Liaison.
12. Sullivan Middle School just submitted receipt for Price Chopper.
13. Unanticipated invoice from last fiscal year for Valley Collaborative
14. The Purchase Order was closed in error for Custom Computer.

O. GENERAL BUSINESS
Administration/McCullough/Clancey/Novick
(September 19, 2022)

ITEM - gb 1-265.1
S.C. MEETING - 10-6-22

1ST ITEM gb 1-265 S.C.MTG. 10-7-21
2ND ITEM gb 1-265.1 S.C.MTG. 10-6-22

ITEM:

Response of the Administration to the request to explore the use of translation services for full School Committee meetings while remote/hybrid meetings continue to be held.

ORIGINAL ITEM: McCullough/Clancey/Novick (September 24, 2021)

To explore the use of translation services for full School Committee meetings while remote/hybrid meetings continue to be held.

PRIOR ACTION:

10-7-21 - It was moved and voice voted to refer the item to the Administration.
6-2-22 - The item was held. (See gb #2-177.)
When asked, the Administration provided translation services for School Committee Meetings.
Member Novick made the following motion:
Request that items gb 0.138.2, gb 0-263, gb 1-153, gb 1-247, gb 1-265 and gb 2-18.1 of the backup be held.
On a roll call of 7-0, the motion was approved.

BACKUP:

Annex A (1 page) contains the Administration's response to the item.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Refer to the Standing Committee on Finance and Operations.

Response

Simultaneous interpreters for the seven major languages (Albanian, Arabic, Nepali, Portuguese, Spanish, Twi, and Vietnamese) can be provided for School Committee meetings via Zoom if the requests are made at least 2 weeks in advance of each meeting. However, the cost of providing simultaneous interpretation to all seven major languages of the District is substantial. For example, for a two-hour meeting, the total cost is approximately \$3,850. Additional time beyond two hours would cost an additional \$1,540 per hour.

The most effective way to provide simultaneous interpretation for School Committee meetings would be by utilizing the Zoom interpretation feature, which allows for a separate audio output channel for each language. This would require that the School Committee meeting also be broadcast via Zoom in such a way that the interpreters connected to Zoom can clearly hear School Committee members and other speakers throughout the meeting. It is currently not possible to ascertain how many people are accessing the interpretation through Zoom.

To accomplish this two staff would also be required, one to operate Zoom and one to manage the translators.

The Administration would recommend that we begin with Spanish translation first

If only Spanish interpretation is utilized, the cost will be \$350 for 2 hours and \$220 per additional hour. Overall the cost can be estimated at \$1,000 per meeting and approximately \$22,000 for a typical school year. Here is the procedure needed: The process would include the following steps:

- We would need all the dates with both start time and end time.
- Zoom link(s) to be set up and IT would need to make sure that all the SC members are connected to the Zoom on the day of the meeting so that the interpreters can hear them when they are interpreting.
- IT would need to ensure that broadcasting is set up so that the audio is on Zoom
- Share at the beginning of the meeting that interpretation to Spanish is available on Zoom, and display the link to the Zoom so that people watching can connect to that link
- The link should also be on the website where agendas are posted.

O. GENERAL BUSINESS
Administration/Novick/Clancey/
Johnson/Kamara/Mailman
(September 21, 2022)

CURRENT ITEM - gb 2-18.14
S.C. MEETING - 10-6-22

ITEM:

Response of the Administration to the request to update the community on the Worcester Public Schools and COVID.

PRIOR ACTION:

1-20-22 - Superintendent Binienda provided the updated COVID results as follows:
Week of January 14-January 20

Students

-936 positive cases

-36 quarantined

Staff

-142 positive cases

-1 quarantined

Test and Stay cases:

Students

-922

Staff

-42

Ms. Novick asked that the Administration continue to enforce mask wearing especially for staff.

She also asked the Administration to contact Honeywell in order to provide a report on the feasibility of moving the portable filters into cafeterias that do not currently run them.

On a roll call of 7-0, the item was held for an update at each meeting.

BACKUP:

Annex A (2 pages) contains the Administration's response to the item.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Provide an update and hold for the next meeting.

PRIOR ACTION (continued)

2-3-22 - School Committee Member Novick asked if the Administration is planning for another vaccination clinic and urged it to communicate on a regular basis with families regarding the importance of vaccinations. She also asked if the Administration had heard from Honeywell regarding relocation of the portable ventilation units to cafeterias.

Mr. Allen stated that Honeywell had supported the use of the portable units in the cafeterias.

Superintendent Binienda stated that she would provide more information regarding vaccine clinics at the next School Committee meeting.

Superintendent Binienda provided the updated COVID results as follows:

Week of January 28-February 3

Students

-243 positive cases

-20 quarantined

Staff

-48 positive cases

-0 quarantined

Test and Stay cases:

Students

-290

Staff

-25

School Committee Member McCullough made the following motion:

Request that the Administration consider lifting the spectator restrictions at student sport events by Wednesday, February 9, 2022, pending the City Manager's decision.

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

Hold for the next meeting.

2-17-22 - Superintendent Binienda provided an update on the COVID cases for February 11-17:

Students 68 positive

Staff 19 positive

Test and Stay 62 positive students and 5 positive staff

74% of staff are vaccinated

19% of students are vaccinated (two shots)

16,983 students have received one shot

(continued on Page 3)

PRIOR ACTION (continued)

- 2-17-22 - School Committee Member Mailman stated that she reviewed the data on the state website for the MIIS (Massachusetts Immunization Information System) which indicated that 5-11 year olds were 38.9% vaccinated and 12-15 year olds were 72% vaccinated. She requested that the Superintendent's weekly email update should also contain vaccine updates for students and staff. School Committee Member Kamara requested that the update include graphs indicating the numbers by positive cases and vaccinations broken down by quadrants. Hold for updates at the next meeting.
- 3-3-22 - Superintendent Binienda provided the updated COVID results as follows:
Week of February 18 through March 3
Students
-36 positive cases
-0 quarantined
Staff
-10 positive cases
-0 quarantined
Test and Stay cases:
Students
-24
Staff
-4
- Superintendent Binienda stated that she would provide more information regarding vaccine clinics at the next School Committee meeting. School Committee Member Mailman asked if there were any updates on the number of vaccinations. Superintendent Binienda stated that she would be forwarding them to the School Committee members on Friday, March 4, 2022. Vice-Chair Johnson asked if the vaccination numbers had changed. Superintendent Binienda stated that the numbers come from the Department of Public Health who are the ones who provide the vaccination shots. School Committee Member Kamara requested that the Administration invite Dr. Castiel to a School Committee Meeting to provide an updated report regarding vaccination clinics, the number of people who have received vaccinations and indicate what has been done throughout the city. On a roll call of 6-0-1 (absent Ms. Novick), the item was held for the next meeting.
- (continued on Page 4)**

PRIOR ACTION (continued)

3-17-22 - Superintendent Binienda provided the COVID-19 numbers for the week of March 3 through March 11.

Students

13 positive

0 quarantined

22 Test and Stay

Staff

6 positive

0 quarantined

0 Test and Stay

Member O'Connell-Novick asked for the districtwide vaccination numbers. Superintendent Binienda reported the following DPH numbers from March 7, 2022:

Of the 23,829 WPS students, 2,722 have received one dose, 8,238 have received 2 doses and 815 have received a booster (3 doses). The number of students in compliance is 9,049 or 37.97 percent. The total number of students who have received at least one dose is 11, 860 or 49 percent.

Superintendent Binienda stated that the district is partnering with UMASS and DPH to provide vaccination clinics for staff and students.

She also stated that DESE provided extra test kits and that 19,100 tests were received last week and another 56,000 are expected within the next few days.

It was moved and voice voted to hold the item for updates at the next meeting.

4-7-22 - Superintendent Binienda provided the COVID-19 numbers for the week of April 1 through April 7.

Students

33 positive

1 quarantined

115 Test and Stay

Staff

24 positive

0 quarantined

13 Test and Stay

Mayor Petty asked if the number of cases per school could be provided to the parents.

Superintendent Binienda stated that she discussed this with the health professionals who have suggested that that information not be published.

Member Novick asked that the data on the website be updated weekly and inquired as to whether or not there are elevated levels of absences among students and staff.

Superintendent Binienda stated that there is a slightly elevated level of absences due to a stomach flu occurring in the schools.

On a roll call of 7-0, the item was held for updates at the next meeting.

(continued on Page 5)

PRIOR ACTION (continued)

5-5-22 - Superintendent Binienda provided the COVID-19 numbers for the week of April 29 through May 5th.

Students

131 positive
0 quarantined
304 Test and Stay

Staff

60 positive
0 quarantined
22 Test and Stay

She stated that the Commissioner of Education extended the Test and Stay until the end of the school year due to the increases in COVID cases. She also stated that the City Manager will be releasing a statement on May 15th regarding requirements for staff regarding the vaccinations and testing.

Ms. Novick stated that she would like her colleagues to remember that they are their own independent bargaining units when it comes to dealing with vaccinations and the staff. The City Manager sets policy for the City side not for the school side. She asked for an update on the vaccinations of students and staff.

Superintendent Binienda stated that the regular vaccinations for students are almost all up to date. A ConnectEd message will be sent out regarding the second set of COVID shots for students and staff. The City has been running vaccination clinics and she will get the data from them to provide to the School Committee at a later date.

On a roll call of 7-0, the item was held for updates at the next meeting.

5-19-22 - Superintendent Binienda provided the COVID-19 numbers for the week of May 13 through May 19.

Students

252 positive (1 quarantined), 449 Test and Stay

Staff

84 positive, 45 Test and Stay

Superintendent Binienda strongly recommended that students and staff wear masks and encouraged vaccinations and boosters.

The update on vaccinations is as follows:

First Dose	1,929 (8.1%)
Second Dose	8,469 (35.55%)
Booster	(6.74%)

Totally Compliant (at least one dose) 50.37 %

The information will be posted on the WPS website.

On a voice vote, the item was held for updates at the next meeting.

(continued on Page 6)

PRIOR ACTION (continued)

- 6-2-22 - Superintendent Binienda provided the COVID-19 numbers for the week of May 27th through June 2nd.
- Students
99 positive
0 quarantined
204 Test and Stay
- Staff
27 positive
0 quarantined
10 Test and Stay
- She stated that the COVID test kits were ordered for summer school and the medical waiting rooms and the CNAs will be maintained for summer school and for the 2022-23 School Year. State guidelines have changed to only test symptomatic students and the Administration needs to have a discussion whether to purchase the test and stay kits.
- Member Clancey asked how much it would cost the system to purchase the test and stay kits.
- Superintendent Binienda stated that the Administration will have to inquire of the cost of the kits.
- Member Novick stated that there are monies from the ESSER grant was set aside to help combat the pandemic.
- Superintendent Binienda stated that the ESSER monies that was put aside is for the contract with the Family Health Center to provide testing for students and for PPEs.
- Member Novick inquired as to the ongoing efforts to increase vaccination rates. She also asked if the Administration is planning to take down the Plexiglas over the summer.
- Superintendent Binienda stated that students can receive the vaccinations though the Department of Public Health and summer clinics will begin prior to the 2022-23 school year. She also stated that a discussion will take place with Mr. Allen, Mr. Bedard and Mr. Pezzella to remove the Plexiglas within the schools.
- On a roll call of 7-0, the item was held for updates at the next meeting.
- 6-16-22 - Superintendent Binienda provided the following update on COVID cases for June 10-June 15:
- Students
41 positive
0 quarantined
68 Test and Stay
- Staff
24 positive
0 quarantined
5 Test and Stay
- Member Johnson asked if the district was going to be participating in the Test and Stay program when school reconvenes in the Fall and Superintendent Binienda stated that the Commissioner will be providing an update in July.
- It was moved and voice voted to hold the item for the July meeting.

PRIOR ACTION (continued)

- 7-21-22 - Dr. Monárrez provided the following update on COVID cases from July 15th through the 21st:
- Students
0 –summer school students are not being tested
- Staff
6 positive
- Dr. Monárrez recommended that the Administration keep track of the COVID data for the first two months before recommending that the School Committee consider filing the item.
- Member Johnson asked for an updated report regarding the participation in the Test and Stay program when school reconvenes in the Fall.
- Dr. Monárrez stated that she will provide a response at the next School Committee Meeting..
- It was moved and voice voted to hold the item for the next meeting.
- 8-18-22 - Superintendent Monárrez provided an update stating that there were 14 staff that tested positive. She met virtually with DESE Commissioner Riley and there were no changes in the guidance from the end of last year. She stated that a medical waiting room will be in each school and will be staffed with CNAs or nurses. The state is no longer providing PPEs or masks, but the district will be using ESSER funds for purchasing and distributing those supplies to students and families. The Test and Stay program has been lifted and she is not recommending mandatory masking. The state will be providing guidance on Monkeypox and Dr. McGovern and her staff will be alerted to the symptoms. The state is also no longer requiring that the WPS report the number of COVID positive cases to them. Students will be sent home with testing kits and it will be up to the families to report positive results to the schools.
- Member O’Connell Novick asked what the protocol is when a positive case is reported.
- Mr. Allen stated that they would isolate for a minimum of 5 days and then revert to the masking policy.
- Member O’Connell Novick asked if there is anything being done to increase the number of students that have been vaccinated. Dr. Monárrez stated that the district will continue to advocate for vaccinations.
- On a voice vote, the item was held for updates at the next meeting.
- 9-1-22 - Dr. Monárrez provided the following update on COVID cases from August 19, 2022 through September 1st:
- Staff
43 positive
- Students
46 positive
- Dr. McGovern will coordinate informational nights regarding vaccines in conjunction with the Department of Public Health for families throughout the quadrants. Once these are scheduled and completed, there will be opportunities for families to be vaccinated.
- It was moved and voice voted to hold the item for the next meeting.

PRIOR ACTION (continued)

- 9-15-22 - Superintendent Monárrez reported that 135 students and 62 staff members tested positive.
Member Kamara asked for a report on the number of cases broken down by quadrant and Mayor Petty asked to amend that request to have the positive cases categorized by school.
Member O'Connell Novick asked that an update on student absences due to COVID be provided at the next meeting.
On a voice vote, the item was held for updates at the next meeting.

**September 16-
September 28, 2022**

POSITIVE CASES						
Students	Total	Quadrant				
		Burncoat	Doherty	North	South	
	247	54	79	47	67	
Notes: 112 more than last reported						
Staff	Total	Quadrant				
		Burncoat	Doherty	North	South	District Wide
	111	27	23	14	39	8
Notes: 49 more than last reported						

Attendance Report
9/16/22-9/27/22

School	Quadrant	Percent In Attendance
Burncoat Middle School	B	88.57%
Burncoat Senior High School	B	86.76%
Burncoat Street Preparatory School	B	90.46%
Clark Street Community School	B	91.96%
Francis J. Mcgrath Elementary School	B	93.90%
Lincoln Street School	B	90.97%
Norrback Avenue School	B	93.36%
Thorndyke Road School	B	96.00%
Wawecus Road School	B	93.82%
Worcester Arts Magnet School	B	94.24%
BURNCOAT QUADRANT	B	90.71%
Chandler Elementary Community School	D	92.23%
Chandler Magnet School	D	94.20%
Doherty Memorial High School	D	89.95%
Elm Park Community School	D	92.28%
Flagg Street School	D	96.20%
Forest Grove Middle School	D	91.87%
Jacob Hiatt Magnet School	D	92.40%
May Street School	D	93.54%
Midland Street School	D	96.34%
Nelson Place School	D	90.19%
Tatnuck Magnet School	D	93.68%
West Tatnuck School	D	94.47%
DOHERTY QUADRANT	D	92.32%
Belmont Street Community School	N	94.67%
City View Discovery School	N	90.71%
Grafton Street School	N	91.87%
La Familia Dual Language School	N	92.59%
Lake View School	N	95.40%
North High School	N	86.38%
Rice Square School	N	91.00%
Roosevelt School	N	93.13%
Union Hill School	N	92.99%
Worcester East Middle School	N	88.74%
Worcester Technical High School	N	94.07%
NORTH QUADRANT	N	91.41%
Canterbury Street Magnet School	S	91.71%
Claremont Academy	S	86.66%
Columbus Park Preparatory Academy	S	93.89%
Dr. Arthur F. Sullivan Middle School	S	91.93%
Gates Lane School	S	90.15%
Goddard School of Science & Technology	S	93.97%
Head Start	S	100.00%
Heard Street Discovery Academy	S	94.67%
Quinsigamond School	S	91.95%
South High Community School	S	92.25%
University Park Campus School	S	99.91%
Vernon Hill School	S	92.71%
Woodland Academy	S	92.86%
SOUTH QUADRANT	S	92.59%
DISTRICT TOTAL	NA	91.86%

O. GENERAL BUSINESS
Administration/Kamara/Clancey/
Johnson/Mailman/Novick
(September 23, 2022)

CURRENT ITEM - gb 2-40.1
S.C. MEETING - 10-6-22

ITEM:

Response of the Administration to the request to provide a list of agreements and/or contracts that the school system has with community organizations.

ORIGINAL ITEM: Kamara/Clancey/Johnson/Mailman/Novick (January 26, 2022)

To consider establishing working agreements with ethnic-based organizations that service WPS students and families, immigrants and refugees such as South East Asian Coalition, ACE, Latino Education Institute and Angel's Net Foundation.

PRIOR ACTION:

2-3-22 - Superintendent Binienda stated that the WPS has to use certified interpreters which they already have. The Administration meets with the resettlement agencies once a week regarding how to better service the refugees. School Committee Member Mailman requested that the Administration provide a list of agreements and/or contracts that the school system has with community organizations. Superintendent Binienda stated that agreements with institutions are based on the needs of the school district and the services they provide. She indicated that she would provide a report on the partnerships and contracts that the Administration has with group organizations. Mayor Petty made the following amendment to School Committee Member Kamara's item:
To consider establishing working agreements with ethnic-based organizations that service WPS students and families, immigrants and refugees such as South East Asian Coalition, ACE, Latino Education Institute and Angel's Net Foundation **to include partnerships and contracts with group organizations.**
On a roll call of 7-0, the item as amended was referred to the Administration.

BACKUP:

Annex A (2 pages) contains the Administration's response to the item.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Accept and file.

There are many agreements and contracts with community organizations. Below is a list of the organizations we have had contracts/agreements with last year and this year.

Community Agreements and/or Contracts	
7 Hills Foundation	ACE
Acentria-Several programs including unaccompanied Minors Program	American Antiquarian Society
Anna Maria College	Art Reach
ArtsWorcester	Assumption College
Berklee College of Music	Black Families Together/CDOs
Black Excellence Academy	Boston College
Boston Museum Of Science	Boys & Girls Club
Broad Meadow Brook	Chief Diversity Officer Network
City of Worcester	College of the Holy Cross
Clark University	Cultural Exchange for Soccer (CETS)
Crocodile River	DESE
Early Intervention Services (Thom, Pernet, Southbay, Criterion)	Ecotarium
Education Superhighway	EOC. (Education Opportunity Center)
Family Health Center/ DPH/ Edward Kennedy	Family Services of Central Massachusetts
Girls Inc	Guild of St. Agnes
Hanover Theatre	INspired Network for Leaders, Counselors, Teachers
LEI	LEON (Latino Empowerment Organizing Network)
Literacy Volunteers of Greater Worcester	Lowell Mills
LUK Inc (LUK Mentoring Program)	MA General Hospital SAiL Lab
MABE (Multistate Association of Bilingual Education)	MASCA, Massachusetts Schools Counselors Assoc.

MASS EdCO	Mass Insight for Education
MSSEF - Massachusetts State Science and Engineering Fair	MATSOL
Mechanics Hall	Music Worcester
Non-Public Private Schools Collaboration through IDEA Grant Proportionate Share	Old Sturbridge Village
Open Door Arts	Panorama
Parent Professional Advocacy League	Pediatricians/UMASS Meeting
Pernet Family Health	QCC
Rainbow CDC	Rec Worcester
RIAC (Refugee & Immigrant Assistance Center)	SEAC
Superintendent's Advisory Committee	Supreme Judicial Court of MA
Talent Search	TCB (Plumley Village)
Tower Hill Botanical Gardens	UMass Medical School
United Nations Association of Greater Boston	United Way
Upward Bound, Bruce Wells	WARM
WCAC	Woo Sox/Polar Park
WPI	Worcester Art Museum
Worcester Center for Crafts	Worcester Community Connections Coalition
Worcester Education Collaborative	Worcester Educational Development Foundation
Worcester Family Partnership	Worcester Historical Museum
Worcester Housing Authority	Worcester Public Library
Worcester Research Bureau	Worcester State University
Worcester Together	Worcester Together SubCommittees
Worcester Youth Center (WYC) / Cultural Exchange Through Soccer (CETS)	WPS Community Questions Portal
WRAP (Worcester Refugee Assistance Project)	YMCA
You Inc	YWCA

O. GENERAL BUSINESS
Administration/Administration/
(September 27, 2022)

CURRENT ITEM - gb 2-240.1
S.C. MEETING - 10-6-22

ITEM:

To consider adoption of the Employee Social Media Policy.

ORIGINAL ITEM: Administration (August 23, 2022)

To consider adoption of the Employee Social Media Policy.

PRIOR ACTION:

9-1-22 - Member Novick made the following motion:
Request that the item be referred to the Administration in order to continue its ongoing conversations with the union representatives before bringing back the recommendations to the School Committee. On a roll call of 7-0, the motion was referred to the Administration.

BACKUP:

Prior to the committee's adoption of its current Social Media Policy, the committee and the EAW had negotiated regarding a prior version of the policy. The current policy has not yet been the subject of negotiations with the EAW or any other bargaining units.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Refer to the Standing Committee on Governance and Employee Issues.

O. GENERAL BUSINESS
Administration
(September 21, 2022)

ITEM - gb 2-258
S.C. MEETING - 10-6-22

ITEM:

Request that the School Committee authorize the Superintendent to act as its representative to execute all contracts and other legally binding documents in the name and on behalf of the School Committee.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

O. GENERAL BUSINESS
Administration
(September 26, 2022)

ITEM - gb 2-259
S.C. MEETING - 10-6-22

ITEM:

To authorize the Administration to enter into a lease agreement for up to five years for the replacement of existing school buses.

PRIOR ACTION:

BACKUP:

The leases of the first thirteen full-size school buses by the Worcester Public Schools in the 2018-19 school year will end in June 2023. These buses will be returned and will be replaced with thirteen propane-fueled school buses through a lease-purchase agreement. It is expected that these thirteen replacement school buses will be ordered in October to be delivered in the Summer of 2023.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

O. GENERAL BUSINESS
Mailman
(September 21, 2022)

ITEM - gb 2-260
S.C. MEETING - 10-6-22

ITEM:

Request that the Administration provide a report on elementary class sizes and consider taking action, if necessary.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Administration.

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.

O. GENERAL BUSINESS
Mailman
(September 21, 2022)

ITEM - gb 2-261
S.C. MEETING - 10-6-22

ITEM:

Request that the Administration provide a report with the October 1st enrollment numbers.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Administration.

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.

O. GENERAL BUSINESS
Novick
(September 21, 2022)

ITEM - gb 2-262
S.C. MEETING - 10-6-22

ITEM:

To consider approval of an amendment to the following MASC policies:

to include the expanded definition of race to include traits historically associated with race, including, but not limited to hair texture, hair type, hair length, and protective hairstyles, and the correlating legal reference to Acts of 2022, Chapter 117.

- AC - Nondiscrimination Policy Including Harassment and Retaliation
- ACA - Nondiscrimination on the Basis of Sex
- GBA - Equal Employment Opportunity
- GCF - Professional Staff Hiring
- JB - Equal Educational Opportunities
- JFBB - School Choice
- JIC - Student Discipline
- JICA - Student Dress Code

PRIOR ACTION:

BACKUP:

- Annex A (2 pages) contains a copy of the proposed MASC Policy - AC - Nondiscrimination Policy Including Harassment and Retaliation
- Annex B (1 page) contains a copy of the proposed MASC Policy - ACA - Nondiscrimination on the Basis of Sex
- Annex C (1 page) contains a copy of the proposed MASC Policy - GBA - Equal Employment Opportunity
- Annex D (1 page) contains a copy of the proposed MASC Policy - GCF - Professional Staff Hiring
- Annex E (1 page) contains a copy of the proposed MASC Policy - JB - Equal Educational Opportunities
- Annex F (1 page) contains a copy of the proposed MASC Policy - JFBB - School Choice.
- Annex G (6 pages) contains a copy of the proposed MASC Policy - JIC - Student Discipline
- Annex H (2 pages) contains a copy of the proposed MASC Policy - JICA - Student Dress Code

RECOMMENDATION OF MAKER:

Refer to the Standing Committee on Governance and Employee Issues.

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.

NONDISCRIMINATION POLICY INCLUDING HARASSMENT AND RETALIATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, pregnancy and pregnancy related condition, their complaint should be registered with the Title IX compliance officer.

Complaints of Discrimination/Harassment should be directed to the following:

Human Resource Manager
20 Irving Street
Worcester, MA 01609
Telephone: (508) 799-3020

LEGAL REFS: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 Executive Order 11246, as amended by E.O. 11375
Equal Pay Act, as amended by the Education Amendments of 1972 Title IX, Education Amendments of 1972
Rehabilitation Act of 1973
Education for All Handicapped Children Act of 1975
No Child Left Behind Act of 2001, 20 U.S.C. § 7905 (The Boy Scouts of America Equal Access Act)
M.G.L. 71B:1 et seq. (Chapter 766 of the Acts of 1972)
[Acts of 2022, Chapter 117](#) (*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

CROSS REF: ACE, Non-Discrimination on the Basis of Disability
ACAB, Sexual Harassment
GBA, Equal Employment Opportunity
IJ, Instructional Materials
JB, Equal Educational Opportunities

SOURCE: MASC August 2022

***race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.**

File: ACA

NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the public schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name and office address and telephone number of the compliance officer.

UPDATED: June 2012

LEGAL REFS.: Title IX of the Education Amendments of 1972

45 CFR, Part 86, (Federal Register, 6/4/75)

M.G.L. [76:5](#); [76:16](#) (Chapter 622 of the Acts of 1971) BESE 603 CMR 26:00

CROSS REF.: [AC](#), Nondiscrimination

***race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.**

EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, creed, color, age, sex, gender identity, national origin, disability or sexual orientation, pregnancy or pregnancy related condition. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

If you believe the adverse employment action happened to you because of your race, color, religion, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), disability, pregnancy or pregnancy related condition, sexual orientation, genetics, active military personnel, or past involvement in a discrimination complaint, it could be discrimination.

LEGAL REF.: M.G.L. 151B:4;

BESE Regulations 603 CMR 26:00

Acts of 2022, Chapter 117 (*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

CROSS REF.: [AC](#), Nondiscrimination

***race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.**

NOTE: Although it is not usually necessary to have a policy that simply restates existing law, in this case it is important to reaffirm the School Committee's commitment to equal opportunity and to remind the hiring authorities in the District that many considerations other than District educational goals are factors to be considered.

PROFESSIONAL STAFF HIRING

Through its employment policies, the District will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare of the children attending the schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate suitable candidates. No position may be created without the approval of the School Committee. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the School Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, or disability, pregnancy or pregnancy related condition.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.
3. The administrator responsible for the hiring of a staff member (in the case of District-wide positions, for the position of Principals, it is the Superintendent; for building-based personnel, it is the Principal) is directed to establish a representative screening committee. The administrator has the final say in determining who will be hired but it is recommended that the screening committee's input will be a factor in the decision. For those positions where the hiring authority rests with the School Committee a representative screening committee may be established by the School Committee or the School Committee may direct the Superintendent to establish a screening committee to assist the Superintendent in making his/her recommendation to the School Committee.

LEGAL REFS.: M.G.L. [69:6](#); [71:38](#); [71:38G](#); [71:39](#); [71:45](#)

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

BESE Regulations 603 CMR [7:00](#), [26:00](#), and [44:00](#)

Acts of 2022, Chapter 117 (*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

***race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.**

NOTE: School Committees may determine the size and composition of the screening committee.

EQUAL EDUCATIONAL OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status, physical and intellectual differences, pregnancy or pregnancy related condition.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

LEGAL REFS.: Title VI, Civil Rights Act of 1964
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
Executive Order 11246, as amended by E.O. 11375
Title IX, Education Amendments of 1972
M.G.L. [76:5](#); [76:16](#) (Chapter 622 of the Acts of 1971)
603 CMR [26:00](#), 603 CMR [28.00](#)
The McKinney-Vento Act and Title I Part A, as Amended by the Every Student Succeeds Act of 2015
[Acts of 2022, Chapter 117](#) (*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

CROSS REF.: [AC](#), Nondiscrimination

NOTE: The cross reference is to a related statement in this manual.

***race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.**

SCHOOL CHOICE

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:

1. Every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of nonresident students for admission when the number of requests exceeds the number of available spaces be in the form of a random drawing. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, homelessness, sexual orientation, ancestry, athletic performance, physical disability, special need, academic performance or proficiency, pregnancy or pregnancy related condition, in the English language.

LEGAL REFS.: M.G.L. [71:6](#); [71:6A](#); [76:6](#); [76:12](#); [76:12B](#)
[603 CMR 26:00](#)

[Acts of 2022, Chapter 117](#) (*race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.)

***race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.**

STUDENT DISCIPLINE

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

The District shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE.

Suspension

In every case of student misconduct for which suspension may be imposed (except for offenses referenced in the note at the end of this policy), a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the designee's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, 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 education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The District shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The District shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

LEGAL REF: M.G.L. [71:37H](#); [71:37H ½](#); [71:37H ¾](#); 76:17

603 CMR 53.00

[Chapter 222 An Act Relative to Student Access to Educational Services and Exclusion from School Supporting Students with Disabilities and Avoiding the Discriminatory Use of Student Discipline under Section 504 of the Rehabilitation Act of 1973 and Questions and Answers Addressing the Needs of Children with Disabilities and the Individuals with Disabilities Education Act's \(IDEA's\) Discipline Provisions](#)

***race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.**

NOTE: The DESE regulations on student discipline and this policy, consistent with law, set forth the minimum procedural requirements applicable to the suspension of a student for a disciplinary offense other than: possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in the school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c. 71, S. 37H or 37H^{1/2}. The Principal, pursuant to the previously referenced statute may remove a student who has committed any of the disciplinary offenses above referenced from school for more than 90 days in a school year except that the removal from school for such offenses is subject to the provision of continuing educational services needed to make academic progress and, the requirement that all school districts regardless of the type of offense shall report school discipline data and analysis to DESE. Also, the prohibited actions above referenced are subject to the provision that allows the Commissioner to investigate each school that has a significant number of students suspended and expelled for more than 10 cumulative days in a school year and to make recommendations thereon.

STUDENT DRESS CODE

It is the policy of the Worcester Public Schools that the student and their caregiver hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items. The district's interest in student dress is to ensure that it contributes to a safe, respectful, and inclusive learning environment. The Worcester School Committee in its efforts to treat students equitably intends for the regulation of student dress to be free from bias.

Head coverings such as scarves, durags, hair wraps, cultural and religious headwear are permissible. Hats and bandanas are not permissible unless for medical reasons.

Clothing should include:

Top (shirt, blouse, sweater, tank)

Bottom (pants, shorts, skirt, dress)

Footwear (Suggested safe footwear must be worn in the school building.)

Clothing should provide appropriate body coverage. Bareback, midriff and low-cut shirts are not permitted. In addition, attire that reveals undergarments, and garments that are made of see-through materials (mesh, sheer fabrics) without a blouse/shirt underneath are not allowed. Clothing must cover undergarments when sitting, standing or bending.

Safe footwear must be worn in the school building. Seasonal footwear is recommended (example: boots and closed shoes to be worn in the winter).

Student clothing and jewelry shall be free of graphics/images that are obscene, violent, vulgar, sexist, racist and/or promote the use of illegal drugs/alcohol/tobacco and cause disorder or disrupt the educational process. Apparel that is gang, violence and/or cult related (refer to Rule 15) is not permitted.

Outerwear will not be worn in school buildings (example: jackets/parkas/windbreakers). Students may wear hooded sweatshirts or shirts but may not wear the hoods up or covering their heads or faces in the building or on school property. Earbuds or headphones may not be worn or used except when it is connected to a learning activity with permission of school personnel. Specific accommodations will be granted to students who require headphones to access their learning.

Students shall not be disciplined or removed from class as a consequence for a violation of the Dress Code Policy unless the infraction is a direct violation of the Worcester Public Schools' Code of Conduct Policy. If it is determined to be a violation, the school principal or their designee will determine the consequence for the student.

Career Vocational Technical Education Programs: Shop and Uniform Policy

All trades require specific uniforms or clothing and adherence to workplace standards of appearance beyond the requirements for school dress. Shop instructors, with the respective trade department heads, identify the necessary dress.

Shop instructors, with the respective department heads, have a responsibility to provide a safe shop environment for all students. The Administration enforces these requirements.

Voluntary School Uniform Policy

1. Voluntary uniform policies must comply with existing School Committee policies on student attire.
2. Prior to seeking School Committee approval, a majority of the school council members and the school principal must approve the school's voluntary uniform policy. The principal will forward the request to the Clerk of the School Committee who places it on the agenda for School Committee approval which then allows the school to implement the policy.
3. There will be no disciplinary action if a student does not adhere to the voluntary uniform policy.

LEGAL REF: [Creating a Respectful and Open World for Natural Hair Act of 2022](#)

***race to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles.**

O. GENERAL BUSINESS
Administration
(September 27, 2022)

ITEM - gb 2-263
S.C. MEETING - 10-6-22

ITEM:

To consider approval of one new MASC Policy and amendments to the others:

- DBG – Budget Adoption Procedures (New Policy)
- DBC – Budget Deadlines
- DBD – Budget Planning
- DBJ – Budget Transfer Authority
- DD – Grants, Proposals, and Special Projects
- DGA – Authorized Signatures
- DH – Bonded Employees and Officers
- DI- Fiscal Accounting and Reporting
- DIE – Audits
- DJ - Purchasing
- DJE – Procurement Requirements
- DK – Payment Procedures
- KCD – Public Gifts to The Schools

PRIOR ACTION:

BACKUP:

- Annex A (2 pages) contains a copy of the MASC Policy Newsletter dated September 2022
- Annex B (12 pages) contains a copy of the current approved Policies.
- Annex C (13 pages) contains a copy of the New MASC Policy and the proposed MASC Policies.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Refer to the Standing Committee on Governance and Employee Issues.

MASC Policy Newsletter

Tracy Novick, Field Director - School Finance - September 2022



Updated MASC Model Policies for District Finance

Increased scrutiny of district finance policies stemming from state review for Elementary and Secondary Schools Emergency Relief grant funding for capital uses, as well as ongoing questions arising regarding the role of the School Committee in grant approval and signature of warrants, has led to this review and update of district finance policies. In the process, we have also clarified language in several locations, ensured proper legal citation, and added further appropriate cross-referenced policies.

MASC's designation of a -1 policy is one specifically for regional districts. A municipal school district should consider the policy without -1 as their template; regional school districts those with -1 a template. Once adopted, the policy is designated by the NEPN code without -1 regardless of the type of district.

Please note due to Governor Baker's signing into law Chapter 198 of the Acts of 2022 ("An Act Relative to School Operational Efficiency") on August 26, 2022, MASC anticipates sending a further update to at a minimum policies DJ and DJE regarding purchasing. We await guidance from the Office of the Inspector General, expected in late October. Districts should be aware that Chapter 198 of the Acts of 2022 does not go into effect until November 25 of this year.

As always, should you have any questions, please be in touch with the Association.

DB-1 - REGIONAL SCHOOL DISTRICT ANNUAL BUDGET

Adds "school committee members" and broadens to "municipal officials" those for whom the budget should be "clear and understandable," paralleling the language of DB and better reflecting intent of policy. Drops "policy" from "Finance Subcommittee," better reflecting district procedure.

DB-1-R - BUDGET - APPORTIONMENT OF EXPENSES FOR REGIONAL SCHOOL DISTRICTS

substitutes "by state formula" to internal legal citation, which is more properly cited at the end of the policy.

DBC - BUDGET DEADLINES

Updates to "Select Board," reflecting growing nomenclature. Rearranges ordering of paragraphs to better reflect actual process. Adds legal citation.

DBD - BUDGET PLANNING

Eliminates unnecessary word.

DBG - BUDGET ADOPTION PROCEDURES

Adds legal citation.

DBG-1 - REGIONAL SCHOOL BUDGET ADOPTION PROCEDURES

Adds legal citation.

DBJ - BUDGET TRANSFER AUTHORITY

Substitutes "district" for consistency. Changes to "School Business Official" to reflect use of the field. Adds legal citation.

DBJ-1 - REGIONAL SCHOOL DISTRICT BUDGET TRANSFER AUTHORITY

Substitutes "district" for consistency. Changes to "School Business Official" to reflect use of the field. Adds legal citation.

DD - GRANTS, PROPOSALS, AND SPECIAL PROJECTS

Clarifies required acceptance of School Committee by changing "shall" to "must." Adds sentence and note to ensure district administration creation and adoption of procedures stemming from policy provides district with necessary documentation and process to appropriate grant oversight and process. Adds both state and federal legal citations.

DGA - AUTHORIZED SIGNATURES

Aligns policy with updated warrant process allowing single signatory of all warrants and clarifies process following signature. Adds legal citation and cross-reference. Updates note to reflect updated allowed process.

DGA-1- REGIONAL SCHOOL DISTRICT AUTHORIZED SIGNATURES

Aligns policy with updated warrant process allowing single signatory of all warrants and clarifies process following signature. Adds legal citation and cross-reference. Updates note to reflect updated allowed process.

DH - BONDED EMPLOYEES AND OFFICERS

Updates language to better describe provision. Adds appropriate cross-references and additional legal citations.

DH-1- REGIONAL DISTRICT BONDED EMPLOYEES AND OFFICERS

Updates language to better describe provision, including designation of treasurer and assistant treasurer. Adds appropriate cross-references and additional legal citations.

D1- FISCAL ACCOUNTING AND REPORTING

Adds language to tighten policy in reference to administrative procedures required, referencing language used by the Department in ensuring appropriate oversight. Adds federal legal reference.

DIE - AUDITS

Specifies period during which audit must be conducted and notes legal recommendation of consideration of outside firm for student activity accounts. Adds appropriate cross-reference.

DIE-1 - REGIONAL SCHOOL DISTRICT AUDITS

Notes requirement of independent auditing firm. Specifies period during which audit must be conducted and clarifies to whom the report is given. Updates to "Select Board." Adds bullets. Edits typo in Federal Grant Audits. Notes legal recommendation of consideration of outside firm for student activity accounts. Adds appropriate cross-reference.

DJ - PURCHASING

Adds "or designee" to signature requirement.

DJE - PROCUREMENT REQUIREMENTS

Updates reference to "law." Adds reference to intergovernmental agreements for purchasing, as noted in review of federal grants. Adds language to review requirements under different purchasing thresholds under the state purchasing law. Adds legal references.

DK - PAYMENT PROCEDURES

Clarifies responsibility of superintendent regarding budget allocations. Adds language outlining process of authorization of single signatory, with appropriate cross-reference and note.

DK-1- REGIONAL SCHOOL DISTRICT PAYMENT PROCUDURES

Clarifies responsibility of superintendent regarding budget allocations. Adds language outlining process of authorization of single signatory, with appropriate cross-reference and note.

KCD - PUBLIC GIFTS TO THE SCHOOLS

Aligns policy with legal requirement regarding grants and gifts. Clarifies handling of gift funds. Adds legal reference and appropriate cross-references.

WPS Current Policy

File: DBC - BUDGET DEADLINES AND SCHEDULES

The Superintendent shall prepare a budget calendar for the development process of the annual budget and the calendar shall include the approximate date for the budget submission to the School Committee and the dates for final adoption of the recommended budget.

Using the total dollar amount as recommended by the City Manager and presented to the City Council for the Worcester Public Schools, as well as any other amounts from other special revenue sources, the Superintendent shall develop and present a budget for the proposed expenditures for the school district for the next fiscal year.

The School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

LEGAL REFS.: M.G.L. [71:38N](#) City of Worcester Home Rule Charter, Article 5, Section 5-1

File: DBD - BUDGET PLANNING

The budget is a financial planning tool that allocates resources based upon strategic analysis of student achievement, enrollment, mandated services, high quality teaching and learning, and community values. The budget shall be a comprehensive document that reflects all sources of revenue and explains the purpose for which those funds will be used.

In the budget planning process for the school system, the Superintendent is charged with:

1. Engaging in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establishing levels of funding that will provide high quality education for all students of the Worcester Public Schools.
3. Using the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

File: DBJ - BUDGET TRANSFER AUTHORITY

The School Committee shall consider revisions to the adopted budget throughout the fiscal year as recommended by the Superintendent. The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and to expedite financial record keeping for the school system.

All requests for transfers between the general fund accounts adopted as part of the budget must be submitted to the School Committee for approval.

The School Committee may authorize the Superintendent to transfer funds at the close of the fiscal year to balance all surplus and deficit accounts. This request for transfer authority will be submitted to the School Committee on an annual basis for consideration. All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.

File: DD - FUNDING PROPOSALS AND APPLICATIONS

In accordance with state law, the School Committee shall review and accept grants and donations to the Worcester Public Schools.

Generally, there are five different grant types that are administered by the Worcester Public Schools: (1) Federal Entitlement, (2) State Allocation, (3) Competitive, (4) Continuation, and (5) Other grants. These grants are defined as follows:

- 1. Federal Entitlement** grants are awarded to recipients on the basis of formulas set forth in laws or regulations. Recipients are entitled to receive funds if they comply with the programmatic requirements outlined in the RFP.
- 2. State Allocation** grants are awarded to recipients based on formulas developed to promote Department priorities. The programmatic requirements outlined in the RFP must be met before the grant will be awarded.
- 3. Competitive** grants are open to applicants that meet eligibility criteria listed in the RFP. Reading teams and rating sheets are used in the review process to ensure a fair and open competition among eligible applicants.
- 4. Continuation** grants are those in which the recipients of grants in one year are awarded funds at the same level for the following year. These are grants that were initially competitive and are funded for multiple years on a continuation basis.
- 5. Other** grants are awarded on a first come, first served basis, or to a limited number of recipients based on certain eligibility criteria, or on a continuation basis to the same recipients but at a higher level of support

All federal entitlement and state allocation grants shall be included in the annual budget document for review and approval by the School Committee. The annual budget document includes all general fund appropriation recommendations and the School Nutrition revolving fund, and already includes most of the federal entitlement and state allocation grants.

The Administration will provide an annual report to the School Committee through a budget update memo (once the grant budget allocations are known) on the status and funding for all continuation grants if they are not contained in the annual budget document.

All competitive or other grants will be placed on the School Committee agenda for acceptance at the time the funding authority notifies that Worcester Public Schools of the award of the grant.

File: DGA - AUTHORIZED SIGNATURES

The City Manager shall authorize the Superintendent and other designees as recommended by the Superintendent to sign payrolls, timecards, cash advances, stop payments, data changes, MTRS forms, journal entries, intergovernmental charge forms, direct payment requests, purchase orders, refunds and appropriation forms, and all warrants as presented for approval.

The City Auditor shall keep and have charge of all of the accounts of the city and shall perform such duties as may be prescribed by the city council or by law. The city has established an auditing department, in part, "to perform the pre-audit of financial transactions of municipal departments, boards, commissions and committees of the city, including the school department."

The City Treasurer signs all checks drawn against school department funds. No other signature is valid.

LEGAL REF.: City of Worcester, City Charter, Article Two, Section 2-8(b)

City of Worcester Revised Ordinance, Part Two, Article 11, Section 2

City of Worcester Revised Ordinance, Part Two, Article 11, Section 9

WPS Current Policy

File: DH - BONDED EMPLOYEES AND OFFICERS

Each employee of the school system who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The district will pay the cost of the bond.

LEGAL REF.: M.G.L. [40:5](#)

File: DI - FISCAL ACCOUNTING AND REPORTING

The Superintendent is responsible for receiving and properly accounting for all funds of the school system.

The accounting system used will conform with state requirements and good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

LEGAL REF.: Board of Education 603 CMR [10:00](#)

File: DIE - AUDITS

As a department of the City of Worcester, all aspects of the financial operation of the Worcester Public Schools are subject to an annual review by external auditors. This review is conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States. This audit considers the City's internal control over financial reporting. As part of this review, the auditors generally make recommendations for strengthening internal controls and operating efficiency.

Worcester Public Schools' general ledger chart of accounts follows the format and numbering of the City's chart of accounts which is defined by the Massachusetts Department of Revenue under the Uniform Massachusetts Accounting System (UMAS) structure. The UMAS account structure was most recently updated in August 2007 and is applicable to all political subdivisions in the Commonwealth.

End of Year Financial Compliance Report: Every Massachusetts school district is required to, within nine months of the close of its fiscal year, arrange for and undergo an independent audit of its financial records, to include using the Department of Elementary & Secondary Education Compliance Supplement, and submit the report of this audit to the Massachusetts Department of Elementary & Secondary Education (DESE). Each city, town and regional school district is required to submit an End-of-Year Financial Report (EOYR) to the DESE on or before September 30 of each year. The EOYR must be consistent with Department Regulations and Guidelines. The EOYR consists of several schedules as follows:

Schedule 1 Revenue and Expenditure Summary

Schedule 3 Instructional Services by School

Schedule 4 Special Education Expenditures by Placement

Schedule 7 Pupil Transportation

Schedule 19 Annual School Budget

GASB 34: As a department of the City of Worcester, the revenue and expenditures of the Worcester Public Schools are part of these governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering services and value estimates on public infrastructure assets, such as bridges, roads, sewers, etc. It also requires the presentation of a narrative statement analyzing the government's financial performance, trends and prospects for the future.

Federal Grant Audits: Since Worcester spends above certain thresholds in federal grant awards, these federal grants received by the Worcester Public Schools are subject to the Single Audit Act; a federal law that establishes audit guidelines of the various federal agencies from which grants have been received.

Student Activity Account Agreed upon Procedures: The Worcester Public Schools annually engages the services of an independent auditor to evaluate the systems of internal controls and compliance with the Massachusetts Student Activity Law (Massachusetts General Law [MGL] Chapter [71, Section 47](#)) related to the department's student activity funds.

In addition, the Committee may request a private audit of the school system's accounts at its discretion.

Legal Ref: City Charter and M.G.L [72:3](#); [71:47](#)

File: DJ - PURCHASING

It shall be the responsibility of the Superintendent:

- A. To procure materials, supplies, equipment, or services at the lowest possible cost consistent with the quality necessary for the proper operation of the various departments, thereby attaining the maximum value for each public dollar spent.
- B. To maintain the City's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the City.
- C. To encourage a mutually cooperative relationship with requesting departments recognizing that successful purchasing is a result of team planning and effort.
- D. To promote social and economic goals such as encouraging small, minority and women-owned businesses to participate in bidding of City purchases.

The acquisition of materials, equipment and services will be centralized within the central administration of the school system.

The Superintendent will designate the district's purchasing agent. He/she will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by an authorized administrator.

File: DJE - PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance for the Worcester Public Schools will be based upon competitive bidding in accordance with state law and City of Worcester purchasing policies.

LEGAL REF.: M.G.L.; [7:22B](#); [30B](#)

File: DK - PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

The Superintendent and authorized designees shall submit invoices or payrolls for payment to the City Auditor to perform a pre-audit of financial transactions for municipal departments, including the school department.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools.

LEGAL REF.: M.G.L. [41:41](#); [41:52](#)

City of Worcester Revised Ordinances, Part Two, Article 11, Section 2

WPS Current Policy

File: KCD - PUBLIC GIFTS TO THE SCHOOLS

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be accepted by vote of the School Committee, handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

LEGAL REF.: M.G.L. [71:37A](#)

New MASC Policy- September 2022

WPS does not have a DBG

File: DBG

BUDGET ADOPTION PROCEDURES

The district budget is adopted by the School Committee at the cost center level. Cost centers should represent appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day-to-day work. Cost centers will be agreed upon by the Committee and administration.

All revenue sources are subject to adoption by the School Committee. The budget is adopted by a simple majority.

Authority for adoption of the final school budget bottom line lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

SOURCE: MASC 2021

LEGAL REFS.: M.G.L. [71:34](#); [71:37](#)
Town Charter, (See local reference)

Cross Reference: DBJ

NOTE: Town and city charters should be checked for specific provisions relating to budget adoption procedures. Appropriate citations should be added as was done on the statement above. The above process is that of towns; changes will be necessary for cities.

MASC Proposed changes - September 2022

File: DBC

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date.

The School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Whatever dates are assigned, the final date for the submission of the budget to the Select Board ~~Selectmen~~ will be arranged cooperatively with the School Committee and finance committee. ~~The Selectmen have authority to impose a date as early as December 31.~~

~~In reaching its decision on the budget amount that it will submit to the Selectmen, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.~~

SOURCE: MASC 2021

LEGAL REFS.: M.G.L. [71:37](#); [71:38N](#)

Town Charter (See local reference)

NOTE: The above references a town process. The above will need to be redrafted for city districts.

Regional school districts should also refer to [71:16B](#) for pertinent information. A citation of that section of law should also be added to the legal references.

MASC Proposed changes - September 2022

File: DBD

BUDGET PLANNING

A sound budget development process must be established to ensure that the annual operating budget accurately reflects the District's goals. The budget is a financial planning tool that grounds itself in careful analysis of student achievement, enrollment, mandated services, and community values to allocate resources towards the goals set by the Committee. The first priority in the development of an annual budget will be the educational welfare of the children in our schools.

The Committee also holds in balance the valid interest of the taxpayers.

The budget document shall reflect all sources of revenue. It shall clearly explain how those funds will be used.

In the budget planning process for the school district, the Superintendent will ~~to~~:

- 1) Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
- 2) Establish levels of funding that will provide high quality education for all students.
- 3) Use the best available techniques for budget development and management.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar which will be shared publicly with the community. Such calendar will take into consideration the requirement that School Councils are to be consulted in developing school budgets.

SOURCE: MASC 2021

NOTE: Include in this category statements on the general plan for budget development and on staff/student/public participation in the process (but not the official hearings). If advisory committees take part, this might be included in the policy, with details on their functioning presented as an accompanying regulation.

MASC Proposed changes - September 2022

File: DBJ

BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the ~~school department's~~District budget, the School Committee will consider requests for transfers of funds between cost centers as they are recommended by the Superintendent.

The Committee wishes to be kept abreast of the need for these adjustments so that it may act promptly and expedite financial record keeping for the school district.

All requests for transfers between cost centers as approved during the annual budget deliberation must be submitted to the School Committee for approval as part of the School Business-~~Officer~~ Administrator's quarterly report at the business meetings of the School Committee.

All funds in the general account not expended by the close of the fiscal year will be returned to the municipality.

SOURCE: MASC 2021

Legal ref: MGL 71:37
DOR 94-660

Cross reference: DBG, Budget Adoption Procedures
 DI, Fiscal Accounting and Reporting

NOTE: Certain provisions in a policy in this category maybe established by town or city charter. If so, appropriate citations should be added as legal references.

MASC Proposed changes - September 2022

File: DD

GRANTS, PROPOSALS, AND SPECIAL PROJECTS

In accordance with state law, all grants and gifts to the District ~~must shall~~ be reviewed and accepted by the School Committee before expenditure. The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in alignment with district goals. The superintendent will submit for School Committee approval spending plans at the same cost center level as the district budget.

The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the Committee apprised and updated on all such projects.

The Superintendent shall ensure the district has and follows a written set of procedures in grant administration that aligns with state and federal laws and regulations.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. 44:53A; 71:37A
2 CFR 200 Federal Uniform Administrative Requirements

NOTE: The district business office must have a state and federal grant manual with procedures aligned with state and federal law and regulation in order to comply with state granting requirements. The approval of such a document is not subject to the School Committee; the administration should ensure such a document is being followed.

File: DGA

AUTHORIZED SIGNATURES

The Chair of the School Committee or designee and the Superintendent or designee will sign payrolls presented for approval. The Committee will designate by roll call vote a single member responsible for the review and approval of all warrants as correct and approved for payment. A record of this approval will be made available on the next regular Committee agenda. Such designation does not limit the responsibility of each member.

The municipal treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. [41:41](#); [41:52](#); [41:56](#)

[CROSS REF: DK Payment procedures](#)

NOTE: The above language implements a single signatory of district warrants. It should be altered according to district practice.

Town and city charters often address this topic; alignment with charters is necessary. References to appropriate sections of a charter should be added as necessary.

File: DH

BONDED EMPLOYEES AND OFFICERS

Each employee of the school district who is assigned the responsibility of receiving and ~~disbursing~~ ~~dispensing~~ school funds will be bonded individually or covered by a blanket bond. The municipality will pay the cost of the bond.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. [40:5](#); [41:109A](#); [71: 47](#)

CROSS REFS: [DI Fiscal Accounting and Reporting](#)
[JJF Student Activity Funds](#)

File: DI

FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the school district, [maintaining effective internal controls so as to assure the effectiveness and efficiency of operations; adequate safeguarding of property; assurance of expenditures in accordance with programs under which revenues are received; and compliance with applicable laws and regulations-](#)

The accounting system used will conform with the Uniform Massachusetts Accounting System as well as good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

SOURCE: MASC 2021

LEGAL REF.: MGL Ch. 44:38
603 CMR 10:00
[2 CFR 200.303](#)

Cross references: DBJ Budget Transfer Authority
DIE Audits

NOTE: References to town or city charters may be appropriate at this category, and the content of the policy should be changed accordingly.

File: DIE

AUDITS

As a department of _____ (municipality) _____, an audit of the school department's accounts shall be conducted annually by external auditors [within nine months of the close of the fiscal year](#). This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U. S. Comptroller General.

Upon completion of the external audit, the superintendent will share the resulting documentation with the Committee. The Committee will consider the recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually. [For accounts that exceed \\$25,000, the School Committee shall consider an audit conducted by an outside firm every three years](#)

The Committee may request an additional audit of the school district's accounts at its discretion

SOURCE: MASC 2021

LEGAL REF: M.G.L. 44:38-40; 71:47; 72:3

Cross reference: _____ DI, Fiscal Accounting and Reporting
[JFF, Student Activity Accounts](#)

NOTE: References to a town or city charter may be appropriate here. The content of these references may require a change in the content of a policy adopted by a local School Committee in this area.

Not every district is subject to the single audit act; check thresholds.

MASC Proposed changes - September 2022

File: DJ

PURCHASING

It shall be the responsibility of the Superintendent:

- To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the District, thereby attaining the maximum value for each public dollar spent;
- To maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District;
- To encourage a mutually cooperative relationship with requesting departments, recognizing that successful purchasing is a result of team planning and effort;
- To promote social and economic goals such as encouraging local, small, minority, and women-owned businesses to participate in bidding for District purchases.

The acquisition of materials, equipment, and services will be centralized in the Superintendent's office of the school district.

The Superintendent will designate the District's purchasing agent. They will develop and administer the purchasing program for the schools in keeping with legal requirements and within the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or designee, with such exceptions as may be made by the latter for emergency purchases.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. 30B; 71:49A

MASC Proposed changes - September 2022

File: DJE

PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of ~~the General Law~~ law.

To foster greater efficiency, the District will enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared services.

~~When bidding procedures are used~~ For any supply or service over \$50,000, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

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

The Committee reserves for the District the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves for the District the right to waive any informality in, or reject, any or all bids or any part of any bid. Any bid maybe withdrawn prior to the scheduled time for the opening of the bids.

Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

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

A procurement for a supply or service in the amount of \$10,000 or greater by not more than \$50,000 shall be awarded to the responsible party offering the needed quantity or supply among three written quotations sought and retained by the procurement officer.

A procurement in the amount of \$10,000 or less shall be obtained through the exercise of sound business practices.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. 7:22A; 7:22 B; 30:39M; 30B

CROSS REF.: DJA, Purchasing Authority

MASC Proposed changes - September 2022

NOTE: The cross reference is to a closely related policy in this manual.

NOTE: Town or city charters may contain related provisions. If so, appropriate citations should be added to the legal references.

File: DK

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

The Superintendent will be responsible for assuring that the budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

~~As an operating procedure, the~~ Committee will receive monthly lists of bills (warrants) for payment from school department funds. ~~The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. The Committee will designate by vote a single member to be responsible for the review and approval of the warrants as correct and approved for payment. Warrants then will be forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. A record of this action will be made available to the Committee on the agenda of the next regular meeting.~~

Actual invoices, statements, and vouchers will be available for inspection by the School Committee upon request.

SOURCE: MASC 2021

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56

CROSS REF: DGA, Authorized Signatures

NOTE: Specific details established by an individual town should be substituted for those required in the policy above, which were established by that city's code of ordinances. Appropriate citations should also be substituted.

The above language implements a single signatory of district warrants. It should be altered according to district practice.

MASC Proposed changes - September 2022

File: KCD

PUBLIC GIFTS TO THE SCHOOLS

~~The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value. In accordance with state law, all grants and gifts to the District shall be reviewed and accepted by the School Committee before expenditure or use.~~ In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

~~Gifts that would involve changes in school plants or sites will be subject to School Committee approval.~~

Gifts will automatically become the property of the school district. Any gift of cash, ~~whether or not intended by the donor for a specific purpose regardless of donor intent~~, will be accepted by vote of the School Committee; ~~kept separate from the general fund, handled as a separate account~~ and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

~~SOURCE: MASC October 2016~~

LEGAL REF.: M.G.L. 44:53A, 71:37A

CROSS REF: DD, Grants, Proposals, and Special Projects
GBEBD, Online Fundraising and Solicitation--Crowdfunding

O. GENERAL BUSINESS
Administration
(September 27, 2022)

ITEM - gb 2-264
S.C. MEETING - 10-6-22

ITEM:

To consider approval of the Job Description for a School Culture and Climate Assistant.

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

SCHOOL CULTURE AND CLIMATE ASSISTANT September 2022

JOB SUMMARY:

This position will assist in the development of a positive school culture and ensure the safety of students, staff, and visitors; build good relationships; and support the enforcement of school rules, regulations, and procedures. The School Culture and Climate Assistant reports to the building principal. This position will be responsible for having a presence throughout the school building and grounds to maintain a safe school community. This position will require an extensive amount of walking and running when necessary. It will also require the use of verbal de-escalation and physical intervention when warranted. The successful candidate will be able to be a positive, supportive, and visible member of the school community who is also able and willing to engage with students, staff, and visitors when necessary to ensure a safe learning environment.

ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

- Monitor assigned portions of campus and/or parking lot before and during school hours.
- Operate a two-way radio and report incidents.
- Respond to radio summons.
- Maintain a highly visible presence to maintain order and encourage positive conduct.
- Identify potential issues and work to maintain control in a respectful culturally responsive manner.
- Attend extracurricular events such as dances, athletic events, drama productions, and other events to maintain order and encourage positive behavior.
- Observe and report any damage to school property.
- Provide clear and concise verbal reports of incidents.
- Open and close campus gates, lockers, and classrooms as needed
- Answer questions and direct visitors.
- Enforce school regulations including, but not limited to, smoking, truancy, tardiness, and vandalism.
- Participate in discussions about building safety
- Utilize Crisis Prevention Intervention techniques when necessary to contain persons involved in fights or physical altercations
- Attend and participate in trainings and meetings led by the Positive Youth Development Manager
- Performs job related duties as assigned.

EMPLOYMENT STANDARDS:

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Ability and willingness to successfully complete training and effectively and appropriately apply skills and knowledge learned in training.

- Ability to effectively and appropriately communicate in English in writing (word usage, grammar, and punctuation)
- Ability to learn and enforce rules, regulations, policies, and procedures.
- Ability to learn to recognize potentially dangerous situations and respond appropriately
- Ability and willingness to pursue, apprehend and restrain persons if needed.
- Ability to effectively communicate orally and in writing
- Ability to analyze situations, exercise sound judgment, and adopt effective courses of action.
- Ability to remember details such as faces, names, and incidents.
- Ability to learn the operation of communication devices and other job-related equipment.
- Ability to establish and maintain cooperative working relationships in the workplace (staff, students, families, visitors).
- Ability and willingness to perform duties involving occasional running and climbing and considerable walking.
- Ability and willingness to perform duties involving prolonged exposure to weather conditions.

QUALIFICATIONS:

High school graduation or the equivalent is desirable.

Experience working with middle and high school aged students is preferred.

Current American Red Cross CPR and CPI certificates are required. Successful applicants who do not currently have CPR and CPI certifications will be provided training. Completion of the training is a condition of employment.

COMPENSATION, WORK DAY, AND WORK YEAR are in accordance with the Instructional Assistant collective bargaining agreement. As of the development of this position, the work year consists of 180 pupil days plus 3 professional development days. The work day consists of the student day plus 30 minutes. Compensation is based upon education and experience and paid according to a negotiated step scale. This position includes paid sick and personal days in accordance with the Instructional Assistant collective bargaining agreement.

O. GENERAL BUSINESS
Administration
(September 27, 2022)

ITEM - gb 2-265
S.C. MEETING - 10-6-22

ITEM:

To consider approval of the Job Description for a Director of Family and Community Engagement.

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

Director Family and Community Engagement
September 2022

Position Description:

The Director of Family and Community Engagement is responsible for the comprehensive strategic implementation of all family and community initiatives at all of our schools and district level. The successful candidate will build school and district capacity to expand and deepen relationships with families and the community at the school level. In addition, the Director of Family and Community Engagement will help to develop and support family and community connections, parent involvement, and strengthen relationships that will rebuild trust while valuing the diverse voices of all stakeholders in our community.

Responsibilities:

The Director of Family and Community Engagement's key responsibilities include the following areas but are not limited to Family Engagement, Community Connections and Partnerships and Development of Parent Advocacy initiatives as well as student and parent leadership programs.

1. Family Engagement

- Serve as the primary liaison for principals in the Worcester Public Schools engaging in collaborative work that reflect the needs of schools by developing an intentional approach to family engagement
- Design, support, and lead systems for school-based family activities such as workshops, cultural celebrations, community outreach in collaboration with school leaders and staff.
- Strengthen and implement a robust system for regular communication with families, particularly to navigate the school system, district policies and procedures, events and opportunities for parent involvement.
- Lead the development of the WPS Family and Community Engagement Framework including identifying benchmarks and systems for monitoring improvement
- Provide supervision and oversight of the Parent Information Center.
- Review, refine and monitor the effectiveness of WPS enrollment processes and systems ensuring access for all families.

2. Community Connections and Partnerships

- Design a model and train schools on the leadership of School Councils and PTOs
- Develop and cultivate key community partnerships that support families in the City of Worcester.
- Support district-wide collaborations to increase family engagement
- Coordinate, monitor and improve extended school day and extended school year internally and externally with community partners.
- Supervise Wrap Around coordinators at district schools to ensure consistency of services and alignment to district mission, vision and goals.

3. Development of Parent Advocacy Initiatives
 - Participate directly in neighborhood and community collaborations and initiatives on behalf of the district.
 - Supervise the development and revision of and recruitment of student and parent advisory boards for the district.
 - Work with district staff to develop long-range and short term strategies for parent advocacy and leadership development.
4. Other duties as assigned.

Qualifications:

The ideal candidate will have:

- Bachelor's Degree from an accredited college or university, preferably in education, policy/government or management or related field.
- Three to five years of successful management experience in education, policy/government, or management.
- Experience working with families and family outreach
- Ability to work collaboratively and independently and be a self-initiator
- Ability to be flexible and lead in a fast-paced environment, adaptable when managing multiple and shifting priorities, determining priorities independently managing multiple competing demands
- Passion for improving education and increasing achievement and life outcomes of low-income scholars of color, a belief that all student can reach high levels of achievement with support from adults, including parents and the community
- Deep understanding of the community context and the ability to quickly learn community context
- Bilingual in Spanish highly preferred
- Ability to maintain discretion regarding confidential matters
- Strong belief in the district's mission, approach, and core values
- Reflective, life-long learner
- Excellent communication and interpersonal skills, and the ability to work collaboratively with school leaders, families, community members and other district partners.
- Exceptional organizational skills, ability to work under pressure, attention to detail, and manage projects with a high degree of accuracy and limited direction.

This is a full time 52-week position that includes paid sick, PTO, and vacation days, and access to the city's health and dental insurance plans.

O. GENERAL BUSINESS
Administration
(September 27, 2022)

ITEM - gb 2-266
S.C. MEETING - 10-6-22

ITEM:

To consider approval of the Job Description for a Chief Academic Support Officer.

PRIOR ACTION:

BACKUP:

Annex A (3 pages) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

Chief Academic Support Officer
September 2022

POSITION SUMMARY:

Under the direction of the Superintendent, plan, organize, control and direct the functions of the Academic Supports Division; formulate and develop academic support systems, policies, standards and procedures in compliance with a variety of federal, State and local laws, rules and regulations; serve as a member of the Superintendent's Cabinet; actively collaborate with the Teaching and Learning Division as a seamless team; supervise and evaluate the performance of assigned personnel.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, control and direct the overall activities and operations of the Academic Supports division;

Oversee and direct a variety of divisions within the Academic Support Division departments including Positive Youth Development, Office of Social Emotional Learning, Alternative Programs, Special Education, Nursing Services, and MIAA activities, policies and procedures.

Formulate and develop student support systems, policies, standards and procedures in compliance with a variety of federal, State and local laws, rules and regulations;

Coordinate department management and personnel, information and resources to assure student events, services, organizations and departments run smoothly and efficiently.

Serve as a member of the Superintendent's Cabinet; review Board agenda items; prepare and review materials and reports for the Board.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions;

Oversee division personnel activities and approve employment decisions; assign employee duties and review work to assure compliance with established guidelines, requirements and procedures.

Provide technical assistance and serve as advisor to the Superintendent regarding assigned department and activities; serve as liaison between the school districts, governmental agencies, Department of Elementary and Secondary Education and others to communicate information and develop departmental programs.

Serve as representative at various meetings, conferences and public events; make presentations and speak to groups and audiences regarding department activities and operations; serve on committees and represent the Superintendent as needed. Participate in a variety of planning and negotiating activities with various internal and outside personnel and agencies; collaborate with department Supervisors to provide support and monitor division activities for compliance with goals and missions.

Direct the development and preparation of the annual preliminary budget for the Academic Supports division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Coordinate activities with internal departments and personnel as required; collaborate with administrators, directors, coordinators and teachers as needed to complete department activities.

Prepare and maintain a variety of reports and documentation related to department activities; oversee the preparation of board and end of year reports, enrollment projects and related records and budget reports; assure department Directors conduct evaluations accurately and oversee the collection of related records.

Operate a variety of office equipment, a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings related to Educational Services as assigned.

OTHER DUTIES: Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the overall activities and operations of the Academic Supports Division.

Applicable sections of the State Education Code and other applicable laws
School Committee policies and procedures.

Suspension and long-term suspension due process laws and procedures.

Applicable new legislation and regulations. MIAA rules and regulations and officiating rules and regulations.

Special Education and student services laws and regulations.

Principles of public and community relations.

Organizational operations, policies and objectives. Bargaining unit contracts and salary schedules.

Advanced budget preparation, maintenance and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training. Interpersonal skills using tact, patience and courtesy.

Public relations and speaking techniques.

ABILITY TO:

Plan, organize, control and direct the overall activities and operations of the Academic Supports Office.

Formulate and develop academic support systems, policies, standards and procedures in compliance with a variety of federal, State and local laws, rules and regulations.

Supervise and evaluate the performance of assigned personnel.
Provide technical assistance and serve as advisor to the Superintendent regarding assigned Departments and activities. Lead group planning activities.
Make presentations to large groups and to the School Committee.
Administer District academic services programs.
Create School Committee agenda items.
Plan major programs and related funding.
Plan and conduct large and small meetings.
Effectively resolve conflicts between employee and parent concerns.
Represent the District at various meetings, conferences and public events.
Accept and carry out responsibility for direction, control and planning.
Communicate effectively both orally and in writing.
Analyze, evaluate and assimilate complex technical data and administrative problems and prepare sound policy and procedural recommendations based on such information. Interpret and administer statutes, regulations and policies and analyze and evaluate administrative and technical literature.
Communicate effectively both orally and in writing.
Work independently with little direction.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Professional Required:

- Master's Degree in education, public administration or related field.
- Seven years increasingly responsible experience in a PreK-12 school setting, including three years of school district or site level management experience.
- Deep knowledge and understanding of teaching and learning pedagogy through an equity and inclusion lens.
- Proven success working collaboratively in educational leadership
- Proven experience in supervising and managing multiple departments and programs
- Bilingual, desirable

This is a full time 52-week position that includes paid sick, PTO, and vacation days, and access to the city's health and dental insurance plans.

O. GENERAL BUSINESS
Administration
(September 27, 2022)

ITEM - gb 2-267
S.C. MEETING - 10-6-22

ITEM:

To consider approval of the Job Description for an Administrative Director, Positive Youth Development.

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

Administrative Director, Positive Youth Development

Position Summary:

The Administrative Director of Positive Youth Development is responsible for developing, training, monitoring and refining evidence-based, positive youth development programs designed to transform the lives of WPS youth through a restorative practice lens. The Administrative Director of Positive Youth Development will understand the impact of child and adolescent development, mental health, cultural identity, and gender diversity on student wellbeing, while maintaining empathy, reserving judgment and respecting student privacy. The Director will also oversee support for students and their families to identify and access external services that meet their needs.

The ideal candidate will demonstrate knowledge of:

- Positive Behavioral Intervention and Supports
- Trauma-Informed Practices
- Restorative Practices and Restorative Justice
- Educational Neuroscience

Performance Responsibilities:

Responsibilities and duties include, but are not limited to:

1. Directs and participates in the development and implementation of goals, objectives, policies and procedures related to Positive Youth Development, a strength-based, asset-based, youth-involved development process.
2. Plans, organizes, and directs systems and models for school adjustment counselors and nursing services to provide a district wide comprehensive wellness services and supports program.
3. Oversees, supervises, and evaluates home school affidavits.
4. Directs and participates in the preparation and administration of program budgets.
5. Interprets laws, rules and regulations affecting suspensions, out of school suspensions and long-term suspensions, SARB and truancy laws, and informing necessary parties of implications and ramifications.
6. Hears district policy appeals including athletic eligibility, expulsions and student attendance.
7. Supervises interscholastic sports programs' adherence to MIAA regulations.
8. Attends and conducts staff meetings, workshops, and conferences as required.
9. Represents the district in the community and with public agencies including serving as the liaison to Worcester Police Department and Juvenile Justice agencies.
10. Prepares and presents staff reports and other necessary correspondence.
11. Provides professional learning opportunities to site leaders and other district staff to build capacity and promote a culture of positive attendance and positive youth development.
12. Coordinates wraparound service models for chronically absent, truant and/or suspended youth.
13. Monitors and provides program recommendations for improving district attendance with a strategic focus on decreasing chronic absenteeism.
14. Develop and monitor a prevention program designed to promote positive youth development at district schools with a focus on decreasing suspensions and expulsions.

15. Coordinate services and gang aversion programs with law enforcement and community-based organizations to support district schools.
16. Train, monitor and supervise School Culture and Climate Assistants at all secondary schools
17. Other duties as assigned.

Key accountabilities:

Improve the wellbeing, resilience and pro-social behaviors of students by working in partnership with the wellbeing team and the school counseling service to prioritize and deliver individual, small group and whole-school evidence-based programs and strategies.

Enhance student learning and wellbeing outcomes by identifying and establishing support networks for students with staff, the school community, and locally-based government services and community agencies.

Support transition, between schools and post-school enrolments by working with transition coordinators and external providers.

Facilitate student referrals to external providers by establishing and maintaining referral pathways with appropriate local services.

Support data collection processes to evaluate and feedback on school-based wellbeing programs and strategies.

Support the implementation of departmental student wellbeing priorities, whole-school wellbeing programs and build positive community relationships.

Qualifications:

1. MA DESE certification as Supervisor/Director or Assistant Principal/Principal
2. Master's Degree from an accredited college or university.
3. Minimum of five (5) years of administrative experience with increasing responsibility.
4. Principal experience required.
5. Bilingual, desirable

This is a full time 52-week position that includes paid sick, PTO, and vacation days, and access to the city's health and dental insurance plans.

O. GENERAL BUSINESS
Administration
(September 27, 2022)

ITEM - gb 2-268
S.C. MEETING - 10-6-22

ITEM:

To consider approval of the Job Description for a Dean of Students.

PRIOR ACTION:

BACKUP:

Annex A (4 pages) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

Dean of Students
September 2022

Job Summary:

Worcester Public Schools seeks a passionate, experienced educator to serve as Dean of Students. The Dean of Students is the primary advocate for students and is responsible for all non-academic, student-related matters. This position will work collaboratively and in full partnership with the administrative team and educators. This individual will be responsible for creating and leading a positive behavioral intervention system that provides training and coaching in preventive behavioral supports and restorative practices.

Essential Duties and Responsibilities:

School Community:

- Identify proactive approaches to keep our community strong.
- Create inclusive processes and make informed decisions based on community input.
- Provide strategic direction, implementation, and communication about all facets of student life programming using research and best practices to inform this work.
- Continue to develop the student life curriculum centered around the core values of the school which incorporates diversity, equity, inclusion, belonging, and social-emotional learning.
- Collaborate with the director of communications on the production and distribution of the student handbook.
- Oversee the planning and implementation of student leadership training throughout the academic year.
- Initiate and lead proactive student life programming in partnership with the administrative team and faculty, including divisional community events (community meetings, assemblies, outside speakers and performers), advisory programming, clubs, and extracurriculars.
- Communicate frequently with both faculty and parents about students' experiences.
- Provide input on small-scale modifications or adjustments to the daily schedule.

Working with Faculty and Staff:

- Establish and support respectful relationships with faculty and staff.
- Create a restorative justice program that provides an alternative to suspension, when appropriate.
- Demonstrate visible, active leadership in the daily life of the school, including during the daily routines of arrival, dismissal, lunch, and break times as well as at major divisional and school functions and events such as those that occur beyond the school day.

- Work closely and communicate regularly with the athletic liaison, school adjustment counselor, wraparound coordinator, school nurse, and facilities personnel.
- Work with the residential life staff, faculty, and administration to create a safe, structured, and nurturing environment for both academic and social development.
- Collaborate with the division head and other faculty in facilitating assemblies, clubs, and advisory group programming.
- Serve as a conduit between students and faculty by providing important feedback to staff about the student experience and mediating conversations between students and adults.
- Serve as a point person along with learning specialist, counselor, and division head in supporting students facing significant challenges.
- Collaborate with the division head in leading new student onboarding and plan new student events and programming throughout the school year.
- In conjunction with school administration, interview and evaluate applicants for administrative and teaching positions.

Working with Students:

- Build relationships with students.
- Create and oversee student programming, including grade-level retreats, clubs, activities, and student leadership opportunities.
- Center diversity, equity, and inclusion in all aspects of student life, with the belief that these ideals are critical to engendering a true sense of belonging.
- Identify priorities and allocate resources to support the emotional and mental health of students.
- Oversee the student experience and foster a school climate that enhances community and student growth.
- Be present and visible in the school community by frequently connecting with students in common areas, dining hall, co-curricular spaces, hallways, and other spaces students gather.
- Nurture and coach student leaders.
- Coordinates selection and election of student leaders.
- Co-lead the student council.
- Provide proactive and responsive one-on-one and group-based student support.
- Coordinate with the student support team to address student needs and offer leadership when considering the intersection of academic, behavioral, social, and emotional supports.
- Commitment to student-centered learning and student-centered leadership.
- Foster a caring, positive, and engaging learning environment.
- Encourage student enthusiasm for, and sense of community in the school by generating student support for school activities and developing class programs.

- Develop programs that support students' developing identities, build resilience, and instill confidence.

Discipline and Attendance:

- Enact and continually improve a thoughtful and thorough student discipline program.
- Support and communicate the community expectations including the code of conduct, honor code, and major school rules.
- Develop and implement innovative approaches to discipline, to include restorative practices.
- Develop and communicate clear disciplinary procedures and policies to students, families, and the school community.
- Work collaboratively with the school community to help implement innovative forms of discipline that promote justice, healing, and learning in ways that are guided by empathy, compassion, transparency, and fairness.
- Help to create academic, behavioral, and social communal norms in the division and educate students both formally and informally about these norms.
- Lead the disciplinary process including the community standards committee by discussing violations of norms with students, planning interventions for students and the community, and leading restorative efforts.
- Implement disciplinary interventions including early morning studies, opportunities for restoration, suspension, and expulsion.
- Mediate and resolve discipline and honor issues.
- Consult with the division head on repeat and/or significant discipline and honor issues.
- Coordinate discipline meetings with students and families involved.
- Manage and communicate daily student attendance.

Other Duties or Responsibilities:

- In partnership with the division head and admissions department, develop and lead family programming, including new student/family orientations and retention/admission events.
- Develop and oversee the outdoor program.
- Act as student advisor.
- Represent the school frequently at school events, some that may extend beyond the regular school day.

Qualification Requirements:

- MA DESE license as a Principal/Assistant Principal at the appropriate level.
- Master's degree from an accredited college or university in education or related field
- Experience in urban school administration, including collaborating with social service agencies, desirable

- Deep knowledge and understanding of youth development.
- Proven success working collaboratively in educational leadership, desirable
- Proven experience in supervising and managing multiple departments and programs, desirable
- Bilingual, desirable

Skill Requirements:

- Demonstrate the qualities of compassion, empathy, and openness, while utilizing excellent active listening and communication skills.
- Commitment to collaboration with students, parents, and faculty.
- Possess a sense of perspective and a sense of humor.
- Ability to build community with equity, and inclusion.
- Timeliness and follow-through in terms of action steps across multiple projects.
- Display a contagious sense of enthusiasm and joy.
- Passionate advocate for high-school-aged students.
- Amplify student voices and support student empowerment.
- Excellent planning and time management skills with an emphasis on organizational and collaborative skills.
- Ability to effectively manage a team and work well independently.
- Demonstrate integrity and flexibility while nurturing a dynamic student community.
- Ability to balance the needs of multiple constituencies.
- Warm and friendly, yet also firm with student accountability for school rules.
- Positive attitude, flexible approach, and a passion for learning.
- Excellent oral and written communication skills, and experience with public speaking.
- Effective facilitator in large groups, small groups, and in one-on-one situations.
- Maintain high professional standards for integrity, tactfulness, discretion, fairness, and confidentiality.
- Culturally responsive and relational.
- Growth-minded and committed to professional development.
- Team player with the ability to seek input from multiple sources to inform decision-making.
- High level of energy and enthusiasm.
- Display good judgment, time management, and an ability to prioritize.
- Actively seek avenues for personal and professional growth.
- Demonstrate confidence and comfort in leading through change.

Compensation and Benefits in accordance with the Unit A/B collective bargaining agreement Administrative Positions Group IV-A

O. GENERAL BUSINESS
Administration
(September 27, 2022)

ITEM - gb 2-269
S.C. MEETING - 10-6-22

ITEM:

To consider approval of the Job Description for Strategic Administrative Support.

PRIOR ACTION:

BACKUP:

Annex A (4 pages) contains a copy of the Job Description.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Prerogative of the School Committee.

Strategic Administrative Support September 2022

The role of the Strategic Administrative Support is to serve as a strategic partner to the Superintendent of Schools and District Cabinet leaders. The work will enable the Superintendent and District Cabinet to maximize their productivity by simplifying collaboration through technological efficiencies. The ideal candidate for this role will be friendly, energetic, personable and willing to take the initiative to jump in and assist with issues as they arise.

Key Responsibilities

- Understand the educational programs and priorities of Cabinet leaders in order to best support their time
- Provide oversight for District wide calendar with strong attention to precision and detail
- Lead and coordinate logistics for internal and external meetings
- Recommend technology tools to accelerate efficiencies and project management for District Cabinet team members
- Manage inquiries quickly, proactively, and follow through on tasks to successful completion
- Support Cabinet leaders in maintaining relationships with key people to ensure progression in communications and to surface and pursue opportunities for collaboration
- Align all tasks and follow up actions from School Committee meetings, standing meetings and Cabinet members to ensure organizational efficiency.
- Serve as a support to the Chief Community Relations Officer and external stakeholders.
- Embrace the culture, values, and goals of Cabinet leaders when engaging with internal and external stakeholders
- Recognize operational weaknesses and help sharpen processes or develop new ones
- Collaborate with other members of the administrative team to provide seamless support for the district.
- Assist with special projects as needed

Skills and Qualifications

- Strong leadership skills as demonstrated through 5+ years supervising teams
- Background managing competing priorities in a fast paced work environment
- Capable of prioritizing district needs and make trade-offs across all stakeholders accordingly

- Have exceptional attention to detail and commit to faultless execution on tasks
- Capacity to navigate, digest, and make decisions amidst uncertainty
- Technologically savvy with the ability to quickly accommodate to new applications and tools
- A self-starter who can manage priorities and make trade-offs when needs change
- Possess discretion and sensitivity towards confidential information
- Proactive and motivated to emphasize on current processes and build efficient systems
- Professionally polish in both internal and external interactions and the ability to display finesse and stability under pressure
- Committed to collaboration and teamwork
- Understand the highly adaptable nature of support work and are comfortable with being available as needed.

Desirable Qualification

- Executive Assistant, Chief of Staff **or** similar experience
- Knowledge of educational programs and inner workings of school buildings
- Bilingual and/or bicultural

This is a full time 52-week position that includes paid sick, PTO, and vacation days, and access to the city's health and dental insurance plans.

O. GENERAL BUSINESS
Administration
(September 27, 2022)

ITEM - gb 2-270
S.C. MEETING - 10-6-22

ITEM:

To authorize the Administration to enter into a four-year lease agreement for 1,100 laptops for instructional staff.

PRIOR ACTION:

BACKUP:

This lease will provide laptops for all/remaining Social-Emotional staff, special education staff, instructional assistants, and building substitutes.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF ADMINISTRATION:

Approve on a roll call.

O. GENERAL BUSINESS
Novick
(September 27, 2022)

ITEM - gb 2-271
S.C. MEETING - 10-6-22

ITEM:

Request administration report on the process by which security guards are assigned to school buildings.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Standing Committee on Finance and Operations.

RECOMMENDATION OF ADMINISTRATION:

The Administration concurs with the maker.