

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

AGENDA #11

on: Thursday, June 6, 2019
at: 4:00 p.m. – Budget
6:00 p.m. - Executive Session
7:00 p.m. – Regular Session
in: Esther Howland South Chamber, City Hall

ORDER OF BUSINESS

ACTION

I. CALL TO ORDER

**Convened in Open
Session at 4:15 p.m.**

INVOCATION – Reverend Kevin Downer
Greendale People’s Church

PLEDGE OF ALLEGIANCE

NATIONAL ANTHEM

II. ROLL CALL

**Miss Biancheria, Mr. Comparetto, Mr. Foley, Miss
McCullough, Mr. Monfredo, Mr. O’Connell and Mayor Petty**

III. APPROVAL OF RECORDS

aor #9-10 - Clerk
(May 29, 2019)

Approved

To consider approval of the Minutes of the School Committee Meeting
of Thursday, May 9, 2019.

aor #9-11 - Clerk
(May 29, 2019)

Approved

To consider approval of the Minutes of the School Committee Meeting
of Thursday, May 16, 2019.

IV. MOTION FOR RECONSIDERATION - NONE

V. IMMEDIATE ACTIONACTION

gb #9-184.1 - Administration/Administration
(May 20, 2019)

**Certificates
presented**

To recognize the following student winners of the Worcester Regional Middle School (grades 6-8) Science and Engineering Contest at WPI:

Grand Prize

Maya Sushkin Nelson Place School

Second Place

Anh Tran Forest Grove Middle School

Third Place

Carolyn Somers Thorndyke Road School

Isabella Prodromidis West Tatnuck School

Casey Coyle Midland Street School

Honorable Mention

Anya Geist Sullivan Middle School

Natalie Boucher Sullivan Middle School

gb #9-194.1 - Administration/Administration
(May 20, 2019)

**Certificates
presented**

To recognize the following Worcester public school seniors who received diplomas with the Seal of Biliteracy from the State:

Benjamin Alvarado	Behsair Nurhussien
Selene Aquino	Dany Orellana
Daniel Ardila Tamayo	Rosanny Peguero
Alexis Batista Gonzalez	Nayelie Perez Rivera
Eileen Bonilla	Nayeli Rodriguez Retana
Paolo Bustos	Luis Rosales
Bryan Escobar	Maria Simone Sarmiento
Erika Guaman Zumba	Iris Thompson Fernandez
Andres Gutierrez Gomez	Gabriella Vallejo
Nissy Lebron	Sofia Vallejo
Maria Morfe	Neysha Vazquez Pizarro
Astrid Noriega	Jamaal Velazquez Torres

V. IMMEDIATE ACTION

gb #9-197 - Administration
(May 29, 2019)

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

ACTION

Accepted and filed

VI. ROS #9-9 - Administration
(May 30, 2019)

A. REPORT OF THE SUPERINTENDENT - NONE

B. ADMINISTRATIVE HIGHLIGHTS

- Mary Meade-Montague, Manager of Instruction and School Leadership
- Topic-Early College Program
- Kay Seale, Manager of Special Education- Topic -Dyslexia
- Liz Tiley, Director, Night Life - Topic - Night Life

**Filed B
(See notes)**

VII. COMMUNICATIONS AND PETITIONS -NONE

VIII. REPORTS OF THE STANDING COMMITTEES

The Standing Committee on Governance and Employee Issues met on Monday, May 20, 2019 at 5:30 p.m. in Room 410 at the Durkin Administration Building.

**Approved as amended
(See notes)**

The Standing Committee on Finance and Operations met on Wednesday, May 22, 2019 at 12:00 p.m. in Room 410 at the Durkin Administration Building.

**Approved as amended
(See notes)**

IX. PERSONNEL

9-25 The Superintendent has ACCEPTED the RESIGNATION of the person named below:

**Filed Personnel
items 9-25 – 9-29**

Richter, Jonathan, Teacher, Music, Woodland, effective May 24, 2019.

PERSONNEL (continued)ACTION

9-26 The Superintendent has APPOINTED the persons named below to the position of Cafeteria Substitute Helper, permanent/intermittent at a salary of \$13.73 per hour, from Civil Service List #319-022, effective as shown:

Ansah, Bismark	5/28/19
Belrhalia, Kathy	5/28/19
Benitez, Carmen	5/20/19
Osei-Bonsu, Selina	5/20/19
Provost, Rhonda	5/28/19
Rey Romano, Zulema	5/28/19
Rodriguez, Olga	5/28/19
Roman, Cynthia	5/28/19
Vasquez, Doricel	5/28/19
Vaz, Martha	5/20/19

9-27 The Superintendent has provisionally APPOINTED the person named below to the position of 52 week Word Processor, permanent/fulltime at a salary of \$18.83 (minimum) to \$23.29 per hour (maximum) effective as shown:

Rodriguez, Angelica	4/22/19
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9-28 The Superintendent has provisionally APPOINTED the person named below to the position of 42 week Word Processor, permanent/fulltime at a salary of \$19.91 (minimum) to \$24.21 per hour (maximum) effective as shown:

Richardson, Karen	5/15/19
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9-29 The Superintendent has provisionally APPOINTED the persons named below to the position of Junior Custodian, permanent/fulltime at a salary of \$16.22 (minimum) to \$20.64 (maximum), per hour, effective as shown:

Clark, Rebecca	5/6/19
Davis, Andrew	4/29/19
Dwyer, Caitlyn	6/24/19
Roberts, Cameron	5/28/19
Willis, Bernard	5/3/19

X. GENERAL BUSINESSACTION

gb #9-195.1 - Administration/Administration
(May 20, 2019)

See notes

To consider the proposed FY20 Budget.

gb #9-136.1 - Administration/Mr. Comparetto
(May 21, 2019)

**Referred to the
Standing Committee
on Teaching,
Learning and
Student Supports**

Response of the Administration to the request to provide a report regarding the status of the One City, One Library Initiative.

gb #9-143.1 - Administration/Mr. Comparetto/Mayor Petty
(May 20, 2019)

Accepted and filed

Response of the Administration to the request to provide a detailed report on the laws regarding student immunizations.

gb #9-153.1 - Administration/Mr. Monfredo/Miss Biancheria/
Mr. O'Connell
(May 21, 2019)

**Approved for a
presentation in the
Fall of 2019**

Response of the Administration to the request to invite Tina Grosowsky, Project Coordinator for the Central Massachusetts Tobacco Free Community Partnership to give a short presentation on the issue of vaping.

gb #9-188 - Administration
(May 6, 2019)

**Held
(See notes)**

To review for informational purposes the Job Description for the Chief Diversity Officer.

gb #9-189 - Administration
(May 6, 2019)

**On a roll call of 7-0,
the item was
approved as
amended**

To consider approval of an updated Due Process Policy for the Student Handbook

gb #9-198 - Mr. Foley/Miss McCullough/Mr. Monfredo/Mr. O'Connell
(May 13, 2019)

**Referred to the
Standing Committee
on Finance and
Operations
(See notes)**

Request that the Administration consider the proposal by the parents and neighbors of Flagg Street School to construct a pathway from St. Paul Drive to Flagg Street School.

GENERAL BUSINESS (continued)ACTION

gb #9-199 - Mr. Monfredo/Miss Biancheria/Miss McCullough/
Mr. O'Connell/Mayor Petty
(May 14, 2019)

Forward letters

Request that the Administration forward letters of congratulations to the student performers from the Burncoat Dance Department for their outstanding performance of "1001 Arabian Nights:The Story of Aladdin" at Hanover Theater and their instructors Kellie Shea and Ann Marie Keane.

gb #9-200 - Mayor Petty/Mr. Foley/Miss McCullough
(May 15, 2019)

**Referred to the
Administration
(See notes)**

Request that the Administration invite representatives from the Department of Elementary and Secondary Education's Center for District Support to make a presentation on the district's accountability and disciplinary data.

gb #9-201 - Mayor Petty/Mr. Foley/Miss McCullough
(May 15, 2019)

**Referred to the
Administration as
amended
(See notes)**

To provide the School Committee with copies of all correspondences and data forwarded to the Department of Elementary and Secondary Education on an ongoing and timely manner.

gb #9-202 - Administration
(May 20, 2019)

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

Request that the Superintendent be granted the annual authorization to make the final year end transfers necessary to balance surplus and deficit accounts for the fiscal year ending on June 30, 2019.

gb #9-203 - Administration
(May 21, 2019)

**On a roll call of 7-0,
the item was
approved
(See notes)**

To accept the Development & Expansion of High Quality Summer Learning Grant in the amount of \$43,620.00

gb #9-204 - Mr. Comparetto/Miss McCullough/Mayor Petty
(May 23, 2019)

**Held for meeting on
Thursday, June 20,
2019
(See notes)**

To set a date to recognize the WPS students who recently presented their research at Harvard University.

GENERAL BUSINESS (continued)

gb #9-205 - Mr. Monfredo/Miss Biancheria/Mr. Foley/
Miss McCullough/Mr. O'Connell/Mayor Petty
(May 24, 2019)

To forward letters of congratulations to the following members of the Worcester Unified Track & Field Team for capturing the 2019 Division 1 Sectional Championship in Holyoke:

Worcester Technical High School - Athletes

Mariam Abdelwahab	Marquise Little
Justice Batista	Joshua Menard
Natasha Brooks	James Ricardi
Gabriella Caseau	Antonio Rivera
Skylar Daly	Christina Ross
Landen De La Cruz	Michael Smith
Nayeli Gil	Ryan Stolakis
Katie Huynh	Aeneas Taylor
Judeline Jean-Charles	Jamarcus Taylor
Kaitlyn Lauziere	Hannah Williams

Burncoat High School - Athletes

Nicholas Assie	Margaret McCarthy
Edgar Colon	Liza Rosenblum
Stephanie Garcia-Davila	Marie Santana
Kareem Jolly	Marcus Walley-McKay
Austin Lauziere	Jose Zabala

gb #9-206 - Administration
(May 24, 2019)

Pursuant to G.L. c. 71 § 37F and the recommendation of the Superintendent, the School Committee hereby employs Attorney Michael P. Angelini of the Worcester law firm Bowditch & Dewey, LLP, as legal counsel for the sole purpose of representing the City of Worcester, Worcester Public Schools, in connection with potential litigation against the Commonwealth of Massachusetts regarding the funding of the so-called "Foundation Budget." The employment of Attorney Angelini shall include Attorney Andrew Bartholomew and such other members and employees of the firm of Bowditch & Dewey as may be designated by Mr. Angelini. All such representation shall be pro bono, except that the Worcester Public Schools shall reimburse Bowditch & Dewey for all expenses incurred in connection with this legal representation.

ACTION

**Forward letters
(See notes)**

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

GENERAL BUSINESS (continued)

ACTION

gb #9-207 - Mr. O’Connell/Miss Biancheria/Miss McCullough/
Mr. Monfredo
(May 28, 2019)

**Referred to the
Standing Committee
on Teaching,
Learning and
Student Supports
(See notes)**

Request that the Administration consider development and implementation of a Video Production and/or Broadcast Journalism curriculum at an appropriate school within the Worcester Public Schools.

gb #9-208 - Administration
(May 29, 2019)

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

To consider approval of the following donations:

- \$500 from the EOS Foundation to Belmont Street Community School for the Healthy Start Award
- \$500 from the EOS Foundation to Chandler Magnet School for the Healthy Start Award
- \$500 from the EOS Foundation to Lincoln Street School for the Healthy Start Award
- \$199.62 from a donor to Woodland Academy
- \$1,000 from donors to a Doherty Memorial High School football player in memory of Thomas Walles

gb #9-209 - Mr. Monfredo/Miss Biancheria/Mr. Foley/Miss McCullough/
Mr. O’Connell/Mayor Petty
(May 29, 2019)

**Set the date of
Thursday, June 20,
2019
(See notes)**

To set a date to recognize representatives of the Worcester Educational Development Foundation and the Worcester Regional Chamber of Commerce for their leadership in raising more than \$8,000 for the purchase of commemorative rings and jackets to celebrate the Worcester Technical High School Eagles for winning the State Division 4 Basketball Championship, a first for the Worcester Public Schools. In addition, forward letters of appreciation to the following businesses for their participation in funding the project:

- | | |
|-----------------------------------|-----------------------------------|
| Atlas Distributing, Inc. | Country Bank |
| Domitek | MCPHS University |
| Rand-Whitney Container LLC | The Guru Tax & Financial Services |
| The Hanover Insurance Group, Inc. | Worcester Telegram & Gazette |
| Gois Broadcasting (MegaBoston) | EuroAmerican Air Freight |

GENERAL BUSINESS (continued)

gb #9-210 - Administration
(May 29, 2019)

To set a date to recognize Ciara McDade, a student at Worcester Technical High School, who performed CPR on her mother which saved her life.

gb #9-211 - Mr. O’Connell/Miss Biancheria/Miss McCullough/
Mr. Monfredo
(May 29, 2019)

To discuss the advisable siting, and construction specifications, of a proposed replacement Doherty Memorial High School.

gb #9-212 - Administration
(May 29, 2019)

To review the report of the City Solicitor regarding the Open Meeting Law Complaint.

XI. EXECUTIVE SESSION

gb #9-213 - (Administration)
(May 31, 2019)

To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance #18/19-14.

XII. ADJOURNMENT

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

ACTION

**Set the date of
Thursday,
September 19, 2019**

**Referred to the
Administration
(See notes)**

**Accepted and
forwarded to the
Attorney General**

**Held from 6:30 p.m.
to 7:45 p.m.**

9:55 p.m.

N O T E S

The School Committee convened in Open Session at 4:15 p.m.

There were present at the Call to Order:

Miss Biancheria, Mr. Comparetto, Mr. Foley, Miss McCullough, Mr. Monfredo and Mr. O'Connell and Mayor Petty

It was moved to recess to Executive Session at 6:30 p.m. to discuss the following items:

To discuss strategy with respect to collective bargaining and to conduct collective bargaining regarding Grievance #18/19-14.

On a roll call of 6-0-1 (absent Mayor Petty), the motion was approved.

The School Committee reconvened in Open Session at 8:05 p.m.

There were present at the second Call to Order:

Miss Biancheria, Mr. Comparetto, Mr. Foley, Miss McCullough, Mr. Monfredo, Mr. O'Connell and Mayor Petty

ADMINISTRATIVE HIGHLIGHTS

Dr. Mary Meade-Montague, Manager of Instruction and School Leadership, presented the highlights of the first year of the Early College Program.

- 260 students took Dual Enrollment classes.
- 78 seniors, 151 juniors, 27 sophomores and 4 freshman
- 19% were students with disabilities
- 42% were English Language Learners

Sixteen of the Early College Program students were invited to spend a day at the State House with state legislators.

NOTES (continued)

ADMINISTRATIVE HIGHLIGHTS (continued)

Kay Seale, Manager of Special Education, spoke about her department and how the 5542 Special Education students account for 20% of the student population in the Worcester Public Schools. Seventy-nine percent of those students are in general education classrooms. Some of the highlights were:

- DESE informed the department that it was meeting requirements.
- The department is providing services for autism without contracting the students out of state.
- The department hired a Clinical Care Coordinator.
- The system partnered with Massachusetts General Hospital for training kindergarten teachers on early dyslexia intervention.
- The 7th Annual Student Services Celebration was held at Worcester Technical High School.

Liz Tiley, Director of Night Life, spoke to the goals of creating a balance of courses for career development, workforce training and recreational classes. She highlighted the following:

- There were 900 online classes offered this past Spring.
- There were 40 hands on courses.

The Night Life booklet will be finalized in July and distributed to the public in late August for classes in the Fall of 2019.

Mayor Petty made the following motion:

Request that the Administration provide a detailed report on the number of homeless students currently enrolled in the Worcester Public Schools and include the number of students who are doubled up, in foster care or living in shelters.

On a voice vote, the motion was approved.

REPORTS OF THE STANDING COMMITTEES

SRANDING COMMITTEE ON GOVERNANCE AND EMPLOYEE ISSUES

The Action Sheet for the Standing Committee on Governance and Employee Issues is hereto annexed as Annex A and was approved as amended.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

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

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

Mr. O'Connell made the following motion:

Request that item gb 8-301.1 be brought back to the Standing Committee on Governance and Employee Issues for further discussion at a meeting in the Fall.

On a voice vote, the motion was approved.

STANDING COMMITTEE ON FINANCE AND OPERATIONS

The Action Sheet for the Standing Committee on Finance and Operations is hereto annexed as Annex B and was approved as amended.

gb #9-10 - Administration (January 2, 2019)

To review the annual audit and agreed upon procedures report on compliance and internal controls for the City of Worcester, including the Worcester Public Schools, from the Certified Public Accounting Firm of CliftonLarsenAllen, LLP for the year that ended on June 30, 2018 which included the Government Accountability Office (GAO) and the Office of Management and Budget (OMB) A-133 Reports and the Management Letter.

Mr. O'Connell made the following motion:

Request that the Administration provide a copy to the School Committee of the Special Education Cluster Grant's corrective action plan.

On a voice vote, the motion was approved.

NOTES (continued)

REPORTS OF THE STANDING COMMITTEES (continued)

gb #9-11 - Administration (January 2, 2019)

To review the annual audit and agreed upon procedures on the Independent Accountant’s Report on Applying Agreed Upon Procedures for Student Activity Fund Testing for fiscal years 2016, 2017, and 2018 prepared by CliftonLarsenAllen, LLP.

Mr. O’Connell made the following motion:

Request that the Administration provide a report to the Standing Committee on the steps to correct the two internal processes related to the reconciliation of the student activities account.

On a voice vote, the motion was approved.

gb #8-233 - Administration (July 18, 2018)

To review the status of the FY19 Budget and make appropriate transfers as required.

Mr. Allen spoke to the status of the Third Quarter Report for the FY19 Budget.

At the Standing Committee level, it was moved to approve the following transfer of funds:

<u>Amount</u>	<u>From Account</u>	<u>Account Title</u>	<u>To Account</u>	<u>Account Title</u>
\$50,000	50012-92000	Facilities OM	500152-93000	Facilities OM
\$115,000	500136-92000	Miscellaneous OM	500136-93000	Miscellaneous OM
\$62,680	500146-92000	Utilities	500146-93000	Utilities
\$45,000	540-91117	Transportation Salary	540-97203	Transportation Overtime

On a roll call of 2-0-1 (absent Miss McCullough), the motion was approved.

Held for the final year-end report.

NOTES (continued)GENERAL BUSINESS (continued)

At the School Committee level, it was moved to approve the following transfer of funds:

<u>Amount</u>	<u>From Account</u>	<u>Account Title</u>	<u>To Account</u>	<u>Account Title</u>
\$50,000	50012-92000	Facilities OM	500152-93000	Facilities OM
\$115,000	500136-92000	Miscellaneous OM	500136-93000	Miscellaneous OM
\$62,680	500146-92000	Utilities	500146-93000	Utilities
\$45,000	540-91117	Transportation Salary	540-97203	Transportation Overtime

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

GENERAL BUSINESSgb #9-195.1500101-96000 Retirement

Mr. O’Connell made the following motion:

Request that the Administration consider adopting a city based comprehensive Early Retirement Program.

gb #9-195.1 (continued)

On a voice vote, the motion was approved.

It was moved and voice voted to approve Account 500101-96000 in the amount of \$18,580,578.

540103-92000 Transportation

Mr. O’Connell made the following motion:

Request that the City Manager provide the allocated funding surplus from McKinney–Vento back to the Worcester Public Schools.

On a voice vote, the motion was approved.

NOTES (continued)

GENERAL BUSINESS (continued)

Miss Biancheria made the following motion:

Request that the Administration provide a report on the results of the bidding process for the contracted/leased buses.

On a voice vote, the motion was approved.

Mr. Monfredo made the following motion:

Request that the Administration provide a report at the June 20, 2019 School Committee meeting on the funds reimbursed to the City from the State from McKinney-Vento.

On a voice vote, the motion was approved.

It was moved and voice voted to approve Account 540103-92000 in the amount of \$16,313,235 subject to the results of the report regarding McKinney-Vento at the June 20, 2019 School Committee meeting.

500122-92000 Athletics Ordinary Maintenance

Miss Biancheria made the following motion:

Request that the Administration provide a composite list of funding obtained through grants, from the Worcester Educational Development Foundation, the District Attorney's office and Recreation Worcester.

On a voice vote, the motion was approved.

Mr. O'Connell made the following motion:

Request that the Administration provide a report at the meeting of June 20, 2019 School Committee meeting regarding the balance of the revolving account at Foley Stadium.

On a voice vote, the motion was approved.

It was moved and voice voted to approve Account 500122-92000 in the amount of \$375,372 based on the impending report.

It was moved and voice voted to take the following item out of order:

NOTES (continued)

GENERAL BUSINESS (continued)

500-91116 – Athletic Coach Salaries

Mr. O’Connell made the following motion:

Request that the Administration provide a report on the current stipends provided to athletic coaches.

On a voice vote, the motion was approved.

It was moved and voice voted to approve Account 500-91116 in the amount of \$656,943 based on the impending report.

500123-96000 Health Insurance

It was moved and voice voted to approve Account 500123-96000 in the amount of \$47,301,641.

500125-92000 Other Insurance Programs

It was moved and voice voted to approve Account 500125-92000 in the amount of \$61,688.

500129-91000 Workers Compensation Salaries

500129-92000 Workers Compensation Non Salary

500129-96000 Workers Compensation Fringe

It was moved and voice voted to approve Account 500129-91000 in the amount of \$1,144,000.

It was moved and voice voted to approve Account 500129-92000 in the amount of \$327,305.

It was moved and voice voted to approve Account 500129-96000 in the amount of \$458,700.

500130-92000 Personal Services (Non Salary)

500130-96000 Personal Services (Non Salary)

Mr. Foley made the following motion:

Request that the Administration provide a breakdown at the meeting on June 20, 2019 regarding the disbursement for legal fees for the past four years.

NOTES (continued)

GENERAL BUSINESS (continued)

On a voice vote, the motion was approved.

Mr. Monfredo made the following motions:

Request that the Administration provide a report on ways in which to control the cost for legal fees.

Request that the Administration consider the feasibility of involving the Dual Language students with translation services of non-sensitive issues.

On a voice vote, the motions were approved.

Mr. O'Connell made the following motion:

Request that account 500130-92000 Personal Services (Non-Salary) be reduced by \$50,000 from line item B -Legal Consultation and Services.

On a roll call of 2-4-1 (nays Mr. Comparetto, Mr. Foley, Miss McCullough, Mr. Monfredo), (absent Mayor Petty) the motion was defeated.

Mr. O'Connell made the following motion:

Request that account 500130-92000 Personal Services (Non-Salary) be reduced by \$20,000 from line item B -Legal Consultation and Services.

On a roll call of 5-1-1 (yea Miss Biancheria, Mr. Comparetto, Miss McCullough, Mr. Monfredo, Mr. O'Connell), (absent Mayor Petty), the motion was approved.

It was moved and voice voted to approve Account 500130-92000 in the amount of **\$2,167,386** as amended.

It was moved and voice voted to approve Account 500130-96000 in the amount of \$24,283.

NOTES (continued)

GENERAL BUSINESS (continued)

500132-92000 Special Education Tuition

Mr. O’Connell made the following motion:

Request that the Administration provide a report on the number of special education students and indicate:

- their placement and
- the per diem costs associated with residential placement

On a voice vote, the motion was approved.

Miss Biancheria made the following motion:

Request that the Administration provide a report in July on the ways in which students with dyslexia are being serviced in the Worcester Public Schools.

On a voice vote, the motion was approved.

It was moved and voice voted to approve Account 500132-92000 in the amount of \$19,804,695.

500133-92000 Printing & Postage

It was moved and voice voted to approve Account 500133-92000 in the amount of \$276,366.

500-92204 Instructional Materials

Mr. O’Connell made the following motion:

Request that Account 500-92204 Instructional Materials be reduced by \$50,000.

On a roll call of 3-3-1, (absent Mayor Petty), the motion failed.

Mr. O’Connell requested that the item be held until Mayor Petty could vote on the motion.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #9-188

Mr. O'Connell made the following motion:

Request that the words "hiring managers" be replaced with "principals" in paragraph 2 of the Job Description.

Request that the Job Description be revised to include the words "and expands professional associations, conventions and assemblies and traveling when required" in paragraph 2, at the end of the first sentence.

On a voice vote, the motion was approved.

Mayor Petty stated that he would like to make some amendments to the Job Description and hold the item for the June 20, 2019 meeting.

HOLD

gb #9-198

Mr. O'Connell made the following motion:

Request that the Administration contact the Conservation Commission to determine whether this land is conservation land prior to construction of the pathway. If possible, indicate whether such a pathway can be constructed and, if so, indicate the permit requirements needed to install the pathway.

On a voice vote the motion was approved.

Mr. Foley made the following motion:

Request that the petitioner, Alexandra Dennehy, be informed of the date and time of the Standing Committee on Finance and Operations meeting when this item is discussed.

On a voice vote, the motion was approved.

Mayor Petty requested that his name be added to the item.

NOTES (continued)

GENERAL BUSINESS (continued)

gb #9-200

Mayor Petty made the following motion:

Request that the Administration schedule the presentation, if possible, from the Department of Elementary and Secondary Education's Center for District Support in August or September.

On a voice vote, the motion was approved.

gb #9-201

Mayor Petty made the following amendment to the item:

Delete the word "correspondences" and add the words "accountability and disciplinary" before the word data in the item.

gb #9-203

Miss Biancheria made the following motion:

Request that the Administration provide, in a Friday letter, a list of all summer opportunities available to economically disadvantaged students.

On a voice vote, the motion was approved.

gb #9-204

Mr. O'Connell made the following motion:

Request that the School Committee receive copies before the June 20, 2019 meeting, of the research presented to Harvard University.

On a voice vote, the motion was approved.

HOLD

NOTES (continued)

GENERAL BUSINESS (continued)

gb #9-205

Mr. Monfredo requested that the following names be added to the item:

- Jerry Snay, Coach
- John Nicol and Andrew St. Germain, Assistant Coaches

gb #9-207

Miss McCullough made the following amendment to the item:

Request that the Administration provide a report on the current video production programs and include information on what local colleges are doing in collaboration with the Worcester Public Schools.

On a voice vote, the amendment was approved.

gb #9-209

Miss Biancheria requested that the School Committee be informed when the signs for the Worcester Technical High School State Champions will be put up on local highways.

gb #9-211

Mr. O'Connell made the following motion:

Request that the Administration provide a report on the siting options and any areas of concern regarding the construction of the new Doherty Memorial High School so that the community will be informed.

On a voice vote, the motion was approved.

Mr. Foley suggested that the report be delayed, if possible, until the architects present their recommendations.

O T H E R

Pursuant to action taken in Executive Session, it was moved to deny Grievance 18/19-14.

On a roll call of 7-0, Grievance 18/19-14 was denied.

Committee Members
John F. Monfredo, Chairman
Dianna Biancheria, Vice-chairman
John Foley

AGENDA #2
G/EI
5-20-19
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A C T I O N S

The Standing Committee on Governance and Employee Issues met at 5:30 p.m. on Monday, May 20, 2019 in Room 410 at the Dr. John E. Durkin Administration Building.

There were present: Mr. Foley, Miss Biancheria and Chairman Monfredo

Representing Administration: Dr. Friel, Superintendent Binienda, Dr. O'Neil, Ms. Boulais, Mrs. Mahoney

Others in attendance: S. Brenner, X. Campbell, K. Casey, R. Casey, K. Dekar, Atty. Donnelly, J. Faldetta, E. Fleming, L. Larochelle, J. Reilly, M. Reilly, Atty. Tobin, C. Trahan, C. West

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

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

The homeschooling parents in attendance requested that the School Department inform parents of the dates when public school students take standardized tests.

The parents suggested and Attorney Tobin approved the following proposed changes to the homeschool procedures:

- insert the words "**and responded to**" after "**reviewed**" in Section III, #4
- replace the words "**prosecution of**" with "**seek action**" in Section IV, #5

Parents in attendance asked if they would be allowed to review the revised procedures prior to their approval and were told that they could view it online and/or attend the School Committee meeting on Thursday, June 6, 2019 at 7:00 p.m.

Mr. Foley made the following motion:

Request that when Attorney Tobin forwards the proposed changes for the procedures that they be included in the Action Sheet for approval by the full School Committee.

On a voice vote, the motion was approved.

The Administration received the response from Attorney Tobin to the above mentioned motion and the homeschool plan procedures as amended were submitted for approval by the full School Committee as follows:

IHBC-R

HOME SCHOOL PLAN PROCEDURES

I. Notice to District

1. A parent/guardian seeking to home school their child must submit a homeschool education plan in writing to the Worcester Public Schools (WPS) Superintendent (care of the Child Study Department) before commencing the home school program.
2. Students must attend their assigned school until their initial home school plan is approved. Students who are currently receiving education under an approved home school plan may continue homeschooling until their new plan is reviewed and approved.
3. A parent who is no longer homeschooling must notify the district and re-enroll the child in a public or approved private school. A notification is required for each child upon attaining the age of compulsory attendance.
4. Homeschool education plan forms (both elementary and secondary) are available upon request from the office of Child Study at (508) 799-3175 for the convenience of the parent and the district. The form is provided as a convenience but is not required so long as the information is provided.

II. Homeschooling Plan Requirements

1. The parent/guardian must provide the following information as part of the home education plan, which will be reviewed by the Superintendent's Designee:
 - i. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
 - ii. The competency of the parents/guardians to teach the children;
 - iii. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents/guardians; and
 - iv. Evidence of progress to ensure educational progress in each subject area and the attainment of minimum standards.

2. Evidence of Progress: Worcester Public Schools accepts a home education plan which includes one of the following approved methods of annual assessment of student progress:
 - i. Dated work samples
 - ii. Report cards
 - iii. Standardized assessments
 - iv. Scope and Sequence
 - v. Narrative report of progress

The District will provide the opportunity for home-taught children to participate in the annual standardized achievement battery which is typically administered at various times throughout the school year. Arrangements can be made with the Child Study Department.

III. Homeschool Plan Submission

1. To ensure prompt approval of a Homeschool Plan, parent(s)/guardian(s) are encouraged to submit a Homeschool Plan as soon as possible, but must submit their Homeschool Plan at least 14 business days before the intended commencement date of the home-based education program.
2. In the case of the continuance of an established home-based education program, parents must submit their plan at least 14 days before commencement of the next academic year.
3. Home school plans are accepted throughout the year and reviewed as received.
4. Plans submitted prior to June 15th of each year will be **reviewed and responded to** within 2 – 3 weeks. Plans submitted after June 15th of each year will be **reviewed and responded to** within 4 – 5 weeks.
5. The district will take no adverse action against a homeschooling family during the time between submission and approval if the family has submitted a homeschool plan in good faith unless otherwise required by law. However, district personnel are mandated reporters pursuant to M.G.L. Chapter 51A and will abide by their reporting requirements in appropriate cases.

IV. Homeschool Plan Review and Approval

1. The Child Study Department (as Superintendent' Designee) shall approve any homeschool plan that complies with District policy, Section II of this policy and applicable law.

2. In the event that the Child Study Department rejects a proposed homeschool plan, the reasons for the decision shall be set forth in writing to the parent/guardian, and the Superintendent or his/her designee, shall suggest specific homeschool plan revisions as necessary to cause such homeschool plan to obtain approval pursuant to this policy.
3. The Parents/Guardians will be invited for an optional meeting with the Child Study Department to receive support in successfully completing the plan. This meeting shall be offered in person or alternative means (via telephone, email etc).
4. Parents/Guardians have the right to an appeal hearing before the Superintendent regarding a homeschool plan rejection, which shall include the right to explain their proposed plan and present witnesses on their behalf. After the hearing, the Superintendent will issue a written decision setting out the reasons for his/her decision. The parents/guardians will be given an opportunity to revise their proposal to remedy any inadequacies.
5. If the District chooses to seek **action against** pursuant to M.G.L. Chapter 76 Section 2, the burden of proof shifts to the District to show that the instruction outlined in the home school proposal fails to equal in thoroughness and efficiency, and in the progress made therein, that in the public schools of Worcester.

V. Student Progress/Assessment

1. Parent(s)/guardian(s) will provide evidence of their child's homeschool program for review to the office of Child Study annually. It can be provided either at the end of the academic year and may be included with the submission of the Homeschool Plan for the next academic year. For families seeking to continue a home education, evidence of progress for the current year must be reviewed prior to approval of the home school plan for the upcoming year.
2. The evidence of progress shall be one of the five options listed in Section II. The family will select which option to show progress.
3. Worcester Public Schools will maintain permanent student record folders for students participating in a homeschool program which may contain work samples, standardized assessments, scope and sequence reports and/or narrative progress reports or other documents provided by parent(s)/guardian(s) and should be kept in a private and secure location by the superintendent or her/his designee. (603 CMR 23.00).

VI. Participation in Worcester Public Schools Programs

1. Home educated students do not participate in state testing programs such as MCAS and are not eligible to receive a Worcester Public School Diploma.
2. Worcester Public Schools is not responsible to supply textbooks or instructional materials to home schooling students
3. A student being educated in a home-based program within the Worcester Public Schools may have access to public school activities of an extra-curricular nature, only upon prior approval of the Superintendent or designee.
4. Home-schooled students may not participate in specific classes or courses offered during the school day that are not open to the public and that are intended for enrolled Worcester Public School students only.
5. The home-schooled student who accesses Worcester School athletics or extra-curricular activities after receiving approval from the Superintendent is subject to the following provisions that are consistent with MIAA guidelines:
 - i. Signed Worcester Public School handbook release form must be on file with the home school plan, acknowledging compliance with all Worcester Public Schools' rules and policies including MIAA guidelines
 - ii. A home-schooled student who is determined to be eligible for High School athletics shall submit quarterly progress reports for review by the High School Principal on or before the dates established by the high school for report card distribution. Progress reports shall be submitted in a format that indicates clearly whether the home-schooled student has passed or failed each course identified under the approved home-school plan
 - iii. The home-schooled student is subject to all High School eligibility standards as outlined in the student handbook and MIAA guidelines.
 - iv. The District reserves the right to allow enrolled students to have precedence or priority over the home school student with regard to placement on sports teams and activities that have limited enrollment.

FILE.

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

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

This item was already approved at the School Committee and is recommended to be filed.

FILE.

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

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

Mr. Monfredo made the following motion:

Request that if a principal needs blinds or repairs to them, he/she can notify Mr. James Bedard, Director of Environmental Management & Capital Projects.

FILE.

The meeting adjourned at 6:30 p.m.

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

Committee Members
John Foley, Chairman
Molly McCullough, Vice Chairman
Dante Comparetto

AGENDA #3
F/O
5-22-19
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A C T I O N S

The Standing Committee on Finance and Operations met at 12:00 p.m. on Wednesday, May 22, 2019 at the Durkin Administration Building in Room 410.

There were present: Mr. Comparetto and Chairman Foley

There was absent: Miss McCullough

Representing Administration were: Mr. Allen and Dr. Friel

Others in attendance: S. Consalvo, M. Hunt and K. Spinelli

gb #9-10 - Administration (January 2, 2019)

To review the annual audit and agreed upon procedures report on compliance and internal controls for the City of Worcester, including the Worcester Public Schools, from the Certified Public Accounting Firm of CliftonLarsenAllen, LLP for the year that ended on June 30, 2018 which included the Government Accountability Office (GAO) and the Office of Management and Budget (OMB) A-133 Reports and the Management Letter.

Matthew Hunt, Principal from CliftonLarsenAllen LLP, presented the annual audit and agreed upon procedures report on compliance and internal controls for the City of Worcester, including the Worcester Public Schools. He highlighted minor findings in the following two accounts in the Special Education Cluster Grant:

- 2018-001 It is possible that salaries charged to the grant are overstated or understated resulting in noncompliance of certain allowable cost requirements.
- 2018-002 Final Financial Reports, through the pass-through entity (DESE), were not submitted within 60 days of the grant submission period and date.

None of these were found to be significant enough to warrant any action.

Accept and file.

gb #9-11 - Administration (January 2, 2019)

To review the annual audit and agreed upon procedures on the Independent Accountant's Report on Applying Agreed Upon Procedures for Student Activity Fund Testing for fiscal years 2016, 2017, and 2018 prepared by CliftonLarsenAllen, LLP.

gb #9-11 (continued)

Mr. Allen stated that any Student Activity Accounts that have over \$25,000 need to be audited every three years with an internal audit being done in the off years. The Worcester Public Schools audits every year for the 11 secondary schools who have Student Activity Accounts to keep better reconciliation records.

Matthew Hunt, presented the findings on the application of Applying Agreed-Upon Procedures for Student Activity Fund Testing for the fiscal year 2016. He stated that each school provides its bank record reconciliations but the supported documentation for various receipts should clearly identify what the activity relates to and should be dated by each of the people who are responsible for preparing and reviewing them. The reconciliation should be done within 30 days of the month's end. He further stated that not only should the reconciliations be dated but they should have the person's initials or signatures on them to create an audit trail. If there is accumulated interest in an account, MASBO recommends that this money be put into a separate account and spent separately.

Mr. Allen stated that, in the past, the schools used Quicken to track their Student Activity Funds and Chromebooks do not support this program. The district is now using an online platform for Student Activity Funds. This helps to allow the district access to the schools' accounts and supports them with their account activities. Due to the many changes in the schools, training sessions will be provided next year to better assist with the Student Activity Account reconciliations.

Held for the 2017 and 2018 reports.

gb #9-12 - Administration (January 2, 2019)

To review the annual audit and agreed upon procedures on the Independent Accountants' Report on Applying Agreed Upon Procedures for the Department of Elementary and Secondary Education End of Year Financial Report for fiscal year 2017-18, prepared by Robert C. Alario, CPA, P.C.

Karen Spinelli, CPA who represented Spinelli Accountants and Advisors reported on the findings based on the End of Year Pupil and Financial Report and the Independent Accountants' Report on Applying Agreed-Upon Procedures for the Department of Elementary and Secondary Education End of Year Financial Report for fiscal year 2017-18. In the Special Report for the year which ended on June 30, 2018, Under the Summary of Procedures and Finding for Procedure 2, Finding 2, there was only one discrepancy relative to prepopulated data.

FILE

gb #7-364 - Mr. Monfredo (October 20, 2017)

Request that the Administration consider changing the pay scale for day-by-day substitutes in the Worcester Public Schools.

In the FY20 Budget, the Administration recommends a \$5 per day increase in the pay scale for day-by-day substitutes from \$70 to \$75 per day. The Administration also recommends an additional \$5 per day increases in FY21 and FY22 at a rate of \$80 and \$85 per day, respectively.

FILE

gb #8-233 - Administration (July 18, 2018)

To review the status of the FY19 Budget and make appropriate transfers as required.

Mr. Allen spoke to the status of the Third Quarter Report for the FY19 Budget.

It was moved to approve the following transfers:

<u>Amount</u>	<u>From Account</u>	<u>Account Title</u>	<u>To Account</u>	<u>Account Title</u>
\$50,000	50012-92000	Facilities OM	500152-93000	Facilities OM
\$115,000	500136-92000	Miscellaneous OM	500136-93000	Miscellaneous OM
\$62,680	500146-92000	Utilities	500146-93000	Utilities
\$45,000	540-91117	Transportation Salary	540-97203	Transportation Overtime

On a roll call of 2-0-1 (absent Miss McCullough), the motion was approved.

Held for the final year-end report.

The meeting adjourned at 12:30 p.m.

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