

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

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

on: **Thursday, December 7, 2023**

at: 5:00 p.m. Executive Session

5:30 p.m. Regular Session

in: Esther Howland Chamber, City Hall

virtual:

<https://worcesterschools.zoom.us/j/82746440670?pwd=dmp4TnIxYThBdnhkZWQ1bm1hMjFFZz09>

Also accessible by telephone, to dial in call: +1 301-715-8592 or +1 305-224-1968

ORDER OF BUSINESS

A. General Business Items taken in Executive Session

To conduct strategy sessions in preparation for negotiations with nonunion personnel and/or to conduct negotiations with nonunion personnel – Deputy Superintendent, Chief Operating Officer and Chief Financial Officer Brian E. Allen.

To conduct strategy sessions in preparation for negotiations with nonunion personnel and/or to conduct negotiations with nonunion personnel – Assistant Superintendent, Teaching and Learning Dr. Marie Morse.

To conduct strategy sessions in preparation for negotiations with nonunion personnel and/or to conduct negotiations with nonunion personnel – Administrative Clerk of the School Committee Elect Kristi Turgeon.

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 – American Arbitration Association No. 01-23-002-6196, Coordinator of School Nurses/Director of Nursing and Health Services and Worcester Public Schools.

B. Call to Order

C. Pledge of Allegiance/National Anthem

D. Roll Call

M. Student Advisory Committee Items

sa 3-3 Bitar

(November 29, 2023)

To provide proper funding and resources to organizations/clubs held after school that offer opportunities to students and allow them to become more involved in their school community. Additionally, to promote and urge students and staff to become active participants in said organizations/clubs.

E. Consent Agenda

i. Approval of Minutes
aor 3-26 Clerk

To consider approval of the Minutes for the School Committee meeting held on November 16, 2023.

To consider approval of the Minutes for the Special School Committee meeting held on November 13, 2023.

ii. Approval of Donations

To consider approval of a donation from Dario Diesel to the Diesel Program at the South High Community School in the amount of \$500.00.

To consider approval of a donation from Fidelity Charitable to the South High Community School's Girls Varsity Basketball program in the amount of \$1000.00.

To consider approval of a donation from CEC Entertainment, LLC to the students at Woodland Academy in the amount of \$271.68.

To consider approval of a donation from MCM Fundraising, LLC to the students at Woodland Academy in the amount of \$175.73.

iii. Notification of Personnel Records

The Superintendent has approved the personnel records provided in backup.

iv. Initial Filing of Individual Recognitions
Johnson

(November 27, 2023)

To set a date of December 21, 2023, to recognize the Worcester Vikings Youth Football Team for their success as Central Mass Super Bowl Champions, Massachusetts State Champions, and New England Regional Finalist.

McCullough

(November 12, 2023)

To send letters of congratulation to the Doherty field hockey team(players and coaches) on a successful season and for reaching the elite eight in the MIAA tournament.

McCullough

(November 13, 2023)

Send letters of congratulations to the WTHS cheerleading team for winning 2nd place at the MSAA state competition against 20 other teams in their division!

McCullough

(November 20, 2023)

Send letters of congratulations to the Burncoat High School Music students listed in the attached document.

McCullough

(November 23, 2023)

Send letters to Samantha Smith and Kaitlin Kelley to congratulate them for being named Hometown Heroes by WoMag.

- v. Notices of Interest to the District or to the Public

F. Item for Reconsideration**G. Held Item****H. Recognition**

To recognize Coach Meg Brunelle on her 200th career WPS Field Hockey win.

To recognize and congratulate Doherty Memorial High field hockey senior Hannah Murray concerning her 175+ scoring point record during her highschool career.

To recognize former Worcester School Committee member Jack Foley as the recipient of a Life Membership Award from the Massachusetts Association of School Committees.

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 Petitionc&p 3-13 Boankrah

(November 21, 2023)

To relate experience as a parent of a Worcester student to ensure the issue of bullying and harassment are handled in accordance with policy.

c&p 3-14 Doyle

(November 28, 2023)

Request that the school committee consider adopting a policy that addresses: the maximum number of children allowed to ride on an elementary school bus, the maximum number of children allowed to ride on a secondary school bus, the maximum number of students that can be assigned to a school bus route, and the number of elementary riders there might need to be reached to require a bus

monitor be assigned to a bus to assist the driver in keeping children safe.

K. Report of the Superintendent

ros 3-18 Administration

(December 7, 2023)

From Here, Anywhere... Together: Strategic Plan Update

L. Reports of the Standing Committees

ror 3-27 Clerk

(November 14, 2023)

To consider approval of the Minutes for the Teaching, Learning and Student Supports meeting held on November 14, 2023.

To consider approval of the Minutes for the Governance and Employee Issues meeting held on November 21, 2023.

To consider approval of the Minutes for the Governance and Employee Issues meeting held on November 28, 2023.

N. Approval of Grants and other Finance Items

To consider approval of the Connecting Activities Grant from the Department of Elementary and Secondary Education in the amount of \$145,043. The program is designed to provide school-to-career activities for youth enrolled in Worcester Public Schools (WPS). The MassHire Central Region Workforce Board is the lead applicant and provides WPS funding to support activities. Activities include internships, job shadowing, employer site visits, career speaker workshops and work-based learning opportunities.

To consider approval of the FY24 FC325 Targeted Assistance Grant from the Massachusetts Department of Elementary and Secondary Education in the amount of \$400,000.00. The purpose of this targeted grant program is to provide funding to select schools/districts to support priorities each district identifies as most pressing to facilitate school and district improvement.

To consider acceptance of the Care Coordination for Chronic Condition Management in Schools Planning Grant from the American Academy of Pediatrics in the amount of \$12,000.00.

To consider approval of the Computer Science Engagement Grant from DESE in the amount of \$16,858.00. The purpose of this grant is to support a collaborative process to choose a Digital Literacy and Computer Science curriculum for grades 7-8.

To consider approval of the STEM Week Mini Grant from the Central MA Ecosystem STEM Network in Partnership with WPI in the amount of \$400.00. The purpose of this grant is to provide high quality STEM lessons.

To consider approval of the Early College Full School Impact Grant from DESE in the

amount of \$374,892.00. The purpose of this grant is to provide significant support, planning and resources for high schools in designing and developing an impactful, large-scale full school immersive Early College program model.

To consider approval of a bus driver reimbursement to Nancy Dion for physical and license renewal in the amount of \$89.10.

To consider approval of a bus driver reimbursement to Amy Durecut for physical and license renewal in the amount of \$115.00.

To consider approval of a bus driver reimbursement to Jonhpi Santana Del Rosario for physical and license renewal in the amount of \$145.00.

To consider approval of a prior year payment to Juan Ayala for certificate renewal and annual physical from late June 2023 in the amount of \$125.00.

To consider approval of a prior year payment to Lissette Hernandez for certificate renewal and annual physical from late June 2023 in the amount of \$200.00.

To consider approval of a prior year payment to Elizabeth White for certificate renewal and annual physical from late June 2023 in the amount of \$87.50.

To consider approval of a prior year payment to Leivy Vega for an annual physical from late June 2023 in the amount of \$100.00.

To consider approval of a prior year payment to Early's on Park Ave in the amount of \$200.00 for May 2023 invoices that were just received.

O. General Business

gb 3-156.1 Clancey

(June 1, 2023)

Response from Administration on:

To consider renaming St. Casimir's to The Dr. Michael O'Neil Program at the Alternative School.

gb 3-227.1 Johnson

(September 27, 2023)

Response from Administration on:

To work with Claremont Academy School on a dedication, scholarship, or memorial in the name of Allen Jenkins.

gb 3-243.1 Mailman

(November 4, 2023)

Response from Administration on:

Request the Administration report, generally, how it responds to concerns of a student alleging abuse or about whom a MGL Ch 119 s51a report is filed.

gb 3-248 McCullough

(November 12, 2023)

To create a separate Worcester Public Schools Athletics social media page for Facebook and Twitter that is managed by the Athletics Department in conjunction with the Communications Department that provides season schedules as well as weekly and daily updates regarding schedules, games, results stats, etc.

gb 3-255 Johnson

(November 28, 2023)

To discuss creating a Worcester public schools athletic social media page (s) to inform students and parents of sports related schedules, games, and scores.

gb 3-251 McCullough

(November 21, 2023)

To update policy IMD to include the following language: School Committee Members shall be drawn at random to speak at the High School Graduations. Members may request exchanges with other members based on circumstances that may arise if the other member is able to switch. Graduation speeches should be no more than 3 minutes in length. School Committee Members will be drawn at random to attend middle school promotion ceremonies, if they are available. There is no speaking portion at middle school promotion ceremonies for School Committee Members.

gb 3-253 Administration

(November 27, 2023)

To provide an update to the School Committee about the Doherty Biomedical Academy program.

gb 3-254 O'Connell Novick

(November 27, 2023)

To consider the attached updates to Worcester Public Schools policy section D.

gb 3-256 O'Connell Novick

(November 28, 2023)

To end the addition of artificial turf fields on Worcester Public Schools property.

gb 3-257 O'Connell Novick

(November 28, 2023)

To submit testimony in opposition to the Department of Elementary and Secondary Education's proposed increase in weight in the state accountability system for chronic absenteeism at the Board of Elementary and Secondary Education's December meeting.

gb 3-258 O'Connell Novick

(November 28, 2023)

To request that a Foundation Budget Review Commission be enacted as part of the FY25 budget, for a report due before filing of the FY26 budget.

gb 3-259 Kamara

(November 29, 2023)

To develop a policy around culture and belonging for students, families, and educators.

gb 3-260 Kamara

(November 29, 2023)

To display 5 years to present data trends from "referrals" to law enforcement where students are reported to police but not arrested. Separate data to include elementary, middle, and high school and include data from 5 years until now.

gb 3-261 Kamara

(November 29, 2023)

To produce a report on "referrals" to law enforcement where students were reported to law enforcement but not arrested that was then referred to a WPS counseling staff (Adjustment Counselors, Dean of Students, internal or external therapist) for support per our new Mental Health and Wellness Plan. Describe any progress of adjustment in student behavior after 3-6 months of support/treatment and what level of support was administered.

gb 3-262 Kamara

(November 29, 2023)

To share any discussion on Worcester's evaluation of our gifted program and what plans are in place to develop a fully functional program for gifted students.

gb 3-263 Administration

(November 29, 2023)

To authorize the Administration to enter into a lease agreement for up to five years for computers.

gb 3-264 Administration

(November 29, 2023)

To vote to execute an Amendment to the Contract for Employment between the Worcester School Committee and Brian E. Allen for the position of Deputy Superintendent, Chief Operating Officer and Chief Financial Officer.

gb 3-265 Administration

(November 29, 2023)

To vote to execute an Amendment to the Contract for Employment between the Worcester School Committee and Dr. Marie Morse for the position of Assistant Superintendent, Teaching and Learning.

gb 3-266 Administration

(November 29, 2023)

To vote to execute the Contract for Employment between the Worcester School Committee and Kristi Turgeon for the position of Administrative Clerk of the School Committee.

gb 3-267 Administration

(November 29, 2023)

To consider and authorize the establishment of the position of Assistant Superintendent for Personnel, Engagement, and Equity.

gb 3-268 Administration

(November 29, 2023)

To appoint Dr. Yeu Kue to the position of Assistant Superintendent for Personnel, Engagement, and Equity, subject to contract negotiations.

P. Announcements

Standing Committee Meeting Dates:

Teaching, Learning and Student Supports:

- December 12, 2023 at 5:00 p.m. in Room 410, Durkin Administration Building

Finance and Operations:

- December 19, 2023 at 5:30 p.m. in Room 410, Durkin Administration Building

Governance and Employee Issues:

- December 20, 2023 at 4:00 p.m. in Room 410, Durkin Administration Building

Inaugural Exercises:

- January 2, 2024, 5:30 p.m., South High School auditorium, 170 Apricot St.

Q. Adjournment

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

M. Student Advisory Committee
Maryjane Bitar
(November 29, 2023)

ITEM: SA 3-3
S.C. MEETING: 12-07-23

ITEM:

To provide proper funding and resources to organizations/clubs held after school that offer opportunities to students and allow them to become more involved in their school community. Additionally, to promote and urge students and staff to become active participants in said organizations/clubs.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Finance and Operations

E. Approval of Minutes
Clerk
(December 7, 2023)

ITEM: aor 3-26
S.C. MEETING: 12-07-23

ITEM:

To consider approval of the Minutes for the School Committee meeting held on November 16, 2023.

To consider approval of the Minutes for the Special School Committee meeting held on November 13, 2023.

PRIOR ACTION:

BACKUP:

Annex A (6 pages) contains the Minutes of the meeting held on November 16, 2023.

Annex B (1 page) contains the Minutes of the Special School Committee meeting held on November 13, 2023.

RECOMMENDATION OF MAKER:

File.

RECOMMENDATION OF THE ADMINISTRATION:

File.

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

The School Committee held a meeting on November 16, 2023 in the Esther Howland Chamber in City Hall. The meeting was called to order at 5:02 p.m. by Mayor Petty. There were present: Member Clancey, Member Mailman, Member McCullough, Mayor Petty and Member O'Connell Novick.

The Mayor made a motion at 5:07 p.m. to recess and move into Executive Session.

On a roll call of 7-0, the motion was approved at 5:07 p.m.

At 5:50 p.m. the roll call to convene in open session was approved.

There were present: Member Clancey, Member Kamara, Member Mailman, Member McCullough, Member O'Connell Novick and Mayor Petty.

Consent Agenda

The Mayor made a motion to accept all Consent Agenda items.

On a roll call of 6-0 (absent Member Kamara), the consent agenda was approved.

Recognition

To recognize Union Hill students Dafne Morales and Jarielisse Rivera.

Officer Rebecka Mailea introduced Dafne Morales and Jarielisse Rivera. She explained that the students were able to help a woman in need of medical assistance by calling 911 and stated that without their assistance the woman would not have received the help she needed.

Jarielisse Rivera stated that they learned how to help in these situations from Officer Mailea. Dafne Morales added that Officer Mailea went to their school the day before the incident and that is how they learned what to do in an emergency situation.

Public Petition

c&p 3-12 Addo Bamfo, Waiganjo, Mireku, Koranteng, Acquaye, Ashcraft, Antwi
 (November 7, 2023)

To request approval and funds to refurbish and reopen a student bathroom at Burncoat Middle School to reduce the amount of loss of time on learning.

Member Kamara joined the meeting at 5:58 p.m.

Nana Addo Bamfo explained that this issue was addressed by students during an after school project-based program. He listed the following goals of the project: bring awareness to the need for updated bathroom facilities in Burncoat Middle School as well as additional bathrooms and the need for revitalization of the current bathrooms.

Cadrien Antwi and Caitlyn Ashcraft reviewed a proposed budget for a bathroom renovation project for the current bathrooms. They noted the two additional bathrooms that are being used for storage spaces could be renovated to allow students to spend less time in a bathroom line. Jayson Koranteng noted that while some of the bathroom features in these storage spaces are functioning, there is work needed to get them in working order and up to code. Duke Acquaye, Emmanuel Mireku and Eric Waiganjo were also present for the petition.

Dr. Monarrez thanked the students for their presentation, their research and dedication to their school, and their professionalism. She reassured them that they will work to address this issue.

Mayor Petty made a motion to refer the item to Finance and Operations.

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

gb 3-185.8 O'Connell Novick

(July 12, 2023)

To consider the reorganization of the support staff assigned to the School Committee, to include establishment of a full-time Clerk of the School Committee whose sole responsibilities shall involve work directly related to the operation of the School Committee and the conduct of its business.

To consider and interview Emanuela Abbascia, Kate Benoit and Kristi Turgeon for the position of Clerk of the School Committee.

To elect the new Clerk of the School Committee.

Emanuela Abbascia interviewed first beginning at 6:10 p.m.

Emanuela Abbascia spoke about her time working for the District Attorney's Office and how the skills she learned there would be well suited for the Clerk position. The skills she mentioned included transcription, organization, time management, working with diverse populations and complex and confidential information. She stated that she speaks five languages and has been a long time Worcester resident with her own children in the Worcester School system which would make her an asset to this position when speaking with community members of different backgrounds. She stated that although she does not have experience specific to the School Committee, her past work experience, education and organizational skills make her an ideal candidate for this position. She emphasized that should be a support to School Committee members and ensure that the public gets their voice heard.

Kate Benoit interviewed next beginning at 6:20 p.m.

Kate Benoit emphasized the importance of transparency, openness and organization. She stated that her education and work experience are based in effective communication, history and education policy and leadership. The skills she's gained from her continuing education and work experience include excellent written and verbal communication, providing information to diverse communities in accessible and equitable ways and implementing new content management systems which are necessary for this Clerk position. She added that some of her goals would be to help improve communications from the School Committee to the community at large, provide support to committee members and bring organization to the Office of the Clerk.

Kristi Turgeon interviewed last beginning at 6:55 p.m.

Kristi Turgeon stated that she has five years of experience working as an Assistant to the

Superintendent and a School Committee Secretary in her previous role. She added that because of this experience, she would be able to come into this position with minimal training and begin working very quickly. She shared her familiarity with Open Meeting Laws, the Massachusetts Association of School Committees, agenda management and timelines for maintaining an organized and efficient School Committee Office. She stated that she would have no trouble implementing a new management system and that she would be a resource for committee members to help make these systems as efficient as possible.

At the conclusion of the three interviews, the Mayor thanked the applicants for their interest in the job of Administrative Clerk of the School Committee. He then instructed the members of the Committee that the Interim Clerk would call the roll at which time they would each signify their choice. If, after the first roll call, no candidate garnered a majority, the candidate with the fewest votes would be eliminated for the second roll call.

The following votes were recorded on the first roll call:

Member Clancey voted for Kristi Turgeon.
 Member Johnson voted for Kate Benoit.
 Member Kamara voted for Kate Benoit.
 Member Mailman voted for Kristi Turgeon.
 Member McCullough voted for Kristi Turgeon.
 Member O'Connell Novick voted for Kristi Turgeon.
 Mayor Petty voted for Kristi Turgeon.

Kristi Turgeon was elected Administrative Clerk of the School Committee on a roll call vote.

The Mayor asked the Interim Clerk to inform the candidates of the results of the roll call.

Member Clancey made a motion to suspend the rules to reconsider the vote. *On a roll call of 6-0 (Absent Mailman), the motion to suspend the rules was approved.*

The Mayor then called for a roll call on the Motion to reconsider. On a roll call of 0-7, that motion was approved.

Member Kamara made a motion to request the Administration to fill the third position in the School Committee Office, which is currently vacant. Member O'Connell Novick requested to amend that motion to have the position filled after the new Clerk is employed. Member Kamara agreed to the amendment.

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

ros 3-17 Administration

(November 16, 2023)

From Here, Anywhere... Together: School Safety Audit Report and Implementation Plan

Deputy Superintendent Brian Allen and Dr. Matthew Morse, Director of School Safety, introduced project personnel from Guidepost: Angela Osborne, Associate VP and Morgan Hassler, from Law Enforcement SME.

Ms. Osborne reviewed the presentation in detail, prioritizing areas for recommended improvements across the district.

The Mayor asked the consultants where Worcester ranks nationwide in school safety. Ms. Osborne responded that door locks and access controls jump out as an issue but overall for a large district with older buildings, Worcester is comparable to other districts.

Member McCullough asked if multiple doors at school buildings is the problem. Mr. Allen responded that they will work to improve exterior doors and then move onto interior doors.

Member McCullough asked if drop-off and pick-up lines were observed by the consultant group. Ms. Osborne responded in the affirmative.

Member McCullough then asked about classroom door locks and what is happening with improving them? Mr. Allen responded that they are consulting with Worcester Police and Fire in considering purchases. They are conducting modeling at various school facilities.

Member Mailman asked what data the School Committee could expect to receive given its sensitive nature.

Mr. Allen responded that reports on school safety can be folded into the quarterly reports on facilities and maintenance in the Finance and Operations Standing Committee to keep the committee aware of the progress being made.

Member O'Connell Novick stated her appreciation for the comprehensiveness of this report. She echoed Member Mailman's statement about the funding for these projects.

Member Kamara spoke about parent concerns and community concerns regarding access through the perimeter of school grounds. Ms. Osborne confirmed that they made observations about perimeter fencing.

Member Johnson stated that he looked forward to the findings evolving over time.

On a voice vote, the item was referred to Finance and Operations.

Approval of Grants and other Finance Items

Member Johnson requested to know how many students are in the MassGrad Promising Practices Grant as well as the process for selecting these schools. Dr. Sippel responded that student populations at North, South and Burncoat High School currently participate and that this is the third year that these grant funds were being utilized.

Mayor Petty made a motion to approve the Grants and Other Finance Items collectively.
On a roll call off 7-0, Grants and Other Finance Items were approved.

gb 3-185.8 O'Connell Novick (July 12, 2023)

The Mayor made a Motion to request that the Finance and Operations Committee meet to develop with Dr. Kue an employment contract to negotiate with School Committee Clerk-Elect Kristi Turgeon.

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

The following items were considered together:

c&p 3-8 Public Petition

(July 19, 2023)

Response from Administration:

To request the School Committee discuss the replacement of Columbus Day with Indigenous People's Day effective the 2023-2024 school year.

gb 3-193 Kamara

(August 2, 2023)

Response from Administration:

To consider editing the WPS calendar on October 9th to read as Indigenous People's Day to correspond with local observance seen on the City's Human Rights Observances calendar.

Member Kamara requested that her item, gb-3-193 not be sent to committee as recommended. Mayor Petty responded that, based on the recommendation of the Administration, he advised members of the community not to appear to speak this evening, and instead wait to speak before the Standing Committee.

On a roll call of 4-3 (Kamara, Mailman and O'Connell-Novick in opposition), the referral to the Standing Committee on Governance and Employee Issues was approved.

gb 3-235.1 Clerk

(October 10, 2023)

Request to consider approval of the proposed schedule of School Committee meeting dates for the calendar year 2024.

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

gb 3-242 McCullough

(October 27, 2023)

Request an update from Administration regarding after-school programming at the elementary level throughout the district and plans for growth and expansion.

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

gb 3-243 Mailman

(November 4, 2023)

Request the Administration report, generally, how it responds to the concerns of a student alleging abuse or about whom a MGL Ch 119, s51a report is filed.

On a roll call of 7-0, the item was referred to the Administration.

Member Mailman stated how shocked she was that information reported in the media that took place years ago were not handled well.

Member Kamara requested to know about bullying and what is happening regarding bullying and sexual abuse.

The item and the two motions were referred to the Administration.

Member O'Connell Novick suggested that the policy be referred to the Standing Committee on Governance and Employee Issues for updating.

On a roll call vote of 7-0, the items and motions were referred as requested.

gb 3-244 Mailman

(November 4, 2023)

Request that a policy revision be considered so that volunteers for book drives or similar events are held to the same high standard as are parents are who volunteers at our school.

Member McCullough requested to amend the item so as to institute a system-wide training program for volunteers. Member Mailman accepted the amendment to her item.

On a roll call of 7-0, the item was referred to the Standing Committee on Governance and Employee Issues as amended.

gb 3-245 Administration

(October 25, 2023)

To consider the approval of naming the basket court at Union Hill Elementary School after Dr. Marie Morse.

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

gb 3-246 Administration

(November 8, 2023)

To consider approval of the updated job descriptions.

The Superintendent briefly explained the reasons and implications for this request.

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

On a roll call of 7-0, the meeting adjourned at 8:30 p.m.

CLERK OF THE SCHOOL COMMITTEE
 WORCESTER PUBLIC SCHOOLS
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The School Committee held a Special Meeting on November 13, 2023 in Room 410, Durkin Administration Building. The meeting was called to order at 5:01 p.m. by Mayor Petty. There were present Member Johnson, Member Mailman and Member McCullough. Member McCullough attended remotely. Member Kamara arrived remotely at 5:05 p.m. and left the meeting at 5:07 p.m.

aor 3-24 Clerk

(November 13, 2023)

To consider approval of the Minutes for the Governance and Employee Issues meeting held on October 24, 2023.

To consider approval of the Minutes for the Governance and Employee Issues meeting held on October 26, 2023. Further, to consider and interview finalists for the position of Clerk of the School Committee at the School Committee meeting of November 16, 2023 at 5:30 p.m. in the Esther Howland Chamber, City Hall.

Mayor Petty recognized Member McCullough as Vice-Chairperson of the Governance and Employee Issues committee to read the minutes from the October 24 and October 26 meetings.

Member McCullough reported that the committee had interviewed six applicants in executive session meetings, and, on roll call votes, selected to recommend three of them as finalists for the consideration of the full School Committee. They are Kate Benoit who is employed as a communications specialist in the Barrington, RI public schools, Emanuela Abbascia who is currently employed as a case counselor at MassHire and Kristi Turgeon who is employed as executive assistant to the senior vice president of UMass Memorial Health Care. She noted that all three applications are included in the back-up.

On a roll call of 5-0 (Clancey, Kamara absent), the reports of the Governance and Employees Issues committee were accepted.

Member O'Connell Novick asked either the Chair or the Clerk to explain the grid of questions provided in the back-up. The Clerk noted that redundant questions were removed and supplanted with others that have been incorporated as part of the posted agenda for the November 16th meeting. The Mayor stated that questions asked of one candidate in the interviews must be asked of all of them.

On a roll call of 5-0, (Clancey, Kamara absent) the committee adjourned at 5:09 p.m.

E. Consent Agenda - Personnel Records
Administration
(November 29, 2023)

S.C. MEETING: 12-07-23

ITEM:

The Superintendent has approved the personnel records provided in backup.

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains the list of approved Personnel Records.

RECOMMENDATION OF MAKER:

To approve.

RECOMMENDATION OF THE ADMINISTRATION:

To approve.

Personnel Records

The Superintendent has APPROVED the APPOINTMENTS of the persons named below:

Teachers:

Babineau, Katie, Teacher, Systemwide, Physical Education, Health, 11/29/23
 Burke, Sean, Teacher, Systemwide, Health, 11/20/23
 Colon, Styven, Teacher, Worcester Technical High, Vocational Education, 11/27/23
 Johnson, Jason, Teacher, Fanning Building, Safety Center, 11/20/23
 Lozada, Mikayla, Teacher, Thorndyke Road, Elementary, 11/27/23
 Powaza, Kareen, Teacher, Worcester Technical High, Vocational Education, Allied Health-74, 11/27/23

Non-Instructional Staff:

Adhami, Blerina, Paraeducator, Tatnuck Magnet, Instructional Asst, Kindergarten, 11/28/23
 Bercovitz, Madeline, Speech & Language, Roosevelt, Therapy Asst, 11/20/23
 Dawood, Lamyaa, Paraeducator, Vernon Hill, Instructional Asst, Special Education, 11/20/23
 Elliott-Rodriguez, Jenna, Paraeducator, Systemwide, Instructional Asst, Special Education, 11/27/23
 Lindberg, Alissa, Paraeducator, Systemwide, Special Education, 11/20/23
 Ramstrom, Veronica, Paraeducator, West Tatnuck, Instructional Asst, Special Education, 11/27/23
 Vazquez, Martha, EPL Tester, Parent Information Center, Parent Liaison, English Language Learners, 11/27/23
 Waskiewicz, Bryanna, Paraeducator, Systemwide, Instructional Asst, Special Education, 11/27/23

The Superintendent has APPROVED the RESIGNATIONS and RETIREMENTS of the persons named below:

Farrington, Nichole, Vernon Hill, School Adjustment Counselor, 11/10/23
 Ronan, Kristen, Systemwide, School Psychologist, Psychologists, 11/21/23
 Maslen, Victoria, Canterbury Street, Teacher, Special Education, 11/13/23
 Notaro, David, South High School, Teacher, Mathematics, 11/16/23
 Corazzini, Margaret, Norrback Avenue, Teacher, Special Education, 11/21/23
 Adjeman, Erica, Doherty High School, Teacher, Other, 11/10/23

- E. Initial Filing of Individual Recognitions
Johnson
(November 27, 2023)

MEETING: 12-7-23

ITEM:

To set a date of December 21, 2023, to recognize the Worcester Vikings Youth Football Team for their success as Central Mass Super Bowl Champions, Massachusetts State Champions, and New England Regional Finalist.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

To set a date of 12/21/23

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

E. Initial Filing of Individual Recognitions
McCullough
(November 12, 2023)

S.C. MEETING: 12-07-23

ITEM:

To send letters of congratulation to the Doherty field hockey team(players and coaches) on a successful season and for reaching the elite eight in the MIAA tournament.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Send letters.

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

E. Initial Filing of Individual Recognitions
McCullough
(November 13, 2023)

S.C. MEETING: 12-07-23

ITEM:

Send letters of congratulations to the WTHS cheerleading team for winning 2nd place at the MSAA state competition against 20 other teams in their division!

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Send letters

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

E. Initial Filing of Individual Recognitions
McCullough
(November 20, 2023)

S.C. MEETING: 12-07-23

ITEM:

Send letters of congratulations to the Burncoat High School Music students listed in the attached document.

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains the names of the Burncoat High School Music Students.

RECOMMENDATION OF MAKER:

Send letters

RECOMMENDATION OF THE ADMINISTRATION:

Concurs



Congratulations!

Burncoat High School Music 2023 Senior Central Districts Festival Acceptances:

Gianna DiPietro, Clarinet
Elizabeth Garcia, Soprano
Rachel Jackson, Soprano
Abigail Jones, Violin

Hilda Kamanu, Soprano
Natalie Osei, French Horn
Thimjos Richards, Cello
Zoey Sullivan, Soprano

Accepted with an All-State Recommendation:

Nevaeh Agyeman Duah, Soprano
Mickey Bonsu, Viola
Jayden Bordes, Bass
Marcus Dascelin, Bass
Roxanna Devlin, Alto
Mauricio Gomes, Flute/Piccolo
Emersynne Jones, Euphonium

Jack King, Bass
Daniel Parke, Bass
Ellie Price, Bassoon
Anna Ryan, Trumpet
William Ryan, Violin
Ryan Sousa, String Bass

E. Initial Filing of Individual Recognitions
McCullough
(November 23, 2023)

S.C. MEETING: 12-07-23

ITEM:

Send letters to Samantha Smith and Kaitlin Kelley to congratulate them for being named Hometown Heroes by WoMag.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Send letters

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

H. Recognitions
McCullough
(October 12, 2023)

MEETING: 12-07-23

ITEM:

To recognize Coach Meg Brunelle on her 200th career WPS Field Hockey win.

PRIOR ACTION:

11-02-23: The School Committee approved the Initial Filing of the recognition.

BACKUP:

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve

H. Recognitions
McCullough
(November 6, 2023)

MEETING: 12-07-23

ITEM:

To recognize and congratulate Doherty Memorial High field hockey senior Hannah Murray concerning her 175+ scoring point record during her highschool career.

PRIOR ACTION:

11-16-23: The School Committee approved the Initial Filing of the recognition.

BACKUP:

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve

H. Recognitions
O'Connell Novick
(November 9, 2023)

MEETING: 12-07-23

ITEM:

To recognize former Worcester School Committee member Jack Foley as the recipient of a Life Membership Award from the Massachusetts Association of School Committees.

PRIOR ACTION:

11-16-23: The School Committee approved the Initial Filing of the recognition.

BACKUP:

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve

J. Public Petition
Boankrah
(November 21, 2023)

ITEM: c&p 3-13
S.C. MEETING: 12-07-23

ITEM:

To relate experience as a parent of a Worcester student to ensure the issue of bullying and harassment are handled in accordance with policy.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Governance and Employee Issues

J. Public Petition
Doyle
(November 28, 2023)

ITEM: c&p 3-14
S.C. MEETING: 12-07-23

ITEM:

Request that the school committee consider adopting a policy that addresses: the maximum number of children allowed to ride on an elementary school bus, the maximum number of children allowed to ride on a secondary school bus, the maximum number of students that can be assigned to a school bus route, and the number of elementary riders there might need to be reached to require a bus monitor be assigned to a bus to assist the driver in keeping children safe.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:
Refer to Finance and Operations

K. Report of the Superintendent
Administration
(December 7, 2023)

ITEM: ros 3-18
S.C. MEETING: 12-07-23

ITEM:

From Here, Anywhere... Together: Strategic Plan Update

PRIOR ACTION:

BACKUP:

Annex A (32 pages) contains the Strategic Plan 2023-2028.

RECOMMENDATION OF MAKER:

To accept and file

RECOMMENDATION OF THE ADMINISTRATION:

To accept and file

2023-2028



WORCESTER PUBLIC SCHOOLS

STRATEGIC PLAN

Our Promise to the Future



WORCESTER
PUBLIC SCHOOLS

SUPERINTENDENT'S MESSAGE

Rachel H. Monárrez, PhD

Welcome to the Worcester Public Schools (WPS) Strategic Plan: Our Promise to the Future!

The WPS Promise was developed through an extensive listening and learning process. The WPS Promise is a roadmap that aligns our collective shared aspirations for the youth of Worcester. Our focus on fostering future-ready skills, embracing technological advancements, and cultivating a culture of lifelong learning underscores our dedication to preparing all scholars for academic success and for the dynamic challenges of the world beyond the classroom walls. Moreover, the plan places a paramount emphasis on access, opportunity and equity, acknowledging and addressing the unique needs of all our youth. The WPS Promise represents our collective dedication to educational excellence, innovation, and the unwavering belief that every child in our district deserves the opportunity to thrive. Together, we have laid the foundation for a future where our scholars can excel, lead, and contribute meaningfully to the global community.

From here, anywhere...together!

Rachel H. Monárrez

Rachel H. Monárrez, PhD

From Here, Anywhere...

Together

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School Committee Members

Mayor Joseph M. Petty, Chair

Laura B. Clancey
 Susan Mailman
 Jermaine Johnson

Molly O. McCullough
 Jermoh Kamara
 Tracy O'Connell Novick



Superintendent

Rachel H. Monárrez, PhD

20 Irving Street
 Worcester, MA 01609



**CURIOUS
LEARNER**



**EFFECTIVE
COMMUNICATOR**



**EMPOWERED
INDIVIDUAL**



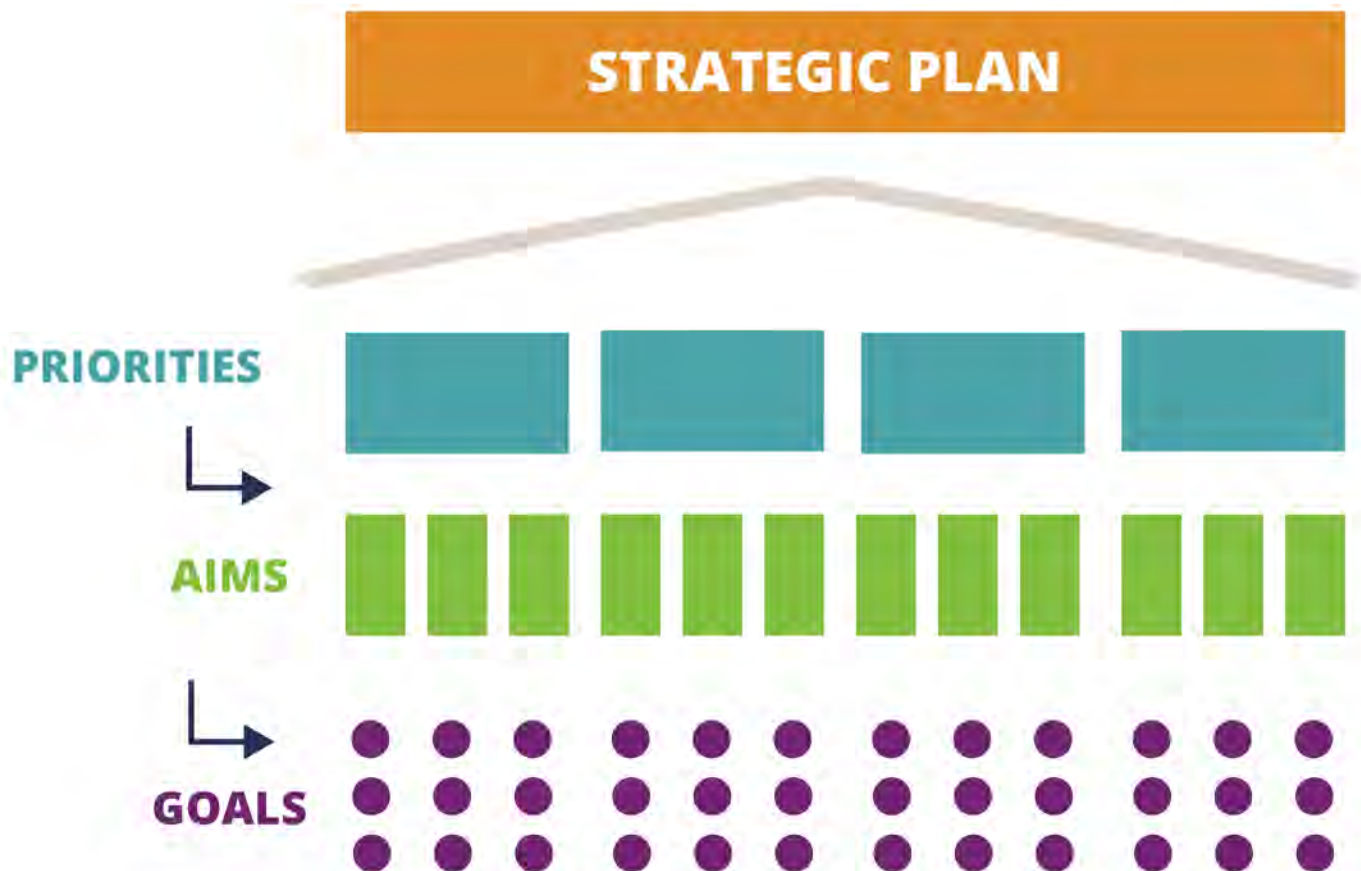
**PROBLEM
SOLVER**



**ENGAGED
COMMUNITY
MEMBER**

THE STRATEGIC PLAN STRUCTURE

Our strategic plan follows a structured framework comprising aims, specific goals under each aim, and key performance indicators (KPIs) for each goal. The aims encapsulate our core aspirations, while the goals offer clear, attainable milestones. KPIs provide measurable benchmarks to track our progress, ensuring transparency and accountability. Annual implementation goals will be developed as the district's operational plan achieves these aims. This concise structure facilitates focused and comprehensive improvement across various aspects of our educational landscape, guiding our journey toward excellence.



THE STRATEGIC PLAN PROCESS



Over the past year, we heard from the entire community— through surveys and committee meetings,—that our strategic planning priorities revolve around authentic learning and innovative programming for students that takes place within a caring, equitable learning community.



With Hanover Research, we administered a strategic priorities survey and conducted data analysis to understand our areas of success and areas of growth. The data suggested that that we focus on equitable educational opportunities for all students from Pre-K through Grade 12, expand family and community engagement opportunities, strengthen school-related environments where everyone feels valued, safe and they belong, invest in our employees and our facilities, and focus on mental and physical health of students, staff, and caregivers.



Secondary research studies have also guided our process for developing this strategic framework. We have looked at best practices and peer benchmarks to identify key priorities and aims aligned with our community, and goals and metrics aligned to standards of practice.



VISION

Worcester Public Schools will be a national leader in education, offering high-quality learning experiences, ensuring all students are prepared to thrive, and equipping them to become engaged citizens in the community.



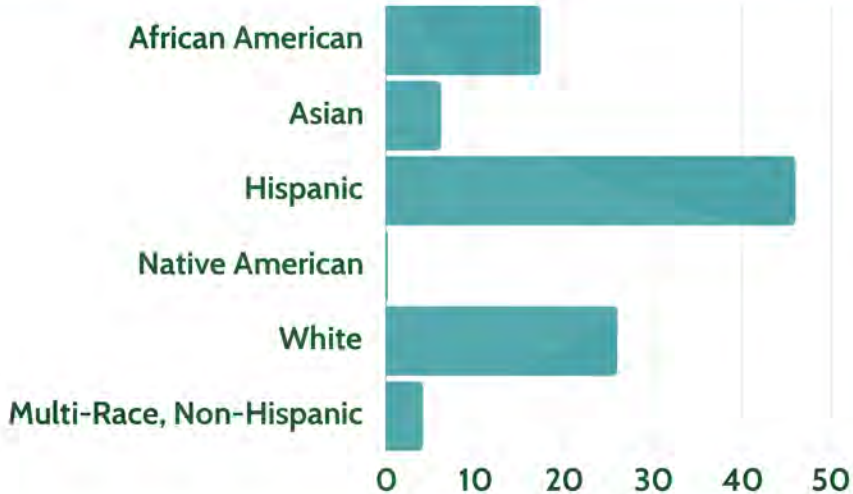
MISSION

Our mission is to provide all students the opportunity to advance their scholarship with a rigorous core curriculum and high-quality instruction. This enables students to discover the expanse of their academic talents, shape the quality of their character, and develop the confidence to become conscientious, reflective citizens who are empowered to better our community and our world.

**New Vision, Mission and Core Values are in progress*

DISTRICT DATA REVIEW


24,980
scholars



Massachusetts Department of Elementary and Secondary Education (2023). Enrollment data.

First Language
Not English



14,578

Low Income



17,630

English
Learners



7,599

Students with
Disabilities



5,494

Massachusetts Department of Elementary and Secondary Education (2023). Enrollment data.

OVERVIEW OF DISTRICT KEY PRIORITIES



**Equitable Resources
& Educational Programs
(EQ)**



**Family & Community
Engagement
(FC)**



**Culture
& Climate
(CC)**



**Acquire & Retain
Talent
(AT)**



**Health
& Wellness
(HW)**



**Modernized & Safe
Facilities
(MF)**



KEY PRIORITY

EQUITABLE RESOURCES & EDUCATIONAL PROGRAMS


Worcester Public Schools is committed to developing an equitable, systematic approach to educational programming that delivers high-quality instruction, that equips all students with essential skills, and that opens doors to expanded opportunities for engagement and learning from Pre-K through grade 12.

KEY PRIORITY

EQUITABLE RESOURCES & EDUCATIONAL PROGRAMS




GOAL EQ 1

 EQ 1. By the end of the 2027-28 school year, schools will implement the WPS Instructional Framework.

KEY PERFORMANCE INDICATORS

- EQ 1.1. Percentage of leaders and educators agreeing that they understand how to use (i.e.: application/put into practice) the instructional framework
- EQ 1.2. Percentage of educators planning lessons utilizing the instructional framework
- EQ 1.3. Percentage of classrooms in each school demonstrating the use of the instructional framework, including four WPS dimensions of instructional practices


GOAL EQ 2

 EQ 2. By the end of the 2027-28 school year, schools will narrow the opportunity gap for the historically underserved.

KEY PERFORMANCE INDICATORS

- EQ 2.1. Percentage of students reporting rigorous and culturally responsive instruction
- EQ 2.2. Percentage of 3rd, 5th, and 8th grade Hispanic/Latino students, English Learners, and students with disabilities will be at/above benchmark [meet/exceed] in reading and math

GOAL EQ 3

 EQ 3. By the end of the 2027-28 school year, schools will increase the percentage of students meeting grade-level expectations.

KEY PERFORMANCE INDICATORS

- EQ 3.1. Percentage of 3rd, 5th, and 8th graders at/above benchmark [meet/exceed] in reading and math
- EQ 3.2. Percentage of English Language Learners (ELLs) meeting their annual progress towards English Language Proficiency target

AIM 1


Enhance and provide equitable and consistent learning experiences to prepare scholars for lifelong success (PreK-12).

KEY PRIORITY

EQUITABLE RESOURCES & EDUCATIONAL PROGRAMS




GOAL EQ 4

 EQ 4. By the end of the 2027-28 school year, increase the number of advanced coursework/program opportunities for high school students.

KEY PERFORMANCE INDICATORS

- EQ 4.1. Number of students completing career and technical education coursework and pathway programs
- EQ 4.2. Number of seats available for advanced coursework and Chapter 74 courses
- EQ 4.3. Number of students participating in advanced coursework- including AP, Dual Enrollment, etc
- EQ 4.4. Number of students participating in co-curricular and enrichment programs


GOAL EQ 5

 EQ 5. By the end of the 2027-28 school year, increase the number of pathway-related exploratory opportunities or learning experiences for middle school students.

KEY PERFORMANCE INDICATORS

- EQ 5.1. Number of students participating in co-curricular and enrichment programs in middle schools
- EQ 5.2. Number of students participating in exploratory opportunities

GOAL EQ 6

 EQ 6. By the end of the 2027-28 school year, increase readiness at targeted grade levels.

KEY PERFORMANCE INDICATORS

- EQ 6.1. Increase the number of students participating in pre-kindergarten programs
- EQ 6.2. Percentage of students entering K, 3, 5, 7, and 9 on grade level


AIM 2

Expand opportunities for College and Career Readiness (CCR) for all learners (PreK-12+) to ensure scholars can exercise agency in determining their educational path.

KEY PRIORITY

EQUITABLE RESOURCES & EDUCATIONAL PROGRAMS

GOAL EQ 7

 EQ7. By the end of the 2027-28 school year, all schools will implement the WPS Vision of a Learner.

KEY PERFORMANCE INDICATORS

- EQ 7.1. Percentage of principals are confident in their understanding of how to support teachers in implementing the Vision of a Learner
- EQ7.2. Percentage of educators are confident in their understanding and ability to put the Vision of a Learner into practice
- EQ 7.3. Percentage of educators planning lessons that integrate the skills and dispositions of the Vision of a Learner
- EQ 7.4. Number of students participating in performance assessments at Vision of a Learner defined milestones
- EQ 7.5. Number of “Spark” trained teachers

AIM 3

Grow and create equitable future-ready learning environments and opportunities to ensure our scholars are prepared for the evolving world.





KEY PRIORITY

FAMILY & COMMUNITY ENGAGEMENT

Worcester Public Schools is committed to fostering authentic, effective, consistent, and inclusive two-way communication and engagement among families, schools, and the community. The more engaged we are with one another, the better the outcomes for our scholars.




KEY PRIORITY

FAMILY & COMMUNITY ENGAGEMENT




AIM 1

Strengthen relationships with caregivers to maximize student achievement and growth.

GOAL FC 1

 FC 1. By the end of the 2027-28 school year, schools will fully implement the WPS Family and Community Engagement Framework to ensure all families feel welcomed, included, and have a sense of belonging in their school community.


KEY PERFORMANCE INDICATORS

-  FC 1.1. Number of parents/caregivers participating in and attending school events: PTO, Site Council, and Family Engagement Groups, Know Your School night
-  FC 1.2. Number of parents/caregivers participating in parent-teacher conferences
-  FC 1.3. Number of parents reporting they feel connected and feel welcomed in schools




AIM 2

Grow a culture that ensures all scholars, families, and staff feel empowered to engage authentically in the educational process.

GOAL FC 2

 FC 2. By the end of the 2027-28 school year, schools and the district offices will improve two-way communication to help families in understand expectations, in track student progress, and in seeking support for their children.

KEY PERFORMANCE INDICATORS


-  FC 2.1. Number of direct messages between schools and parent/caregivers in the district communication platform
-  FC 2.2. Percentage of parents who have download the district communication app and the student information parent portal app
-  FC 2.3. Percentage of educators meeting proficiency in the Family & Community Engagement standard of the state's evaluation rubric





KEY PRIORITY

FAMILY & COMMUNITY ENGAGEMENT

GOAL FC 3

-  By the end of the 2027-28 school year, schools and families will have equitable access to resources, services, and programs through community partners, regardless of their school or home zip code.

KEY PERFORMANCE INDICATORS

-  FC 3.1. Percentage increase in the number of Memorandum of Understandings between schools and community partners
-  FC 3.2. Equitable distribution of community partnership resources by need

AIM 3

Leverage community partnerships to provide equitable access to community resources, services, and programs.





KEY PRIORITY

CULTURE & CLIMATE

Worcester Public Schools is committed to providing and sustaining environments in which all members of our school communities grow and thrive (students, faculty, staff, and families), in environments where they feel value, they feel safe, and they belong.

KEY PRIORITY


CULTURE & CLIMATE







AIM 1

Increase all school community members' feelings of value, safety, and sense of belonging across all schools and grade levels.

GOAL CC 1

 CC 1. By the end of the 2027-28 school year, schools will fully implement the WPS Family and Community Engagement Framework to ensure all families feel welcomed, included, and have a sense of belonging in their school community.


KEY PERFORMANCE INDICATORS

-  CC 1.1. Percentage of students, faculty/staff, and families self-reporting a positive sense of belonging
-  CC 1.2. Percentage of self-reported positive perceptions of school safety (students, faculty/staff, families)
-  CC 1.3. Percentage of student attendance rates for chronic absent
-  CC 1.4. Reported incidents of bullying (in-person and online)



AIM 2

Enhance the use of culturally responsive pedagogy to connect learning to students' backgrounds, experiences, and interests.

GOAL CC 2

 CC 2. By the end of the 2027-2028 academic school year, schools will implement the WPS Instructional Framework to ensure that historically underserved students feel connected to the learning environment.

KEY PERFORMANCE INDICATORS


-  CC 2.1. Percentage of students self-reporting that they see their backgrounds and culture represented in their learning and school community
-  CC 2.2. Percentage gap of students' and teachers' perceptions of cultural awareness so they are more aligned with one another

KEY PRIORITY

CULTURE & CLIMATE



GOAL CC 3

-  CC 3. By the end of the 2027-2028 academic school year, schools will implement a restorative practice model to ensure that school communities grow and thrive.

KEY PERFORMANCE INDICATORS

- CC 3.1. Total number of out-of-school student suspension
- CC 3.2. Number of teachers being trained in restorative practice

AIM 3

Expand the use of restorative practices to create a more equitable learning environment for all students.





KEY PRIORITY

ACQUIRE & RETAIN TALENT

WPS is committed to prioritizing, valuing, and compensating our staff by creating and ensuring a culture of inclusivity and growth for all.

KEY PRIORITY


ACQUIRE & RETAIN TALENT





AIM 1

Increase the diversification of staff to be more representative of our students.


GOAL AT 1

 AT 1. By the end of 2027-28, narrow the gap between overall student and staff diversification to ensure all of our students.




KEY PERFORMANCE INDICATORS

-  AT 1.1 Percentage of new instructional staff from underrepresented backgrounds
-  AT 1.2. Percentage of new operational/non-instructional staff from underrepresented backgrounds


GOAL AT 2

 AT 2. By the end of the 2027-28 school year, increase the annual retention of staff from 80% to 85%.



KEY PERFORMANCE INDICATORS

-  AT 2.1. Percentage of staff from underrepresented backgrounds assuming leadership roles
-  AT 2.2. Percentage of instructional staff retained from year to year
-  AT 2.3. Percentage of operational/non-instructional staff retained from year to year

GOAL AT 3

 By the end of the 2027-2028 school year, all hiring managers will fully implement the WPS Human Resource Guidebook to ensure consistency in supporting the growth and retention of staff.

KEY PERFORMANCE INDICATORS

-  AT 3.1. Number of grievances filed
-  AT 3.2. Percentage of staff reporting positive culture and growth in their schools/sites

AIM 2


Increase retention of staff to ensure access to high-quality instruction.

KEY PRIORITY




ACQUIRE & RETAIN TALENT



GOAL AT 4

-  AT 4. By the end of the 2027-28 school year increase students' access to the WPS employment pipeline to ensure all WPS students have opportunities both within and outside of WPS.

KEY PERFORMANCE INDICATORS

-  AT 4.1. Number of programs that build skills needed for WPS employment areas
-  AT 4.2. Percentage of students enrolled in programs that build skills needed for WPS employment areas
-  AT 4.3. Number of new WPS employees who had participated in WPS pipeline programs

AIM 3

Increase students' access to the WPS employment pipeline to ensure all WPS students have opportunities both within and outside of WPS.





KEY PRIORITY

MODERNIZED & SAFE FACILITIES


Worcester Public Schools is committed to ensuring that each of our school facilities has the infrastructure to support equitable access to a 21st-century teaching and learning environment.

KEY PRIORITY


MODERNIZED & SAFE FACILITIES




GOAL MF 1

-  MF 1. By the end of the 2027-28 school year, increase spending on operations and maintenance to the foundation budget level as supported by state and local funding.


KEY PERFORMANCE INDICATORS

-  MF 1.1. Maintenance & operations cost ratio to foundation budget allocation

GOAL MF 2

-  MF 2. By the end of the 2027-28 school year, increase funding for building safety, repair, and renovation projects for underserved communities.

KEY PERFORMANCE INDICATORS

-  MF 2.1. Level of funding for facilities improvements from local, state, and federal sources

AIM 1

Increase spending on facilities to better repair and maintain the schools, grounds, and district buildings.



KEY PRIORITY

MODERNIZED & SAFE FACILITIES



GOAL MF 3



MF 3. By the end of the 2027-28 school year, update the district facilities master plan.

KEY PERFORMANCE INDICATORS



MF 3.1. Deferred Maintenance cost for the district

GOAL MF 4



MF 4. By the end of the 2027-28 school year, develop a framework of a common vision of what future-ready schools look like.

KEY PERFORMANCE INDICATORS



MF 4.1. Cost per classroom to update to future-ready

GOAL MF 5



MF 5. By the end of the 2023-24 school year, develop a 5-year capital plan using cost analysis of current building operations to prioritize projects.

KEY PERFORMANCE INDICATORS



MF 5.1. Maintenance and operations cost per student

AIM 2

Expand identification and prioritization of building renovation and replacement projects to support future-ready learning spaces for students.

KEY PRIORITY

MODERNIZED & SAFE FACILITIES



GOAL MF 6



MF 6. By the end of the 2027-28 school year, initiate an action plan for all urgent building repair and maintenance requests within 72 hours.

KEY PERFORMANCE INDICATORS



MF 6.1. Percent of urgent building repairs completed an action plan within 72 hours

GOAL MF 7



MF 7. By the end of the 2027-28 school year, implement and train key stakeholders in the full use of a computerized maintenance management system.

KEY PERFORMANCE INDICATORS



MF 7.1. Work order response time



MF 7.2. Work order completion time

GOAL MF 8



MF 8. By the end of the 2027-28 school year, implement the recommendations of the district's school safety audit using a prioritization and funding schedule.

KEY PERFORMANCE INDICATORS



MF 8.1. Project completion based on priority ranking

AIM 3


Increase responsiveness to repair and maintenance of schools, grounds, and district buildings.

KEY PRIORITY


MODERNIZED & SAFE FACILITIES



GOAL MF 9

-  MF 9. By the end of the 2027-28 school year, develop a community-wide inventory of higher education, industry, and cultural partners and the associated spaces within their organizations for potential learning spaces.

KEY PERFORMANCE INDICATORS

-  MF 9.1. Number of new community spaces

AIM 4

Expand future-ready opportunities for students through alignment and partnership with community-based learning resources and spaces.





KEY PRIORITY

HEALTH & WELLNESS


Worcester Public Schools is committed to prioritizing equitable services and programs that focus on the mental and physical health and wellness of staff, students, and caregivers within our educational community.




KEY PRIORITY

HEALTH & WELLNESS


GOAL HW 1

 HW 1. By the end of the 2027-28 school year, schools will implement a comprehensive and evidence-based K-12 counseling model.


KEY PERFORMANCE INDICATORS


 HW 1.1. Number of schools providing evidence-based counseling services

GOAL HW 2

 HW 2.1. By the end of the 2027-28 school year, historically underserved scholars will have accessed counseling services.

KEY PERFORMANCE INDICATORS

 HW 2.1. Number of students referred to wellness services

 HW 2.2. Number of students accessing wellness services

AIM 1

Build a systematic health and wellness approach to authentically engage historically underserved scholars.




KEY PRIORITY


HEALTH & WELLNESS




GOAL HW 3

-  HW 3. By the end of the 2027-28 school year, schools will fully implement the WPS Health and Wellness Roadmap to ensure all scholars, staff, and caregivers have access to high-quality wellness opportunities.



KEY PERFORMANCE INDICATORS

-  HW 3.1. Number of physical health opportunities available for scholars, staff, and caregivers
- HW 3.2. Number of social emotional services provided for scholars, staff, and caregivers
- HW 3.3. Number of wellness opportunities for scholars, staff, and caregivers

GOAL HW 4

-  HW 4 By the end of the 2027-28 school year, increase spaces that promote health and wellness through working with community partnerships.

KEY PERFORMANCE INDICATORS

-  HW 4.1. Number of out of school time opportunities offered
-  HW 4.2. Number of engaged community partnerships

AIM 2

Strengthen the impact of wellness opportunities for scholars, staff, and caregivers by decreasing systemic and institutional barriers.



The Strategic Plan Advisory Taskforce Members

Steering Committee

Rachel Monárrez, PhD, Superintendent
 Brian E. Allen, Deputy Superintendent, Finance and Operations
 Marie Morse, EdD, Assistant Superintendent, Teaching and Learning
 Chair: Paul Matthews, Executive Director - Worcester Regional Research Bureau
 Vice Chair: Jennifer Davis Carey, Executive Director- Worcester Education Collaborative

Community Taskforce Members

Viviana Abreu-Hernandez, Vice President - Quinsigamond Community College
 Che Anderson, Assistant Vice Chancellor for City & Community Relations –UMass Chan Medical School
 Chantel Bethea, FACE Roundtable Representative/Parent
 State Representative David LeBoeuf, 17th Worcester District
 Kathy Chen, Director of STEM Education Center - Worcester Polytechnic University
 Joseph Corazinni, Vice President for Government and Community Affairs - Clark University
 Kim Davenport, Chair of the Board - Worcester Education Collaborative
 Eve Gilmore, Executive Director – Edward Street Child Services
 Anastasia Garcia, FACE Roundtable Representative/Parent
 Liz Hamilton, Executive Director – Boys and Girls Club of Worcester
 Noreen Johnson-Smith, President and CEO - EcoTarium
 Jason Homer, Executive Director – Worcester Public Library
 Susan Hunt, Government & Community Relations - College of the Holy Cross
 Paul LaCava, Professor – Quinsigamond Community College
 Mary Jo Marion, AVP for University and Community Engagement - Worcester State University
 Eric Mendelson, Citywide Parent Planning Advisory Council Co-Chair/Parent
 Karen Pelletier, Executive Vice President - Worcester Regional Chamber of Commerce
 Kimberly Salmon, AVP Community Relations - The Hanover Insurance Group
 Reverend Clyde Talley - Belmont Street Church
 Tuyet Tran, Executive Director - Southeast Asian Coalition of Central MA
 Jeanine Went, Executive Director - Higher Education Consortium of Central Massachusetts
 John Yormie - African Community Education

Acknowledgments

Our deepest gratitude to the individuals and organizations who made this process possible and participated in the planning effort. text

The Strategic Plan Advisory Taskforce Members

WPS Taskforce Members

AiCo Abercrombie, Human Resource Director
 Marco Andrade, PhD, Research & Accountability Director
 Annie Azarloza, Chief Academic Support Officer
 Jessica Boss, Principal - Chandler Elementary Community School
 Tammy Boyle, Principal - Jacob Hiatt Magnet School
 Sara Consalvo, Administrative Director of Finance
 Jeff Creamer, Principal, South High Community School
 Brenda Diggs, Principal - The Gerald Creamer Center
 Craig Dottin, Principal - Vernon Hill School
 Lucas Donahue, Principal – Elm Park Community School
 Fjodor Dukaj, Principal - Clark Street Developmental Learning School
 Triada Frangou-Apostolou, Human Resource Director
 William Foley, Executive Director of Schools – Burncoat Quadrant
 Magdalena Ganas, EdD, Curriculum & Professional Learning Director
 Dan Hayes, Teacher – West Tatnuck School
 Rich Ikonien, Facilities Director
 Ellen Kelley, Executive Director of Schools – Doherty Quadrant
 Yeu Kue, EdD, Chief People Officer
 Laurie Kuczka, Head Start Director
 Christopher Kursonis, College & Career Readiness Director
 Sarah Kyriazis, EdD, Educational Technology Director
 Jessica Mandes, Multilingual Education Director
 Matthew Morse, EdD School Safety Director
 Tammy Murray, Special Education & Intervention Services Director
 Dan O'Brien, Chief Communications Officer
 James Olson, Educational Technology Coach
 Patricia Padilla, Principal - Woodland Academy
 Kelli Shea, Teacher – Burncoat High School
 Timothy Sippel, EdLD, Executive Director of Schools – South Quadrant
 Ishmael Tables, Principal - Union Hill School
 Kareem Tatum, EdD, Executive Director of Schools – North Quadrant
 Thomas Toney, Administrative Director of Positive Youth Development
 Gregory Tremba, Principal - Forest Grove Middle School
 Bob Walton, Information Technologies Director



Annex A

From Here, Anywhere...

Together

Phone
508.799.3115



Website
www.worcesterschools.org



Worcester Public Schools
20 Irving Street, Worcester, MA 01609



L. Approval of Minutes
Clerk
(December 7, 2023)

ITEM: aor 3-27
S.C. MEETING: 12-07-23

ITEM:

To consider approval of the Minutes for the Teaching, Learning and Student Supports meeting held on November 14, 2023.

To consider approval of the Minutes for the Governance and Employee Issues meeting held on November 21, 2023.

To consider approval of the Minutes for the Governance and Employee Issues meeting held on November 28, 2023.

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains the Minutes of the Teaching, Learning and student Supports meeting held on November 14, 2023.

Annex B (15 pages) contains the Minutes of the Governance and Employee Issues meeting held on November 21, 2023.

Annex C (2 pages) contains the Minutes of the Governance and Employee Issues meeting held on November 28, 2023.

RECOMMENDATION OF MAKER:

File.

RECOMMENDATION OF THE ADMINISTRATION:

File.

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

The Standing Committee on Teaching, Learning and Student Supports met on November 14, 2023 in Room 410, Durkin Administration Building. The meeting was called to order at 5:02 p.m. by Chairperson McCullough. There were present virtually: Member Mailman and Member Kamara. There were also present virtually Deputy Superintendent Dr. Marie Morse, Director for Career Vocational Technical Education Julie Anne Gamache and Director of College and Career Readiness Christopher Kursonis.

gb 3-89.3 Johnson

(March 8, 2023)

To consider a review of the Chapter 74 programs in the comprehensive high schools including enrollment processes, criteria, and acceptance.

Director of College and Career Readiness, Chris Kursonis, gave an overview of the provided comprehensive school statistics from the application process that took place last year. He also noted the changes made to the admissions process over the last year in regard to the lottery, equity and balance of these programs. He also highlighted the new programs being added next year.

Member McCullough asked if there is any data regarding the students who decide to opt not to enroll in these programs after they've already been accepted, particularly regarding where they eventually end up attending school. Director Gamache stated that additional data answering that concern can be added next year.

Mr. Kursonis reviewed the statistics in the chart in the meeting back-up; the various percentages by school and race.

Member Mailman requested to know if students apply for through their school or to the program directly. Director Gamache responded that the applications are made directly to the program.

Member Mailman said that she will be interested to view expanded data sets once Doherty students are included next year.

Member Mailman made a motion to perfect the data for a report to the School Committee in June, 2024, including data compiled by quadrant, school and program.

Member Mailman made a motion to hold the item.

Member Kamara asked how expectations about being accepted to the Chapter 74 program are communicated to parents and students applying for acceptance.

Director Kursonis responded that outreach efforts are made including backing information into grades 6 through 8, prospective students and families.

Member Mailman said she was pleased with the efforts being made to the feeder school population.

Member McCullough repeated the motion made by Member Mailman to hold this item and perfect the data for a report to the School Committee in June, 2024, including data compiled by quadrant, school and program.

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

Member McCullough made a motion to adjourn the meeting.

On a roll call of 3-0, the meeting adjourned at 5:31 p.m.

Office of the School Committee
Durkin Administration Building
20 Irving Street
Worcester, MA 01609

The Standing Committee on Governance and Employee Issues held a meeting on November 21, 2023 in Room 410, Durkin Administration Building, 20 Irving Street.

Chairperson Clancey called the meeting to order at 4:32 p.m.

Present were Member Johnson and Member McCullough.

Also present were non-standing committee Members Mailman and O'Connell Novick, Deputy Superintendent Allen and Interim Clerk Rushford.

Approval of Donations:

To accept a donation in the amount of \$350,000 from the Gene Haas Foundation to Worcester Technical High School and the Skyline Technical Fund, Inc for facility improvements and equipment purchases for the Advanced Manufacturing Program in exchange for signage and fifteen year naming rights of the space within the school as the Gene Haas Center for Advanced Manufacturing.

Chairperson Clancey made a motion to Hold the item.

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

General Business:

The following items were taken together:

gb-3-234.1 Mayor Petty

(October 6, 2023)

Request the rules of the school committee be amended to allow an item to be placed on the agenda of a school committee meeting after the Wednesday deadline and before the 48 hour open meeting law posting time with the consent of the mayor.

gb-3-236.1 Johnson

(October 11, 2023)

To look at the current rules of the Worcester School Committee and update in preparation for the new School Committee starting in January 2024.

The Members received a document from Deputy Superintendent Allen with recommended additions, deletions and updates.

The committee members reviewed Mr. Allen's proposed changes one by one. Member McCullough suggested eleven changes to the rules also. Chairperson Clancey suggested two changes.

Member Johnson asked for clarification of a number of the proposed changes including the elimination of many of the rules pertaining to the Student Advisory Committee. Mr. Allen responded that those points referenced in the rules and being eliminated will be recommended at the December 7, 2023 School Committee meeting to be added as part of the student handbook.

Chairperson Clancey made a motion to approve the changes as the new Rules of the School Committee effective January 2, 2024 as follows:

WORKING COPY

Rules of the School Committee

~~Approved on 2-17-22 amended on 5-5-22~~

~~Proposed: November 21, 2023 for the 2024-2025 School Committee Term~~

BEGINNING JAN 2,

Strike

1. The School Committee shall consist of the Mayor and ~~six (6)~~ members **eight (8)** members. All members are, by municipal charter, elected during odd year November municipal elections for a two-year term beginning each even-numbered January. ✓
1. At all meetings of the Worcester School Committee, ~~four (4)~~ **five (5)** members shall constitute a quorum for the transaction of business. ✓
3. The Mayor shall, by municipal charter, serve as the Chair of the School Committee. The Mayor shall have no power to veto, but shall serve as a full voting member of the Committee.
4. The Chair shall call the School Committee to order at the time appointed for the meeting and shall preside and cause the records of the last regular meeting and subsequent special meetings to be presented or read, and if they are found correct, the School Committee shall declare them approved. The Chair shall have the power to open the session at the time the School Committee is to meet, by taking the Chair, and calling the members to order; to announce the business in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved and to announce the result of the vote; to enforce on all occasions the observance of order and decorum among the members; to decide all questions of order (subject to an appeal to the committee by any member who submits the question to the entire School Committee). The Chair cannot close debate unless by two-thirds (2/3) vote of the members of the School Committee present.
5. The Chair shall sign all diplomas awarded in all schools.
6. A Vice-Chair shall be chosen by Committee vote at the first meeting of the term for the full term. Each member shall name their selection for Vice-Chair.
7. The Vice-Chair shall, in the absence of the Chair, call to order and chair any meeting of the full committee, shall take the chair should the Mayor wish to address business before the Committee, and shall have further duties as delineated below.
8. No member of the School Committee, including the Chair, shall exercise authority outside of Committee meetings nor exercise any administrative responsibility with respect to the schools unless such authority has been specifically delegated to him/her by statute, by Committee rule, or is consistent with state statutes. **No member of the Worcester School Committee may direct any Worcester Public Schools employee.**

*✓ Louis
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9. The School Committee by its vote or as individual members of the School Committee shall deal with any School Department employee through the Superintendent, its executive officer, who under the general direction of the Committee, is charged with the care and supervision of the public schools. Individual School Committee members may deal with any School Department **Cabinet-level** employees, without notice to the Superintendent, concerning day-to-day matters of a routine nature regarding the administration of the school system, as long as such dealings would not cause any disruption in the course of the performance of that employee's duties **or direct their work**. In those situations where the definition of "routine" is in question, that issue may be resolved by the Superintendent. **School Committee members should only attend school events when invited by the school-based leadership and should notify the Superintendent or Executive Directors of visits to individual schools.**
10. No member of the School Committee shall vote on any question or serve on any committee where his/her private interest is immediately concerned or where a conflict of interest exists as defined by state statutes and/or judicial interpretation.
11. A meeting of the Committee may be called by the Chair, by the Vice Chair, or by any other ~~three~~ **four** members of the Committee.
12. All meetings must be posted in accordance with the Open Meeting Law at least **48 business** hours in advance of the meeting. Worcester School Committee meetings are posted by the City Clerk.
13. Regular meetings of the Worcester School Committee will take place on the first and third Thursday of each month at 6 p.m. **The Vice-Chair can set the meeting to start earlier than this time but no sooner than 5 p.m. based on the expected length of any scheduled executive session.** In July and August, the Committee will meet solely on the third Thursday. In June, both meetings will begin at 4 pm for budget deliberation. **The School Committee will approve a meeting calendar for the upcoming calendar year.**
14. The seats of the members, with the exception of the Chair, should be numbered and determined by lottery and may not be changed unless by permission of the Chair. As a matter of protocol, the Chair while presiding at regular School Committee meetings shall be seated between and flanked by the Superintendent and the Clerk of the School Committee.
15. The Chair shall observe the following procedures in conducting the meetings:
 - a. recognizing members in order of request to be heard
 - b. acting upon the motion on the floor before other motions are entertained
 - c. discouraging argumentative and repetitive discussion
 - d. relinquishing the Chair when desiring to engage in discussion or debate of the agenda item

When a question is under debate the Chair shall receive no motion but:

 - e. to refer
 - f. to hold to a certain day/indefinitely
 - g. to allow debate to continue on a motion

- h. to hold
 - i. to amend
 - j. to move the question
 - k. to file
 - l. to adjourn
16. Every member, when about to speak, shall respectfully address the Chair, and wait until they are recognized, shall confine themselves to the question under debate, and shall avoid personalities.
 17. No member speaking shall be interrupted by another, but by calling for a point of order or explanation.
 18. Any member present must vote either "Yea", "Nay," or abstain from voting.
 19. Motions requiring a two-thirds (2/3) vote and a roll call of the members of the Committee present shall be as follows:
 - a. To amend, repeal, rescind or annul any part of the ~~By-Laws~~ policies of the ~~district~~ or Rules of Order (These also require previous notice.)
 - b. To suspend the Rules
 - c. To move the question
 - d. To rescind previous vote
 - e. To limit or extend one's limit of debate
 20. Any action voted by the School Committee shall be effective 48 **business** hours after said vote.
 21. No action of the School Committee shall be reconsidered unless the motion to reconsider is made within forty-eight (48) **business** hours of the date the vote to be reconsidered was taken, excluding legal holidays, Saturdays, and Sundays, with the Clerk of the School Committee. Any member may move or file for reconsideration. The motion for reconsideration can be made during the meeting at which the action to be reconsidered was taken provided that the motion to reconsider is approved by two-thirds of the members of the School Committee who are present. The reason for filing for reconsideration must be included as part of the backup with the caveat that the entire item would be open for discussion. An item to be reconsidered shall be the first item on the agenda for action at the next regular meeting. The motion cannot be postponed, amended or referred to Committee. Items to be reconsidered or held concerning personnel ~~or~~ organizational patterns, or **budgetary items** shall be reconsidered or acted upon within two (2) weeks of the date of the vote to be reconsidered or held was to be taken. No more than one (1) motion for reconsideration of any vote shall be entertained.
 22. All School Committee meetings shall terminate no later than midnight. Items that are still pending action at that time shall be carried forward as the first order under General Business at the next regular or special School Committee meeting.

23. When an item is filed by a member of the School Committee and that item is to be referred either to a Standing Committee, Special/Ad-Hoc Committee or the School Administration, debate will be limited to opposition, amendment, clarification or supplementation of a motion except for the member who filed the item who, in addition to the debate, may also introduce the item. ~~All motions made during a meeting require a second by another member.~~

*Laura
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24. Any member wishing to place an item on an upcoming agenda shall send it to the Clerk, copying the Vice Chair of the Committee by the Wednesday preceding a regular meeting.

25. Agenda items filed by School Committee members shall be under the purview of the Committee, focus on the business of the Committee, and should be concise and specific. Members shall not file items that can be disposed of via contact per rule 9. Items that are recognitions will be placed on the consent agenda; items that note upcoming events will be placed under announcements.

26. On the ~~Friday~~ ^{THURSDAY - Johnson} preceding a regular meeting, the agenda of the Committee will be assembled by the Clerk, in consultation with the Superintendent and the Vice Chair. The agenda will then be posted by the Clerk of the Worcester School Committee and will be officially posted by the City Clerk

27. The assembly of the agenda should be done with respect to the calendar of the Worcester Public Schools as well as the calendar of the Committee.

28: The agenda of the Committee will be as follows:

- a. General Business items taken in Executive Session
- b. Call to order
- c. Pledge of Allegiance
- d. Roll call
- e. Consent agenda
 - i. Approval of minutes
 - ii. Approval of donations
 - iii. Notification of personnel records
 - iv. initial filing of recognitions
 - v. notices of interest to the district or to the public
- f. Items for reconsideration
- g. Held Items
- h. Recognitions
- i. Public comment
- j. Public petitions
- k. Report of the Superintendent
- l. Report of the Standing Committee/s
- m. Report of the Student Representatives/Student Advisory Committee
- n. Approval of grants and other finance items
- o. General business
- p. Announcements

During the bi-monthly Student Advisory meeting, item L will be taken up directly following the roll call.

*Laura
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29. Any item may be removed from the consent agenda to the general business agenda by majority vote of the Committee.
30. 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.
31. Any member of the public may file a petition to the Committee on any matter under the Committee’s purview by submitting such a petition in writing (on paper or electronically) by the Wednesday of the week prior to a regular meeting of the Committee. Anyone so filing will be invited to address the Committee on their petition at the meeting of the Committee on which such item appears. Any Standing Committee receiving such a referral will endeavor to take up any such petition within 60 days. When such an item appears on Standing Committee agenda, the petitioner will be invited to the meeting.
32. There will be a report of the Superintendent at every regular meeting of the Committee. Said reports will specifically be in reference to the goals of the district and/or of the superintendent.
33. There will be a calendar of regular reports of the Superintendent, as follows:
 - ~~First February meeting~~ Following the filing of the Governor’s budget: Report on the Governor’s budget
 - July meeting: Evaluation of the superintendent
 - ✓ August meeting: Back to school report
 - ✓ ~~Second~~ October meeting: MCAS report
 - ✓ ~~First~~ December meeting: Superintendent’s midcycle review
34. All petitions, communications, items or any matter before the School Committee may be referred as follows:
 - a. to a Standing Committee of the School Committee
 - b. to a Special Committee of the School Committee
 - c. to the Superintendent/Administration
35. All items referred to Administration for study and recommendation shall include in the item a suggested date for a report back to the full Committee. The length of time allowed for the study shall be determined by its complexity. The Committee shall be aware of the limited time available for study items during budget preparation and hearing months. The direction, scope and intent to the study shall be specific.
36. A petition, resolution, order, communication or other matter acted upon unfavorably by the School Committee including placing on file such petition,

order, or other matter or the substance thereof, shall not again be docketed on the School Committee agenda for consideration by the School Committee within a period of three (3) months of such unfavorable action unless previously authorized by two-thirds (2/3) vote of the School Committee Members present.

- 37. The conduct of meetings of the business of the School Committee shall be in accordance with the laws of the State, and except as otherwise provided, in accordance with the rules of parliamentary procedure laid down in Robert's Rules of Order, 12th edition.
- 38. All meetings of the School Committee shall be open to the public except for executive sessions as described below:

No executive session shall be held until the School Committee has first convened in open session for which notice has been duly given, a majority of the members have voted to go into executive session, and the vote of each member is recorded on a roll call vote and entered into the minutes, the Chair has cited the purpose for an executive session, and the Chair has stated before the executive session if the School Committee will reconvene after the executive session.

- 39. All Committees shall be appointed by the Chair unless otherwise ordered by the School Committee. Each School Committee member shall serve on no less than ~~two~~ **one** standing committees. A majority of each Committee shall constitute a quorum. All reports made by Committees to the School Committee shall be presented by the Standing Committee Chair. Minority reports may be given by members of the Standing Committee as long as the issues raised were discussed in the Standing Committee.

Add in - attendance. ✓

From course

- 40. There shall be appointed Standing Committees of the School Committee as follows:

- a. ~~Finance and Operations~~ **Finance, Operations, and Governance** ✓
- b. ~~Governance and Employee Issues~~
- c. ~~School and Student Performance~~
- d. Teaching, Learning, and Student ~~Supports~~ **Success** ✓

~~Finance and Operations~~ **Finance, Operations, and Governance** ✓

The Standing Committee on ~~Finance and Operations~~ **Finance, Operations, and Governance** 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. **The Committee will also this committee review, update and/or**

Review ✓

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. The Deputy Superintendent will be the Administrator in Charge of this 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.~~

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 Success

The Standing Committee on Teaching, Learning and Student Supports **Success** addresses topics, policies and practices related to curriculum, instruction, assessment, **district and school-level performance and improvement, research and program evaluation, accountability planning,** 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. **The Assistant Superintendent will be the Administrator in charge of this Committee.**

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41. Each Committee shall consist of no ~~less than three (3)~~ **four (4)** School Committee Members.
42. Meetings of the Standing Committee may be called by the chair of the Standing Committee or by the ~~two~~ **three** other members of the Standing Committee.
43. If an item is referred to a Standing Committee and has no action for two consecutive meetings, the maker of the original item may request the item be returned to the full committee.
44. The principal petitioner of any petition to be heard by a Standing Committee of

the School Committee must be notified of the date, time and place at which their petition is to be heard **by the Clerk of the School Committee**. No petition may be voted by a Standing Committee of the School Committee unless the principal petitioner has been notified as specified above.

45. The Chair of any Standing Committee who does not call a meeting of the committee for six months shall be removed as chair, and the Mayor shall appoint another member in that member's stead.
46. Whenever a vacancy occurs among School Committee Officers, or in any Committee, the same shall be filled by election or appointment in the same manner and by the authority which first elected the officer or appointed the Committee.
47. The Clerk of the School Committee shall create and maintain an accurate record of all meetings of the School Committee and all of its committees, including executive sessions, setting forth the date, time and place, the members present or absent, and a summary of the discussions on each subject. The record shall include all documents and other exhibits, such as photographs, recordings or maps, used by the School Committee or any committee thereof at any open session or executive session.
48. The minutes of any open session, whether approved or in draft form, shall be made available upon request by any person within ten (10) days of the request to the extent required by subsection 22(e) of the Open Meeting Law, G.L. c. 30A §§ 18-25.
49. The minutes of any executive session, the notes, recordings or other materials used in the preparation of such minutes and all documents and exhibits used at the session, shall be withheld from public disclosure to the extent provided by subsection 22(f) of the Open Meeting Law, G.L. c. 30A §§ 18-25. The Mayor shall, at reasonable intervals or as otherwise required by subsection 22(g)(2) of the Open Meeting Law, G.L. c. 30A §§ 18-25, review any previously unreleased minutes of all executive sessions and determine whether continued non-disclosure under the Open Meeting Law is warranted. In conducting this review, the Mayor may seek the advice and assistance of the Superintendent, Clerk of the School Committee, the City Manager or City Solicitor. The Mayor shall file a report containing such determinations at the next regular meeting of the School Committee.
50. There will be a School Committee Student Advisory Committee, as created by G.L. c. 71§§ 38M. Members shall be elected each spring by their peers at each city secondary school, **including the alternative programs** for a term the succeeding year. The results of such election will be forwarded to the Clerk of the School Committee by the first week of June.
51. The members of said Committee are recognized by the Worcester School Committee as the elected representatives of the students of the Worcester Public Schools. The members of the Student Advisory Committee thus are not to be subjected to district pressure regarding their opinions. The contact

information of the members of the Student Advisory Committee will be shared with all K-12 Worcester Public School Students.

52. It will be the responsibility of the Clerk and the Vice Chair to ensure that the Student Advisory Committee meets once a month on its own and once every other month, as required by G.L. c. 71§5 38M with the entire Worcester School Committee.

~~(MGL 71 Section 38M. School committees of cities, towns and regional school districts shall meet at least once every other month, during the months school is in session, with a student advisory committee to consist of five members to be composed of students elected by the student body of the high school or high schools in each city, town or regional school district.)~~ ✓

53. Members of the Student Advisory Committee will decide, when meeting among themselves, what items will be brought forward to the Worcester School Committee on its next agenda and shall prepare those items for submission to the Clerk and the Vice-Chair .

54. The chair of the Student Advisory Committee, as elected by its members, shall serve as a non-voting member of the Worcester School Committee. This member will have dedicated time on each agenda to bring forward the business of the Student Advisory Committee. This, and any, member of the Student Advisory Committee has the same right to be recognized by the Chair and to speak on any business before the Committee as any other Worcester School Committee member in public session.

Basic Description:

~~The Student Advisory Committee, composed of eight Student Representatives to the Worcester School Committee, shall include students enrolled in a public or alternative school within the Worcester Public School district, elected by the students of each high school. The Student Advisory Committee shall, in accordance with Chapter 71 Section 38M of Massachusetts General Law, elect from their number a chair person who shall serve a term of one year as an ex officio member of the School Committee. They are subject to the same privileges as other School Committee members and are to be held subject to the same rules except with the ability to vote, and unless permitted to do so by the School Committee to attend Executive Session.~~ ✓

Purpose:

~~To provide for a meaningful link and to promote a mutual sense of respect and understanding between the student body and the School Committee.~~

~~To represent before the School Committee, the attitudes, interests and concerns, both positive and negative, of the student body.~~

~~To advise the School Committee and add insight to their deliberations.~~

~~To carry to the School Committee and to support proposals and items of concern to the student body, and to initiate, on behalf of the student body and in conjunction with the student government, projects and proposals for presentation to the School Committee.~~

~~To inform the student body of the functions and workings of the School~~

~~Committee. To represent to the School Committee a cross-section of the entire student body.~~

Regular Responsibilities:

- ~~• Be accessible to, and representative of, the entire student body.~~
- ~~• Gather collective sentiment that is representative of the entire student body and present those views to the full Committee.~~
- ~~• Share information among the Committee, staff, and students.~~
- ~~• Contribute to Committee deliberations.~~
- ~~• Communicate with staff and students about student concerns and help develop solutions.~~
- ~~• Collaborate with other student representatives and members of the School Committee.~~

Ex-Officio Member Responsibilities:

- ~~• Attend every Regular Session meeting during their term~~
- ~~• Prepare and present a "Student Report" at every Regular Session that includes, but is not limited to: student events, concerns, recommendations, projects, etc~~
- ~~• Attend Standing Committee and Special/Ad Hoc Committee meetings to share sentiment of the student body~~
- ~~• Contribute to Committee deliberations where appropriate~~

Student Advisory Committee Representative Responsibilities:

- ~~• Attend Regular Sessions during their term when scheduled, if possible~~
- ~~• Help prepare and present a "Student Report" at every Regular Session that includes, but is not limited to: student events, concerns, recommendations, projects, etc.~~
- ~~• Encouraged to attend Standing Committee and Special/Ad Hoc Committee meetings to share sentiment of their respective student body~~

Composition:

~~The Student Advisory Committee shall be composed of one student representative from each of the following schools:~~

- ~~• Burncoat High School~~
- ~~• Claremont Academy~~
- ~~• Doherty Memorial High School~~
- ~~• Gerald Creamer Center~~
- ~~• North High School~~

- ~~South High Community School~~
- ~~University Park Campus School~~
- ~~Worcester Alternative School~~
- ~~Worcester Technical High School~~
- ~~The Challenge and Reach Academy~~

References:

~~Chapter 71 Section 38M MGL~~

~~<https://malegislature.gov/laws/generallaws/parti/titlexii/chapter71/section38m>~~

Pg 1 Top red line should read **Beginning January 2, 2024**

Pg 2 section 9 last sentence- **School Committee Members shall only attend school events when invited by the school staff in conjunction with school-based leadership and notify the Superintendent or Executive Directors of visits to individual schools that have been coordinated with school-based leadership.**

Pg 2 section 13 sentence 2 adjust to- **The Chair or Vice-Chair.....**

Pg 3 section 18 - **Any School Committee Member present must vote either "yes", "no", or "abstain". Members needing to recuse themselves from a vote must declare their recusal ahead of time.**

Pg 3 section 16 add line- **Respect shall also encompass professionalism, including wearing professional attire to meetings.**

Pg 4 section 23- remove the line requiring a second by another member.

Reword the statement for clarity. **When an item is filed by a Member of the School Committee, and that item is to be referred either to Standing Committee, Special/Ad Hoc Committee, or to the School Administration, discussion will be limited to opposition, amendment, clarification, or supplementation of an item except for the member who filed the item who, in addition to any discussion/debate, may also introduce the item.**

Pg 4 section 24- **Any member wishing to place an item on the upcoming agenda shall submit it by the Wednesday preceding a regular meeting utilizing the Google Submission Form or any School Committee-based software, as applicable.**

Pg 6 section 40 last line on page- **This Committee will also review,**

Consider additions of the following rules:

#1- The Chair/Vice Chair and/or Administration shall be the ones to seek legal opinions on any items. These requests can come on behalf of a Committee Member through the Chair/Vice-Chair and/or Administration.

#2- The Chair may approve an item ~~within~~ 48 hours of a meeting to be added to the agenda if the Chair so determines that the item is time sensitive.

AFTER #49 ✓

must wording from Laura

Laura to add new #25

Mally - same wording #35 from Laura. -OK.

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

Chairperson Clancey made a motion to adjourn.

On a roll call of 3-0, the motion was approved. The meeting adjourned at 4:50 p.m.

Office of the School Committee
Durkin Administration Building
20 Irving Street
Worcester, MA 01609

The Standing Committee on Governance and Employee Issues held a meeting on November 28, 2023 in Room 410, Durkin Administration Building, 20 Irving Street.

Chairperson Clancey called the meeting to order at 4:47 p.m.

Present was Member McCullough. Member Johnson attended remotely.

Also present were Superintendent Dr. Monarrez, Assistant Superintendent Morse, Chief People Officer Kue, Directors O'Brien, Tatum and Azarloza and Clerk Rushford. Deputy Superintendent Allen and Administrative Support Gaboriault attended remotely.

Dr. Monarrez updated the Committee about the most recent work of the Task Force and Administrators resulting in the attached Strategic Plan document. She thanked the many participants who gave of their time and talent during the months of September and November.

Brian Allen further delineated the steps in the overall process highlighting the Vision and Mission. He also noted the contributions of Hanover Insurance Group hosting the event.

Assistant Superintendent Morse spoke to the System Priorities, Equitable Resources and Educational Programs and the Key Performance Indicators that are earmarked each academic year through 2027-28.

Director O'Brien explained Family and Community Engagement efforts towards bettering outcomes for scholars across the city, also noting that key priority indicators will be used to gauge progress.

Director Tatum detailed efforts already being made implementing the WPS Family and Community Engagement Framework to ensure that families feel welcomed.

Chief People Officer Kue explained efforts to acquire and retain talent to the statewide percentages by the 2027-28 academic year. She elaborated on the efforts to make staff feel valued using four key performance indicators.

Deputy Allen spoke towards efforts to modernize facilities and make them safer. He highlighted increased spending for repairs and maintenance and of meeting the goal of completing repair requests within 72 hours, gauged through periodic key performance indicators.

Director Azarloza spoke about leading sessions that highlighted health awareness through four major goals and ensuring the availability of counseling services across the district.

Dr. Morse noted that the Committee will receive an updated list of all Task Force participants.

Member Johnson noted that wants to emphasize that the Administration stay focused on the Goals in the Plan being aligned with the Superintendent's Goals.

Member McCullough noted that the plan put before the Committee is very clear and based on many conversations over a long time period. She enjoys having metrics to judge progress in a totally transparent process.

She is most pleased about progress highlighting the Family and Community Engagement piece being implemented across the entire district.

She asked if health and wellness services are being instituted across the district for all students. The Superintendent assured her that is the case.

Chairperson Clancy stated that the plan, as presented, is clear and precise and will make an immense difference in district outcomes. She encouraged administrators to utilize additional percentages in marking progress towards stated goals. She spoke to dual language opportunities moving forward and how that is critical to achieving success. Dr. Morse confirmed.

Chairperson Clancy also questioned the types of health and wellness services. Director Azarloza responded that the national comprehensive model will be employed.

Chairperson Clancy also reaffirmed her pleasure with the goal of a 72 hour turnaround time for facility repair requests.

She thanked all involved in the Strategic Plan process and that she looks forward to reading successful results moving forward.

Public Speaker:

Jennifer Davis-Carey, Vice-Chairperson of the Task Force spoke to the breadth and scope of the plan noting that it is internally aligned and coherent.

Again, the Chairperson thanked her and the hard work of the task force participants.

The Chairperson made a motion to accept the recommendation of the Administration and approve the Plan to be amended by Administration.

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

On a roll call of 3-0, the Committee adjourned at 5:40 p.m.

N. Approval of Grants and other Finance Items
Administration
(November 29, 2023)

S.C. MEETING: 12-07-23

ITEM:

To consider approval of the Connecting Activities Grant from the Department of Elementary and Secondary Education in the amount of \$145,043. The program is designed to provide school-to-career activities for youth enrolled in Worcester Public Schools (WPS). The MassHire Central Region Workforce Board is the lead applicant and provides WPS funding to support activities. Activities include internships, job shadowing, employer site visits, career speaker workshops and work-based learning opportunities.

PRIOR ACTION:

BACKUP:

Annex A (4 pages) contains the Grant Acceptance form.

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve.

Grant Acceptance Form

Name of Grant: Connecting Activities Grant; Fund Code 428

Type of Funder: Department of Elementary and Secondary Education

Awarded Amount: \$145,043

Grant Funding Period: July 24, 2023 – June 30, 2024

Project Title: Worcester Public Schools FY24 Connecting Activities Program

Program Coordinator: Christopher Kursonis/Emily Lehman

Purpose: Connecting Activities is a statewide network, organized through the sixteen MassHire Workforce Boards, connecting employers and schools to support work-based learning and other career development education activities for students.

Description of the program: The program is designed to provide school-to-career activities for youth enrolled in Worcester Public Schools (WPS). The MassHire Central Region Workforce Board is the lead applicant and provides WPS funding to support activities. Activities include internships, job shadowing, employer site visits, career speaker workshops and work-based learning opportunities.

Program location: Doherty Memorial High School, Claremont Academy, North High School, South High Community School, Worcester Technical High School, Gerald Creamer Center, Alternative School at St. Casmir, University Park Campus School, Challenge and Reach Academy.

Outcomes and Measures: Provide students with career development/exploration resources as measured by quarterly reports.

COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

GRANT AWARD NOTIFICATION (GAN)

1 Grant Recipient Number/Name: 1512 - Worcester City Manager's Office **2 Grant Title:** FC 0428 - Connecting Activities (State/TAR)
UEI: ZDFNGC6F65L3 **Fund Code:** 0428
DESE Project Staff: Elizabeth Bennett

3 Grant Award Project Description

Connecting Activities CCTE

4 DESE Award Information

Grant Type: STATE FUNDS

- **CFDA #:**
- **FAIN:**
- **Is the award an R & D?:** No
- **Federal Award Date:** 7/1/2023

5 Sub-recipient Award Information

- **Grant Project Number:** 0428-000640-2024-1512
- **Grant Award Amount:** \$377,684.00
- **Grant Project Duration (Period of Performance):** 7/24/2023 - 6/30/2024
- **Reimbursement Requests Close:** 8/25/2024
- **Final Expenditure Report (FER) Due:** 9/30/2024

6 Administrative Information

- DESE UEI: PUNALCFVXAL6
- UGG (2 CFR 200)
- 815 CMR 2.00: State grants, federal grant awards, federal subgrants and subsidies.
- DESE Request for Proposal (RFP): <https://www.doe.mass.edu/grants/2024/0428/>

7 Statutes

- **Authority:** <https://malegislature.gov/Budget/FinalBudget>
- **Program Title:** Connecting Activities
- **CFDA #:**

8 Terms and Conditions of Award

- This grant is contingent upon the continuing availability of funds from the grant's funding source and the continuing eligibility of the Commonwealth of Massachusetts and your town/agency to receive such funds.
- The grant may be terminated upon 30 days written notice by either party. In the event of such action, all remaining funds shall be returned in a timely fashion to the DESE agency and the grant closeout procedure must be followed.
- Fiscal and other reports relating to this grant must be submitted as required by the grant program.
- Expenditures cannot be charged to the grant prior to the sub-recipient grant start date. [34 CFR 76.708](#)
- Recipients are required to report deviations from budget or project scope or objective and request prior approvals from DESE for budget and program plan revisions (amendments/revisions to grant within DESE grant sub-system).

Grant Award Notification Explanation

<https://mass.egrantsmanagement.com/DocumentLibrary/ViewDocument.aspx?DocumentGuid=105ecf84-6734-4578-aa75-051eda4259c6&inline=true>

CONTRACT SUMMARY SHEET

- I. **OPERATING AGENCY:** Worcester Public Schools
20 Irving Street
Worcester, MA 01609
- II. **ACTIVITY:** FY2024 Connecting Activities
- III. **CONTRACT #:** FY2024-GRT-101188-WPS
- IV. **FUNDING SOURCE:** Department of Elementary and Secondary Education
- V. **GRANT AMOUNT:** \$145,043.00
- VI. **TERM OF CONTRACT:** July 24, 2023 – June 30, 2024
- VII. **DESCRIPTION:**
This contract provides School-To-Career activities for youth enrolled in the Worcester Public Schools. Activities include internships, job shadowing, employer site visits, career speaker workshops and work-based learning as outlined in Exhibit A- Scope of Grant Services.
- VIII. **OPERATING AGENCY CONTACT**
Program – Emily Miller; (508) 799-1985; lehmane@worcesterschools.net
Financial, Contracting – Sara Consalvo; (508) 340-6673; consalvos@worcesterschools.net
Financial Reporting – Nancy Blomstrom; BlomstromN@worcesterschools.net
- IX. **CITY DEPARTMENT**
Executive Office Economic Development/MassHire Central Region Workforce Board
- X. **CONTRACT SPECIALIST**
Jeff Turgeon (508) 799-1590; TurgeonJ@masshirecentral.com
- XI. **PROGRAM MANAGER**
Bruce Mendelsohn (508) 373-7 ; MendelsohnB@masshirecentral.com
- XI. **FINANCIAL CONTACT**
Carlene Godfrey (508) 799-1506; GodfreyC@masshirecentralcc.com
Heather Mahall (508) 373-7672; MahallH@masshirecentralcc.com

Worcester Public Schools
FC428 Connecting Activities Grant Budget Summary

Expense	Amount
1. Administrator Salaries	\$20,000
Innovation Career Pathways Director	
2. Instructional/Professional Staff Salaries	\$82,043
Classroom Teachers/Instructional Coordinators/Team Leaders	
3. Support Staff Salaries	
4. Stipends	
5. Fringe Benefits	
6. Contractual Services	
7. Supplies and Materials	\$18,099.14
Materials to support and enhance career development	
8. Travel	\$2,000
Student Transportation	
9. Other Costs	\$20,000
Memberships/Subscriptions/Licenses	
10. Indirect Costs	\$2,900.86
City of Worcester 2%	
11. Equipment	
Grand Total	\$145,043

- N. Approval of Grants and other Finance Items
Administration
(November 27, 2023)

S.C. MEETING: 12-07-23

ITEM:

To consider approval of the FY24 FC325 Targeted Assistance Grant from the Massachusetts Department of Elementary and Secondary Education in the amount of \$400,000.00. The purpose of this targeted grant program is to provide funding to select schools/districts to support priorities each district identifies as most pressing to facilitate school and district improvement.

PRIOR ACTION:

BACKUP:

Annex A (3 pages) contains the Grant Acceptance form.

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve.

Grant Acceptance Form

Name of Grant: FY24 FC325 Targeted Assistance Grant

Type of Funder: Department of Elementary and Secondary Education

Awarded Amount: \$400,000

Grant Funding Period: October 31, 2023 to June 30, 2024

Project Title: Worcester Public Schools District System of Improvement and Engagement

Program Coordinator: Marie Morse/Executive Directors

Purpose: This grant is intended to support the implementation of needs identified in the district prioritization process or similar process used to determine the district's highest priority for improvement. Districts are encouraged to use funds to support the implementation of district priorities, with specific attention paid to schools that need differentiated assistance.

Description of the program: The purpose of this targeted grant program is to provide funding to select schools/districts to support priorities each district identifies as most pressing to facilitate school and district improvement.

Program location: Burncoat Street, City View, Columbus Park, Elm Park Community, Grafton Street, Vernon Hill, Woodland Academy, Clark Street, Rice Square, Quinsigamond, Burncoat Senior High, Claremont Academy, Doherty Memorial High, Forest Grove Middle, North High, Sullivan Middle, Worcester East Middle, Burncoat Middle, South High Community

Outcomes and Measures: Improve school-level teaming practices and the use of data to inform core and student instruction as measured by instructor improvement data. Improve the quality and delivery of standards-based and culturally relevant instruction to all learners as measured by STAR student growth percentiles and district-based benchmarks.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

November 3, 2023

Dear Superintendent Monarrez,

Congratulations! We are pleased to notify you that your district has been awarded a Targeted Assistance Grant of \$400,000 subject to state and federal appropriation.

We want to thank you for your commitment to supporting your schools that are low-performing and improving opportunities and outcomes for students, particularly those student groups who are historically marginalized. Through this funding and your continued support, we hope to expand access to great educational opportunities in the Commonwealth.

Please feel free to contact Michael Seymour (michael.j.seymour@mass.gov) at the Department of Elementary and Secondary Education if you have any questions.

Sincerely,

Handwritten signature of Maura T. Healey in blue ink.

GOVERNOR MAURA T. HEALEY

Handwritten signature of Kimberley Driscoll in blue ink.

LT. GOVERNOR KIMBERLEY DRISCOLL

FY24 FC325 Targeted Assistance Grant

Budget Summary

Expense	Amount
1. Administrator Salaries	
2. Instructional/Professional Staff Salaries	
3. Support Staff Salaries	
4. Stipends	\$372,000
Teacher/Professional Staff Professional Days, Substitute Staff Coverage	
5. Fringe Benefits	
6. Contractual Services	
Concentric Math – Professional Development Consultant	\$20,000
7. Supplies and Materials	
8. Travel	
9. Other Costs	
10. Indirect Costs	
Indirect Costs	\$8,000
11. Equipment	
Grand Total	\$400,000

N. Approval of Grants and other Finance Items
Administration
(November 27, 2023)

S.C. MEETING: 12-07-23

ITEM:

To consider acceptance of the Care Coordination for Chronic Condition Management in Schools Planning Grant from the American Academy of Pediatrics in the amount of \$12,000.00.

PRIOR ACTION:

BACKUP:

Annex A (3 pages) the Grant Acceptance form.

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve.

Grant Acceptance Form

Name of Grant: Care Coordination for Chronic Condition Management in Schools Planning Grant

Type of Funder: American Academy of Pediatrics

Awarded Amount: \$12,000

Grant Funding Period: Upon approval – July 14, 2024

Project title: Planning Care Coordination for Chronic Condition Management in Schools

Program coordinator: Deb O'Brien-Thibodeau, Ann Marie Reynolds-Lynch

Purpose: To support the planning and development of innovative community-based approaches in partnership with families, local schools and school districts, and community providers to advance care coordination for students with chronic conditions.

Description of the program: Planning team consisting of nursing department, area pediatrician, and family advisors will assess needs for caring for chronically ill students at WPS. Team will work with additional school department and community members to improve the current process and develop an implementation plan to better support this type of care for WPS students. Team will also attend 3-5 virtual learning sessions as part of a learning community of all grant recipients.

Program location: District-wide

Outcomes and Measures: By participating in the learning community and assessing needs of students with chronic conditions and how those students are currently moving through the system, this team will develop a plan for supporting this population within WPS moving forward. This implementation plan will be submitted as part of the grants final reporting requirement, and will hopefully provide the basis for future funding to implement the plan itself in subsequent year(s).

Budget Summary

Expense	Amount
1. Administrator Salaries	
2. Instructional/Professional Staff Salaries	
3. Support Staff Salaries	
4. Stipends	
Stipends for family advisors/participants on planning team to assess community needs, provide data analysis, outreach and coordinate project	\$9,000.00
5. Fringe Benefits	
6. Contractual Services	
7. Supplies and Materials	
Printing costs, supplies for meetings, translated documents	\$2,000.00
8. Travel	
9. Other Costs	
Reimbursement for childcare for meeting participants, transportation costs	\$1,000.00
10. Indirect Costs	
11. Equipment	
Grand Total	\$12,000.00



345 Park Blvd
Itasca, IL 60143
Phone: 630/626-6000
Fax: 847/434-8000
www.aap.org

November 3, 2023

Dear Deb O'Brien-Thibodeau,

Congratulations! Your application for the Care Coordination for Chronic Condition Management in Schools Planning Grant was selected for an award. We are pleased to support your work to identify and address gaps in care coordination for chronic condition management in schools.

Your application has been approved in the amount of \$12,000 to carry out your program. Upon completion of a signed contract between the fiscal agent and the American Academy of Pediatrics, your organization will receive \$10,000. The final \$2,000 will be reimbursed after receipt of the implementation plan and evaluation report by June 14, 2024.

The following conditions apply to your grant award

- A current W-9 form and IRS Letter of Determination are needed from the fiscal agent of this grant. Please send these as soon as possible, but no later than Tuesday, Nov 14, as the contract cannot move forward without them on file.
- All work and expenses must occur between December 1, 2023 and May 31, 2024.
- Participate in virtual learning sessions with other grant recipients as part of a Learning Community. Dates of learning sessions are as follows:
 - Learning Session 1: Thursday Jan 18, 2024 at 2-3p central
 - Learning Session 2: Tuesday Jan 23, 2024 at 10a and 3p central and Thursday Jan 25, 2024 at 10a and 3p central*
 - Learning Session 3: Tuesday, Feb 13, 2024 at 2-3p central
 - Learning Session 4: Thursday March 7, 2024 at 2-3p central
 - Learning Session 5: Tuesday March 12, 2024 at 2-3p central
- Submit a report summarizing the findings of an assessment of community and family needs (details forthcoming).
- Submit an implementation plan and an evaluation report (details forthcoming).
- Per funder regulations, alcohol, equipment, clinical care, research, lobbying, and reimbursement for activities that occurred outside of the project period are unallowable expenses.

**For learning session 2, grantees will only attend 1 of the 4 options. Grantees will rank their availability to attend the 4 options for Learning Session 2. Once everyone has replied, AAP staff will assign each grant team (your representatives from the school, pediatrician, family advisor, and, if applicable, community organization) to a date and time. This session will be small, breakout sessions for team time discussion. It will be most successful with all team members in attendance.*

If you have any questions regarding this grant, please contact Abby St. George, Program Manager, School Health Initiatives at astgeorge@aap.org.

Congratulations again! We wish you great success with your work on this very important topic impacting child and adolescent health.

Sincerely,

Abby St. George

Abby St. George
Program Manager
School Health Initiatives
astgeorge@aap.org

Executive Committee

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President-Elect
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At Large
Joelle N. Simpson, MD, FAAP

N. Approval of Grants and other Finance Items
Administration
(November 27, 2023)

S.C. MEETING: 12-07-23

ITEM:

To consider approval of the Computer Science Engagement Grant from DESE in the amount of \$16,858.00. The purpose of this grant is to support a collaborative process to choose a Digital Literacy and Computer Science curriculum for grades 7-8.

PRIOR ACTION:

BACKUP:

Annex A (3 pages) the Grant Acceptance form.

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve.

Grant Acceptance Form

Name of Grant: Computer Science Engage Grant Fund Code 126

Type of Funder: Trust (Center for Instructional Support Office / STEM)

Awarded Amount: \$16,858.00

Grant Funding Period: **10/24/2023 – 6/30/2024**

Project title: CS Engage Grant

Program coordinator: Keefe Bangert, Assistant Director Department of Educational Technology

Purpose: To establish and promote rigorous, engaging, and standards-aligned digital literacy and computer science (DLCS) education in public schools for kindergarten through grade 12. The CS Engage grant is intended to run through December 2026, pending appropriation, and will provide funding for DLCS Planning and Implementation.

Description of the program: The focus will be on expanding and building a DLCS curriculum in grades 7-8

Program location: WPS Middle Schools (WEMS, SMS, BMS, UPCS, Claremont, FGMS)

Outcomes and Measures: To close the gap between the technology instruction offered through grade 5 and the courses offered in high school. We aim to ensure every middle school student has the opportunity to take a computer science course, building upon the technology skills acquired through the elementary school curriculum. The current DLCS course offerings in middle school are varied and our goal is to create a consistent curriculum across all six middle schools.

Budget Summary

CS Engage Grant Fund Code 126

Expense	Amount
1. Administrator Salaries	
2. Instructional/Professional Staff Salaries	
3. Support Staff Salaries	\$2,420.00
	Funding to cover substitutes needed for teachers to attend meetings and workshops
4. Stipends	\$900.00
	20 hours of planning time/data collection for the District Team Point of Contact @ \$45/hour.
5. Fringe Benefits	
6. Contractual Services	\$12,800.00
	3 Day Intro to CS PD workshop for 8 educators @ \$1600 each
7. Supplies and Materials	
8. Travel	\$401.00
	Estimated travel expenses for mileage
9. Other Costs	
10. Indirect Costs	\$337.00
	City of Worcester administrative costs for general operation of grant
11. Equipment	
Grand Total	\$16,858.00



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STATE HOUSE BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

10/24/23

Dear Keefe and Leah,

Congratulations! We are pleased to notify you that Worcester Public Schools has been awarded a CS Engage grant of \$16,858 for fiscal year 2024.

We want to thank you for your commitment to establishing and promoting rigorous, engaging, and standards-aligned digital literacy and computer science (DLCS) education. Through this funding and your continued support, we hope to expand access to great educational opportunities in the Commonwealth.

You will be receiving further instructions from the Department of Elementary and Secondary Education on next steps, and please feel free to contact NJ Rees at nj.rees@mass.gov if you have any questions.

Sincerely,

Handwritten signature of Maura T. Healey in black ink.

GOVERNOR MAURA T. HEALEY

Handwritten signature of Kimberley Driscoll in black ink.

LT. GOVERNOR KIMBERLEY DRISCOLL

N. Approval of Grants and other Finance Items
Administration
(November 27, 2023)

S.C. MEETING: 12-07-23

ITEM:

To consider approval of the STEM Week Mini Grant from the Central MA Ecosystem STEM Network in Partnership with WPI in the amount of \$400.00. The purpose of this grant is to provide high quality STEM lessons.

PRIOR ACTION:

BACKUP:

Annex A (3 pages) the Grant Acceptance form.

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve

Grant Acceptance Form

Name of Grant: STEM Week Mini Grant

Type of Funder: Central MA Ecosystem STEM Network in Partnership with WPI

Awarded Amount: \$400

Grant Funding Period: Upon execution through June 30, 2024

Project Title: City View Discovery School STEM Week

Program Coordinator: Marie Morse/Robert Grenon

Purpose: Funds are designed to support activities during the 2023 MA Science Technology Engineering and Math (STEM) Week. STEM Week takes place from October 16th-20th, and is a statewide collaborative effort designed to boost student interest, awareness and ability in STEM. The initiative is organized by the MA Executive Office of Education, who plan and coordinate activities with local schools, businesses and community leaders.

Description of the program: Funds to be used to pay for supplies and materials, where students showcase their abilities to identify and define problems, collaboratively design and develop solutions, create and test prototypes and display their work during STEM Week events.

Program location: City View Discovery School

Outcomes and Measures: Provide students the opportunity to apply learned skills related to STEM and provide access to modern technology, to support the development of critical thinking and technical skills.

From: **Adams, Terry** <tadams@wpi.edu>
Date: Tue, Sep 26, 2023 at 5:30 PM
Subject: [EXTERNAL] RE: Central MA STEM Network (CMSN) Ecosystem - STEM Week mini-grant
To: grenonr@worcesterschools.net <grenonr@worcesterschools.net>

Hi Bob,

Congrats on your \$400 STEM Week mini-grant! Should the check be made out and sent to City View Discovery School or some other entity?

Depending on the entity and whether they are an active supplier in our system, I **may** need a completed W-9 form as well as the attached form completed by your finance person.

Your organization should cover any necessary expenses up front, knowing that we will get you the check approximately a month after I either confirm the entity is already an active supplier or I receive the 2 properly completed forms.

The check will come from WPI in Worcester, MA, however the funds will be from the Central MA STEM Network Ecosystem! I look forward to your response and getting you your grant funds.

Best,

Terry Adams

[STEM Education Center at WPI](#)

and

[Central MA STEM Network Ecosystem](#)

City View Discover School
STEM Week Mini Grant Budget Summary

Expense	Amount
1. Administrator Salaries	
2. Instructional/Professional Staff Salaries	
3. Support Staff Salaries	
4. Stipends	
5. Fringe Benefits	
6. Contractual Services	
7. Supplies and Materials	\$400
Poster boards, Markers, Glue	
8. Travel	
9. Other Costs	
10. Indirect Costs	
11. Equipment	
Grand Total	\$400

N. Approval of Grants and other Finance Items
Administration
(November 30, 2023)

S.C. MEETING: 12-07-23

ITEM:

To consider approval of the Early College Full School Impact Grant from DESE in the amount of \$374,892.00. The purpose of this grant is to provide significant support, planning and resources for high schools in designing and developing an impactful, large-scale full school immersive Early College program model.

PRIOR ACTION:

BACKUP:

Annex A (3 pages) the Grant Acceptance form.

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve.

Grant Acceptance Form

Name of Grant: FC 466 – Early College Full School Impact grant

Type of Funder: DESE

Awarded Amount: \$374,892.00

Grant Funding Period: Upon approval – 8/31/2024

Project title: Early College Full School Impact (Claremont)

Program coordinator: Dan St. Louis

Purpose: The purpose of this targeted grant is to provide significant support, planning and resources for high schools in designing and developing an impactful, large-scale full school immersive Early College program model.

Description of the program: Early College provides and opportunity for students to take college courses and earn credits while still in high school. The program also includes built-in supports for students via counselors and advisors that provide a bridge not normally afforded to students upon entering college.

Claremont is a full-school model and currently has 85 students enrolled in Early College classes, with the intention of eventual expansion to 400 students. Summer program is also included.

Program location: Claremont Academy

Outcomes and Measures: Increased participation in the Early College program at Claremont
Expansion of opportunities for students
Successful completion of Early College courses

Budget Summary

Expense	Amount
1. Administrator Salaries	
2. Instructional/Professional Staff Salaries	
Early College Coach and Early College Guidance Counselor	\$187,000.00
3. Support Staff Salaries	
4. Stipends	
Planning committee and summer program	\$67,882.00
5. Fringe Benefits	
6. Contractual Services	
Excel Learning, Worcester State University and Quinsigamond Community College	\$52,756.00
7. Supplies and Materials	
Laptops, supplies for program, recruitment, committee meetings	\$31,900.00
8. Travel	
Mileage reimbursement for travel to schools	\$2,856
9. Other Costs	
Student transportation services, food for field trips	\$25,000
10. Indirect Costs	
	\$7,498.00
11. Equipment	
Grand Total	\$374,892.00



Parrillo, Danielle <parrillod@worcesterschools.net>

[EXTERNAL] FC466 Full School funding update

1 message

Grant-Woods, Cashay C. (DESE) <Cashay.C.Grant-Woods@mass.gov>
To: "Grant-Woods, Cashay C. (DESE)" <Cashay.C.Grant-Woods@mass.gov>
Cc: "Jamerson, Phylitia (DESE)" <Phylitia.Jamerson@mass.gov>

Tue, Nov 21, 2023 at 4:49 PM

Greetings Full School Grantees,

Thank you for your patience. Again, we would like to apologize for the delay in issuing your grant funding. We understand that this has caused major problems and delays with your Early College program.

We are happy to announce **funding has been released** to all grantees with approved budgets and there will not be a delay going forward with issuing funding. Once your funding is received, the following month, you will be able to request funding via Edrants from the 20th to the end of the month.

Lastly, for those awaiting approval, you will receive an update on your budget by the end of the week. Please reach out if you have any questions or concerns, we are here to support you.

Happy Spending!

Cashay Grant-Woods, M.Ed.
Early College Fiscal Manager
W 781-338-3947
Cashay.C.Grant-Woods@mass.gov

[The Office of Early College](#)
Massachusetts Department of Elementary and Secondary Education
[75 Pleasant Street, Malden, MA 02148](#)
***Please note: In December 2023 our office will move to: 135 Santilli Highway, Everett, MA 02149. Our phone numbers and email addresses will remain the same.**
[Web](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Newsletters](#)

 **Caring for each other. Growing together. Back to school, better. [Learn more.](#)**

O. General Business
Clancey
(June 1, 2023)

ITEM: gb 3-156.1
S.C. MEETING: 12-07-23

ITEM:

To consider renaming St. Casimir's to The Dr. Michael O'Neil Program at the Alternative School.

PRIOR ACTION:

6-15-23: Member Clancey introduced the item to approve a name change of the program at the St.Casimir's Alternative School after Dr. Michael O'Neil to honor his 40 years of service there. Member Kamara acknowledged the work that Dr. Michael O'Neil has done for this district, but raised the question of equity in the district. She expressed that naming schools should occur through a collaboration with the community, parents, and students. Member O'Connell Novick stated that there is a policy in place for the naming process that requires community involvement.

On a voice vote, the item was referred to the Administration.

BACKUP:

Annex A (1 page) contains the response from Administration.

Annex B (1 page) contains the naming policy.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Governance and Employee Issues



WORCESTER PUBLIC SCHOOLS

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Dr. John E. Durkin
Administration Building
20 Irving Street
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Date: November 28, 2023
Item Number: 3-156
Item: Rename Worcester Alternative School to The Dr. Michael O'Neil School
Attachment: WPS Policy on Renaming New Facilities
Recommendation: Refer to Governance

Laura Clancey has asked that WPS consider changing the name of the Worcester Alternative School to The Dr. Michael O'Neil School. Following are steps that must be taken pursuant to the Worcester Public Schools Renaming New Facilities Policy, attached hereto.

1. The Superintendent or a Worcester resident can submit a written request to the School Committee and the written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. Wishes of the community, including parents and students, should be considered in naming a school.
2. Names and/or wording associated with school names shall be consistent with school district policies and promote alignment of the mission, vision, and goals of the school district.
3. The School Committee Chair will specify a consideration period that allows for public comment, following which the committee will deliberate and vote on the matter during a School Committee meeting.

Member Laura Clancey provided background information on her intent for renaming the Worcester Alternative School to the Dr. Michael O'Neil School pursuant to number 1 above in the WPS Renaming New Facilities Policy, and following is that summary:

Dr. Michael O'Neil dedicated his career to the Worcester Public Schools. He spent the vast majority of those 47 years working with students in the alternative setting. Many of these students would not have had the opportunities in their lives that they received had it not been for Dr. Michael O'Neil and his leadership in the Worcester Alternative School.

We request to refer this item to Governance for further discussion.

Worcester - Online Policy Manual

SCHOOL COMMITTEE POLICY M  **File: FF - NAMING NEW FACILITIES**

- ▶ SECTION A - FOUNDATIONS AN
 - ▶ SECTION B - BOARD GOVERNAN
 - ▶ SECTION C - GENERAL SCHOOL
 - ▶ SECTION D - FISCAL MANAGEM
 - ▶ SECTION E - SUPPORT SERVICE
 - ▼ SECTION F - FACILITIES DEVEL
 - File: FA - FACILITIES DEVELOP
 - File: FCB - RETIREMENT OF F
 - File: FF - NAMING NEW FACIL**
 - File: FFA - MEMORIALS
 - ▶ SECTION G - PERSONNEL
 - ▶ SECTION H - NEGOTIATIONS
 - ▶ SECTION I - INSTRUCTION
 - ▶ SECTION J - STUDENTS
 - ▶ SECTION K - COMMUNITY RELA
 - ▶ SECTION L - EDUCATION AGENE

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community, including parents and students, should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at a School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chair will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.

O. General Business
Johnson
(September 27, 2023)

ITEM:gb 3-227.1
S.C. MEETING: 12-07-23

ITEM:

To work with Claremont Academy School on a dedication, scholarship, or memorial in the name of Allen Jenkins.

PRIOR ACTION:

10-05-23: Member Kamara asked for clarification as to funding of this request. Member Johnson responded that he would like the Administration to work with Claremont Academy on the details for this item. Mayor Petty made a motion to refer the item to the Administration. *On a voice vote, the item was referred to the Administration.*

BACKUP:

Annex A (2 pages) contains the response from the Administration.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve



WORCESTER

PUBLIC SCHOOLS

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Dr. John E. Durkin
Administration Building
20 Irving Street
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- Date:** November 29, 2023
- Item Number:** gb 3-227.1
- Item:** To work with Claremont Academy School on a dedication, scholarship or memorial in the name of Allen Jenkins.
- Recommendation:** Approve

Rationale:

Administration has followed up with Principal Angela Plant and her team at Claremont Academy to follow the School Committee policy for renaming school facilities. The team has submitted the attached written request to rename the school’s gymnasium in honor of late Coach Allen Jenkins III.

Request to Rename Claremont Academy/Woodland Academy Gymnasium
“Coach Jenkins Gymnasium”

Here at Main South, we pride ourselves on the philosophy of “Ubuntu”-- the idea that community and togetherness is what makes us who we become. We rely on each other and thrive with each other and uplift one another.

Last year, we lost a pivotal person in our community, Allen E. Jenkins III. Al was the Main South girls’ basketball coach for over 10 years and served as a mentor and friend to our students within and beyond the basketball community. He was an irreplaceable person and the legacy he has left behind has made us a better community. As the basketball season approaches, we are still at loss in trying to fill his shoes and the impact that he made on the lives of our students.

In an effort to honor his memory, we would like to dedicate the Claremont Gymnasium to him by renaming the gym to Coach Jenkins Gymnasium. This would allow us to continue his legacy and his purpose for coaching: helping each student athlete to become a better person, better communicator, and better teammate.

We hope you will consider this request and allow us to dedicate the gym in his honor at a ceremony to kick off this upcoming basketball season.

O. General Business
Mailman
(November 4, 2023)

ITEM: gb 3-243.1
S.C. MEETING: 12-07-23

ITEM:

Request the Administration report, generally, how it responds to the concerns of a student alleging abuse or about whom a MGL Ch 119, s51a report is filed.

PRIOR ACTION:

11-16-23: Member Kamara requested to know about bullying and what is happening regarding bullying and sexual abuse. The item and the two motions were referred to the Administration. Member O'Connell Novick suggested that the policy be referred to the Standing Committee on Governance and Employee Issues for updating. On a roll call vote of 7-0, the items and motions were referred as requested.

BACKUP:

Annex A (2 pages) contains the response from the Administration to Member Mailman.

RECOMMENDATION OF MAKER:

See notes

RECOMMENDATION OF THE ADMINISTRATION:

File



WORCESTER PUBLIC SCHOOLS

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Administration Building
20 Irving Street
Worcester, MA 01609-2493

Date: November 21, 2023
Item Number: GB 3-243 Mailman
Item: Request the Administration report, generally, how it responds to the concerns of a student alleging abuse or about whom a MGL Ch 119, s51a report is filed.
Attachment:
Recommendation: **Response to Committee Member Mailman**

School Committee Policy:

File: JL - STUDENT WELFARE

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. [119, S 51A](#).

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents, District personnel, and the community.

School Committee Procedure:

[JL STUDENT WELFARE PROCEDURES FOR REPORTING CHILD ABUSE AND NEGLECT Reporting to Authorities](#)

All WPS employees must read, be familiar with, and sign off that they had read and understood all policies set forth by the WPS School Committee. Additionally, it is the expectation that all Principals review these policies with staff on a yearly basis.



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Additionally:

- Once a 51 A is filed, the person named will be immediately placed on Paid Administrative leave by HR/ Supervisor
- HR begins the initial investigation with the school site
- If the filing is substantiated, HR reviews and makes a determination based on the DCF findings and our own findings from our investigation
- If the filing is unsubstantiated, HR reviews and makes a determination for next steps

O. General Business
McCullough
(November 12, 2023)

ITEM: gb 3-248
S.C. MEETING: 12-07-23

ITEM:

To create a separate Worcester Public Schools Athletics social media page for Facebook and Twitter that is managed by the Athletics Department in conjunction with the Communications Department that provides season schedules as well as weekly and daily updates regarding schedules, games, results stats, etc.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Administration

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

O. General Business
Johnson
(November 28, 2023)

ITEM: gb 3-255
S.C. MEETING: 12-07-23

ITEM:

To discuss creating a Worcester public schools athletic social media page (s) to inform students and parents of sports related schedules, games, and scores.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Administration

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

O. General Business
McCullough
(November 21, 2023)

ITEM: gb 3-251
S.C. MEETING: 12-07-23

ITEM:

To update policy IMD to include the following language: School Committee Members shall be drawn at random to speak at the High School Graduations. Members may request exchanges with other members based on circumstances that may arise if the other member is able to switch. Graduation speeches should be no more than 3 minutes in length. School Committee Members will be drawn at random to attend middle school promotion ceremonies, if they are available. There is no speaking portion at middle school promotion ceremonies for School Committee Members.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Vote to approve

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

- O. General Business
Administration
(November 27, 2023)

ITEM: gb 3-253
S.C. MEETING: 12-07-23

ITEM:

To provide an update to the School Committee about the Doherty Biomedical Academy program.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Teaching, Learning and Student Supports

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Teaching, Learning and Student Supports

O. General Business
O'Connell Novick
(November 28, 2023)

ITEM: gb 3-254
S.C. MEETING: 12-07-23

ITEM:

To consider the attached updates to Worcester Public Schools policy section D.

PRIOR ACTION:

BACKUP:

Annex A (23 pages) contains the redlined updates to policy section D.

RECOMMENDATION OF MAKER:

Refer to Finance and Operations

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

**SECTION D
FISCAL MANAGEMENT**

- DA FISCAL MANAGEMENT GOALS**
- DB ANNUAL BUDGET**
- DBC BUDGET DEADLINES AND SCHEDULES**
- DBD BUDGET PLANNING**

- DBG ADOPTION PROCEDURES**
- DBJ BUDGET TRANSFER AUTHORITY**
- DD ~~FUNDING~~ GRANTS, PROPOSALS AND
~~APPLICATIONS~~ SPECIAL PROJECTS**

- DEC FEDERAL FUNDS SUPPLEMENT NOT
SUPPLANT POLICY**

- DGA AUTHORIZED SIGNATURES**
- DH BONDED EMPLOYEES AND OFFICERS**
- DI FISCAL ACCOUNTING AND REPORTING**
- DIE AUDITS**
- DJ PURCHASING**
- DJA PURCHASING AUTHORITY**
- DJE PROCUREMENT REQUIREMENTS**
- DK PAYMENT PROCEDURES**
- DKC EXPENSE REIMBURSEMENTS**

File: DA - FISCAL MANAGEMENT GOALS

As the trustee of local, state, and federal funds allocated for use in public education, the Worcester School Committee will use these funds wisely in pursuit of the district's goals.

The quantity and quality of the district's educational programs are dependent on the effective, efficient management of allocated funds. Achievement of the district's purposes can best be achieved through excellent fiscal management.

It is imperative that the educational program be held of paramount importance. Decisions made due to resource limitations must center on the educational goals of the district.

This prioritization will be incorporated into all aspects of district management and Committee decision making.

The district's fiscal management goals are based on a Seven Point Financial Plan for Advancing Student Achievement and Program Sustainability. This policy is a guiding document around the promise to the community on delivery high expectation and outstanding results for all students, and a framework document for resource allocation and budget planning

1. **Long Term Budget Planning:** The annual budget document will continue to conform to the Meritorious Budget Award criteria of the Association of School Business Officials, International. Included in the budget document will be three years of actual student enrollment and five years of projected student enrollment (in total and by school) as well as a five-year history and projection on revenues and expenditures. This will allow the public an opportunity to look at enrollment and spending trends as well as provide the community with budget trends that eliminates any budget status surprises when done only on an annual basis. The long-term budget planning also allows for the strategic allocation of resources over a multi-year period.
2. **Annual Budget Review:** The district will continue to utilize a "Zero-Based" budget development process. This budget building technique starts with each department, school, and division budget at zero and adds the cost of essential programs up to an established funding limit. Each year the process begins at zero again prompting scrutiny and prioritization of costs. This process allows the district to meet the existing and emerging needs of students and allows the district to reallocate resources accordingly in a very timely manner.
3. **Transparent Budget Process:** The budget process and method of instructional funding allocation will continue to be included in the annual budget document. This allows all readers to understand how staff is assigned to schools based on enrollment and student needs. The transparency ensures fairness in funding across the city while recognizing differentiated funding for schools based on their particular needs. The budget will continue to show budgeted expenses in detail by school or location. The Administration will make frequent budget presentations and updates to the School Committee and community throughout the budget planning and development phase in order to solicit input and priorities from as many stakeholders as possible. In order to promote frequent dialogue with the Worcester City Council, the Standing Committee of Finance and Operations will continue to meet with the City Council's Education Committee on a regular basis as determined by the Chairs of the Committees.
4. **Quarterly Financial Reporting:** Continuous on-going public review of current year spending and expenditure trends is an important component of the transparent budget process. On a quarterly basis, the Administration will present to the School Committee's Subcommittee on Finance and Operations, a detailed review of the current year budget and recommended adjustments in order to end each fiscal year balanced within the appropriation set by the Worcester City Council. The quarterly budget review occurs at televised meetings and the financial reports are available to the public through the district's website.

5. **Supplemental & Sustainable Programs:** The district will predominantly utilize state and federal grant funds to provide supplemental academic support to students, as well as high quality staff development opportunities. Any new programs or initiatives developed, supported, or otherwise funded by the district will include a multiyear budget as well as a stated source of funding to ensure program sustainability in future years.

6. **Cap Administrative Spending:** The state's education funding formula calculates a "foundation budget" (a minimum spending level) for school districts using a differentiated per pupil amount based upon student grade or program and provides additional funds for low income and English language learners. The per pupil formula is comprised of allocations for an adequate level of teachers, professional development, instructional equipment, guidance and student support, operations and maintenance, employee benefits, special education tuition, instructional leadership, and administration. This funding formula indicates that 4% of the district's operating budget is allocated to District Administration. The district will continue to demonstrate a commitment of placing as many dollars of the budget for direct instructional services but the budget must also realistically recognize that important administrative functions are needed to lead, manage, and operate one of the largest school districts in the Commonwealth

the Commonwealth and one of the largest employers in the city. As a result, a spending cap of no more than **1.5%** of the district's foundation budget will be allocated on Administration (in accordance with DESE chart of account format) from the School Committee's general fund budget.

7. **Target on New Revenues:** All new revenues from the School Committee's general fund appropriation will be earmarked for instructional, student or school support, school safety, building maintenance, or student transportation cost areas, except to address increases in health insurance, retirement assessments, unemployment, or workers compensation, or other areas for statutory compliance. All other new spending within the other areas of the budget will only be achieved through the reallocation of existing funds or cost savings identified through operational or programmatic efficiencies.

The Worcester Public Schools is committed to delivering on high expectations and outstanding results for all students. Using strong fiscal discipline, collaborative budget planning, and the alignment of resources results in a student-centered financial plan in order to support student achievement and prepare students for college and career readiness

SOURCE: Adopted, Worcester School Committee, ros #4-5, May 1, 2014

File: DB - ANNUAL BUDGET

The annual budget is the financial expression of the goals of the School Committee in meeting the needs of all students.

The budget then requires an orderly and cooperative effort by the Committee, the staff, and the community to achieve the goals of the district.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee policy. The operating budget for the school district will be prepared and managed in line with the above.

In developing a budget, care shall be taken to make all presentations and documents associated with the budget clear and accessible to the members of the School Committee, to the municipal officials, and to the general public.

The budget shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the community, after the use of any offsetting revenues received from the state.

The Superintendent will serve as budget officer but may delegate portions of this responsibility to members of their staff, as they deem appropriate. The three general areas of responsibility for the Superintendent as budget officer are budget preparation, budget presentation, and budget administration.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

Annual budgets for each school operated by the District shall be developed with input from the School Council and shall reflect the priorities established in the annual school improvement plan.

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

~~Article 5 of the City of Worcester Home Rule Charter and MGL Chapter 44, Section 32 governs the municipal budget process. According to the Home Rule Charter, the "City Manager is required to submit to the City Council an annual budget which shall be a statement of the amounts recommended by him/her for proposed expenditures of the city for the next fiscal year. The annual budget shall be classified and designated so as to show separately with respect to each city agency or undertaking for which an appropriation is recommended, to include a recommendation for the Worcester Public Schools." In accordance with state law, the City Manager is required to submit an annual budget to the City Council within one hundred and seventy days after the annual organization of the city government. The annual budget shall be classified and designated so as to show separately with respect to each department the appropriation is recommended.~~

~~Ordinary maintenance, which shall also include debt and interest charges matured and maturing during the next fiscal year, and shall be subdivided as follows:~~

~~Salaries and wages of officers, officials and employees other than laborers or persons performing the duties of laborers; and~~

~~Ordinary maintenance not included under (a); and~~

~~Proposed expenditures for capital equipment with an estimated cost that exceeds one thousand dollars.~~

~~The City Council may, by majority vote, make appropriations for the purposes recommended and may reduce or reject any amount recommended in the annual budget, but except on recommendation of the City Manager, shall not increase any amount in or the total of the annual budget, nor add thereto any amount for a purpose not included therein, except as provided in section 33 of chapter 44 of the MGL.~~

~~MGL Chapter 71, Section 34 requires that "every city and town shall annually provide an amount of money sufficient for the support of the public schools as required by this chapter, provided however, that no city or town shall be required to provide more money for the support of the public schools than is appropriated by vote of the legislative body of the city or town. In acting on appropriations for educational costs, the city or town appropriating body shall vote on the total amount of the appropriations requested and shall not allocate appropriations among accounts or place any restriction on such appropriations. The superintendent of schools in any city or town may address the local appropriating authority prior to any action on the school budget as recommended by the school committee notwithstanding his place of residence. The city or town appropriating body may make nonbinding monetary recommendations to increase or decrease certain items allocating such appropriations."~~

~~"The vote of the legislative body of a city or town shall establish the total appropriation for the support of the public schools, but may not limit the authority of the school committee to determine expenditures within the total appropriation."~~

~~Once the City Manager recommends an amount for the Worcester Public Schools, the Superintendent prepares a recommended budget that is submitted to the Worcester School Committee no later than the Friday before the first Thursday in June in order for the School Committee to hold budget hearings open to the public.~~

~~MGL Chapter 71, Section 38N requires each school committee in Massachusetts to "hold a public hearing on its proposed annual budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in such city, town or district. Prior to such public hearing said committee shall make available to the public at least one copy of said proposed budget for a time period of not less than forty-eight hours either at the office of the superintendent of schools or at a place so designated by said committee. At the time and place so advertised or at any time or place to which such hearing may from time to time be adjourned all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget."~~

~~LEGAL REF: City of Worcester Charter, Article 5
MGL Ch. 33:44, 44:32, 71:38N~~

~~Such hearing shall be conducted by a quorum of the school committee. For the purposes of this section a quorum shall consist of a majority of the members of said school committee."¶~~

~~¶ The School Committee typically holds two public budget hearings: the first and third Thursdays in June (with the fiscal year beginning on July 1st).¶~~

~~¶ During the budget hearings, the School Committee reviews the recommended budget as presented by the Superintendent and approves line items or makes adjustments to the recommendations, subject to majority vote of the Committee.¶~~

~~Legal Ref. City Charter and M.G.L [71:34](#); [71:37](#); and [71:38N](#)¶~~

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.: City of Worcester Home Rule Charter, Article 5, Section 5-1

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

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. **Such calendar will take into consideration the requirement that School Councils are to be consulted in developing school budgets.**

File: DBG – ADOPTION PROCEDURES

~~Article 5 of the City of Worcester Home Rule Charter and MGL Chapter 44, Section 32 governs the municipal budget process.~~ According to the Home Rule Charter, the "City Manager is required to submit to the City Council an annual budget which shall be a statement of the amounts recommended by him/her for proposed expenditures of the city for the next fiscal year. The annual budget shall be classified and designated so as to show separately with respect to each city agency or undertaking for which an appropriation is recommended, to include a recommendation for the Worcester Public Schools." In accordance with state law, the City Manager is required to submit an annual budget to the City Council within one hundred and seventy days after the annual organization of the city government. The annual budget shall be classified and designated so as to show separately with respect to each department the appropriation is recommended:

- Ordinary maintenance, which shall also include debt and interest charges matured and maturing during the next fiscal year, and shall be subdivided as follows:
 - o Salaries and wages of officers, officials and employees other than laborers or persons performing the duties of laborers; and
- Ordinary maintenance not included under (a); and
- Proposed expenditures for capital equipment with an estimated cost that exceeds one thousand dollars.

The City Council may, by majority vote, make appropriations for the purposes recommended and may reduce or reject any amount recommended in the annual budget, but except on recommendation of the City Manager, shall not increase any amount in or the total of the annual budget, nor add thereto any amount for a purpose not included therein, except as provided by law. ~~in section 33 of chapter 44 of the MGL.~~

~~MGL Chapter 71, Section 34 requires that "every city and town shall annually provide an amount of money sufficient for the support of the public schools as required by this chapter, provided however, that no city or town shall be required to provide more money for the support of the public schools than is appropriated by vote of the legislative body of the city or town. In acting on appropriations for educational costs, the city or town appropriating body shall vote on the total amount of the appropriations requested and shall not allocate appropriations among accounts or place any restriction on such appropriations. The superintendent of schools in any city or town may address the local appropriating authority prior to any action on the school budget as recommended by the school committee notwithstanding his place of residence. The city or town appropriating body may make nonbinding monetary recommendations to increase or decrease certain items allocating such appropriations."~~

~~"The vote of the legislative body of a city or town shall establish the total appropriation for the support of the public schools, but may not limit the authority of the school committee to determine expenditures within the total appropriation."~~

Once the City Manager recommends an amount for the Worcester Public Schools, the Superintendent prepares a recommended budget that is submitted to the Worcester School Committee no later than the Friday before the first Thursday in June in order for the School Committee to hold budget hearings open to the public.

Prior to beginning budget deliberation, the Worcester School Committee holds, as legally required, at least one budget hearing for the public.

~~MGL Chapter 71, Section 38N requires each school committee in Massachusetts to "hold a public hearing on its proposed annual budget not less than seven days after publication of a notice thereof in a newspaper having general circulation in such city, town or district. Prior to such public hearing said committee shall make available to the public at least one copy of said proposed budget for a time period of not less than~~

~~forty-eight hours either at the office of the superintendent of schools or at a place so designated by said committee. At the time and place so advertised or at any time or place to which such hearing may from time to time be adjourned all interested persons shall be given an opportunity to be heard for or against the whole or any part of the proposed budget.¶~~

~~Such hearing shall be conducted by a quorum of the school committee. For the purposes of this section a quorum shall consist of a majority of the members of said school committee."~~

The School Committee typically holds two public budget hearings: the first and third Thursdays in June (with the fiscal year beginning on July 1st).

During the budget hearings, the School Committee reviews the recommended budget as presented by the Superintendent and approves line items or makes adjustments to the recommendations, subject to majority vote of the Committee.

**LEGAL REF: City of Worcester Charter, Article 5
MGL Ch. 33:44; 44:32; 71:38N**

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.

LEGAL REFS.: [MGL 71:37](#)

[DOR 94-660](#)

CROSS REFS.: [DBG](#), Budget Adoption Procedures

[DI](#), Fiscal Accounting and Reporting

File: DD - ~~FUNDING GRANTS, PROPOSALS AND APPLICATIONS~~ SPECIAL PROJECTS

In accordance with state law, the School Committee shall review and accept grants and donations to the Worcester Public Schools. **The superintendent will submit for School Committee approval spending plans at the cost center of the grant award.**

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.

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.

LEGAL REF.: M.G.L. 44:53A; 71:37A

2 CFR 200 Federal Uniform Administrative Requirements

File: DEC - FEDERAL FUNDS SUPPLEMENT NOT SUPPLANT POLICY

The Worcester School Committee is committed to utilizing federal grant funds to supplement instructional programs funded by local, state and other sources as required by law and regulation. Federal funds will be used to complement and extend district-funded programs, not to take the place of (supplant) programs previously funded by the district, except as provided by the granting program.

The Superintendent or designee will ensure that federal grant funds are disbursed appropriately and that associated record-keeping and reporting complies with required guidelines and mandates.

LEGAL REF: Elementary and Secondary Education Act, as amended

CROSS REFS: IHBD, Compensatory Education

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

CROSS REF: [DK](#) Payment procedures

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](#); [41:109A](#); [71:47](#)

CROSS REFS: [DI Fiscal Accounting and Reporting](#)

[JJF Student Activity Funds](#)

File: DI - FISCAL ACCOUNTING AND REPORTING

The Superintendent is responsible for receiving and properly accounting for all funds of the school system 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 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.: MGL Ch. 44:38

603 CMR 10:00

2 CFR 200.303

CROSS REFS: DBJ Budget Transfer Authority

DIE Audits

~~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 of Worcester 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: DJA - PURCHASING AUTHORITY

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through the funding appropriated as part of the budget process.

All contracts made by any city agency where the amount involved is two thousand dollars or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the city manager and also of the officer or the head of the department or of the chair of the board, as the case may be, making the contract is affixed thereto.

The purchase of items and services **within the cost centers voted by the School Committee** requires no further School Committee approval except when such approval is mandated by law or other Committee policy.

LEGAL REFS.: M.G.L. [30B](#)

City of Worcester Home Rule Charter, Article Five, Section 5-7

CROSS REF.: [DJE, Bidding Requirements](#)

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. **Any contract between the District and a vendor is subject to procurement requirements, whether the District or another entity completes the purchase.**

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.

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.

Any bid may be 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 up to 90 days after opening as specified in the bid documents and as determined by the City's procurement officer.

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the Invitation to Bid. The bidder to whom an award is made may be required to enter into a written contract with the school district.

The Chief Purchasing Officer may, if it would best serve district interest, use a Request for Proposals, instead of the above process.

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 Updated 2023

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

CROSS REF.: DJA, Purchasing Authority

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

File: DKC - EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Committee.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

LEGAL REF.: M.G.L. [40:5](#); [44:58](#)

O. General Business
O'Connell Novick
(November 28, 2023)

ITEM: gb 3-256
S.C. MEETING: 12-07-23

ITEM:

To end the addition of artificial turf fields on Worcester Public Schools property.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Finance and Operations

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

O. General Business
O'Connell Novick
(November 28, 2023)

ITEM: gb 3-257
S.C. MEETING: 12-07-23

ITEM:

To submit testimony in opposition to the Department of Elementary and Secondary Education's proposed increase in weight in the state accountability system for chronic absenteeism at the Board of Elementary and Secondary Education's December meeting.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Submit testimony

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

O. General Business
O'Connell Novick
(November 28, 2023)

ITEM: gb 3-258
S.C. MEETING: 12-07-23

ITEM:

To request that a Foundation Budget Review Commission be enacted as part of the FY25 budget, for a report due before filing of the FY26 budget.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Submit request to Governor Healey, the Board of Elementary and Secondary Education, the Worcester delegation, and the chairs of the Joint Committee on Ways and Means. Further request that the creation of such a Commission be made a priority for the FY25 budget by the Massachusetts Association of School Committees, the Massachusetts Association of School Superintendents, and the Massachusetts Association of School Business Officials.

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

O. General Business
Kamara
(November 29, 2023)

ITEM: gb 3-259
S.C. MEETING: 12-07-23

ITEM:

To develop a policy around culture and belonging for students, families, and educators.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Governance and Employee Issues

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

O. General Business
Kamara
(November 29, 2023)

ITEM: gb 3-260
S.C. MEETING: 12-07-23

ITEM:

To display 5 years to present data trends from "referrals" to law enforcement where students are reported to police but not arrested. Separate data to include elementary, middle, and high school and include data from 5 years until now.

PRIOR ACTION:

BACKUP:

Annex A (4 pages) contains an article titled, "New data: Over 100 elementary-aged children arrested in U.S. schools" from CBSnews.com

RECOMMENDATION OF MAKER:

Refer to the Administration

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

U.S.

New data: Over 100 elementary-aged children arrested in U.S. schools

BY CHRIS HACKER, APARNA ZALANI, STEPHEN STOCK
NOVEMBER 16, 2023 / 4:03 PM EST / CBS NEWS

Police arrested more than 100 children at elementary schools during the 2020-2021 school year, according to newly released data analyzed by CBS News.

The Department of Education data showed fewer young children were arrested at school than in previous years. This is likely in part because students were learning remotely rather than in person due to the pandemic, a senior Department of Education official said in a call with reporters.

In elementary schools alone, about 3,500 so-called "referrals to law enforcement" — where a student is reported to police but not arrested — were also counted in the data.

Catherine Lhamon, assistant secretary for the Department of Education Office of Civil Rights, said the number of elementary school arrests and referrals was "enormously distressing."

"My heart is broken when I know that those kinds of circumstances take place, period." Lhamon said. "And we are examining whether there's a civil rights component to it that needs to be addressed as part of our job in the Civil Rights Office of the Department of Education."

The data, published on Nov. 15, is the only national survey of civil rights at schools in the country. It highlighted a range of disparities faced by students of color and students with disabilities, including access to more advanced curriculum, internet availability, and school discipline.

Last year, [CBS News reported on arrests in elementary schools](#) using similar data from the 2017-2018 school year. That year, CBS News counted more than 700 arrests in grades 1 through 5.

Over 100 elementary-aged children arrested in US schools in a single year

The number of children in grades 1-5 who were arrested at school has declined consistently each year. In the latest data, the number continued to decline, although it's unclear whether there would've been more arrests in a normal non-pandemic year.

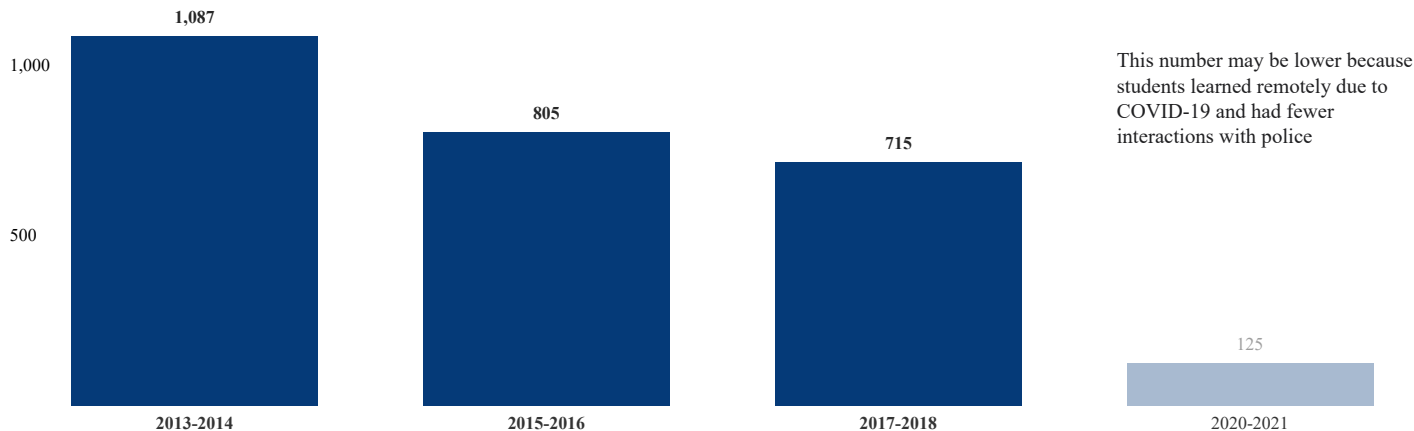
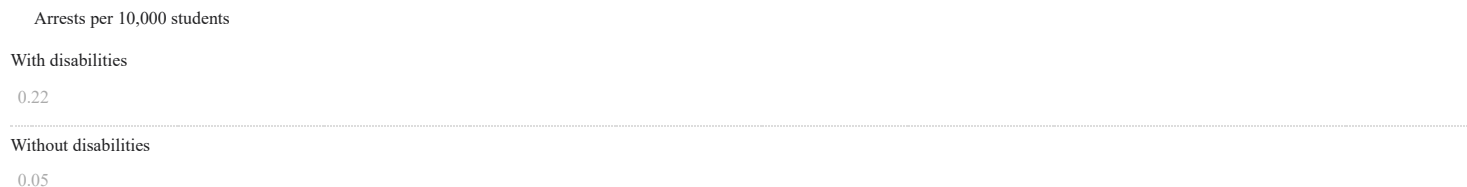


Chart: Chris Hacker, CBS News Source: [CBS News analysis of Department of Education data](#)

That data showed children with disabilities in elementary school were 4 times more likely to be arrested at school than those without disabilities. This latest data shows similar disparities: those with disabilities such as ADHD or autism were still four times more likely to be arrested at school.

Young children with disabilities are more likely to be arrested in school

In US elementary schools, children with documented disabilities such as ADHD and autism are more likely to be arrested than those without disabilities.



NOTE: These numbers may be lower than in other years because students learned remotely due to COVID-19 and had fewer chances to interact with police.

Chart: Chris Hacker, CBS News Source: [CBS News analysis of Department of Education data](#)

The same was true for students of color, who were arrested at more than twice the rate of white students.

The arrest of children in school, particularly young children, has been the subject of criticism in recent years. Recent incidents in Maryland, Colorado and Texas, for example, sparked public outrage and lawsuits against police.

A bill introduced in the U.S. Senate in May 2023 would ban schools from using restraints such as handcuffs on children for disciplinary reasons, though it wouldn't prevent police from making arrests entirely.

In 2022, a bill designed to reduce school arrests, the Counseling Not Criminalization in Schools Act, failed to pass.

- O. General Business
Kamara
(November 29, 2023)

ITEM: gb 3-261
S.C. MEETING: 12-07-23

ITEM:

To produce a report on "referrals" to law enforcement where students were reported to law enforcement but not arrested that was then referred to a WPS counseling staff (Adjustment Counselors, Dean of Students, internal or external therapist) for support per our new Mental Health and Wellness Plan. Describe any progress of adjustment in student behavior after 3-6 months of support/treatment and what level of support was administered.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Administration

RECOMMENDATION OF THE ADMINISTRATION:

Concurs

O. General Business
Kamara
(November 29, 2023)

ITEM: gb 3-262
S.C. MEETING: 12-07-23

ITEM:

To share any discussion on Worcester's evaluation of our gifted program and what plans are in place to develop a fully functional program for gifted students.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to the Administration

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Teaching, Learning and Student Supports

O. General Business
Administration
(November 29, 2023)

ITEM: gb 3-263
S.C. MEETING: 12-07-23

ITEM:

To authorize the Administration to enter into a lease agreement for up to five years for computers.

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains a brief description of the lease agreement.

RECOMMENDATION OF MAKER:

Approve and file

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



Administrator: [Brian Allen](#)
Department: Deputy Superintendent's Office
Date: November 28, 2023
Item Number:
Item: To authorize the Administration to enter into a lease agreement for up to five years for computers.
Attachment:
Recommendation: Approve and file

This lease is for the replacement of the district's currently leased desktop computers. This lease includes 1,420 student and administrative desktop computers and will be for a total five yearly payments of \$387,738.62 per year.

- O. General Business
Administration
(November 29, 2023)

ITEM: gb 3-264
S.C. MEETING: 12-07-23

ITEM:

To vote to execute an Amendment to the Contract for Employment between the Worcester School Committee and Brian E. Allen for the position of Deputy Superintendent, Chief Operating Officer and Chief Financial Officer.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve

- O. General Business
Administration
(November 29, 2023)

ITEM: gb 3-265
S.C. MEETING: 12-07-23

ITEM:

To vote to execute an Amendment to the Contract for Employment between the Worcester School Committee and Dr. Marie Morse for the position of Assistant Superintendent, Teaching and Learning.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve

- O. General Business
Administration
(November 29, 2023)

ITEM: gb 3-266
S.C. MEETING: 12-07-23

ITEM:

To vote to execute the Contract for Employment between the Worcester School Committee and Kristi Turgeon for the position of Administrative Clerk of the School Committee.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve

- O. General Business
Administration
(November 29, 2023)

ITEM: gb 3-267
S.C. MEETING: 12-07-23

ITEM:

To consider and authorize the establishment of the position of Assistant Superintendent for Personnel, Engagement, and Equity.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve

- O. General Business
Administration
(November 29, 2023)

ITEM: gb 3-268
S.C. MEETING: 12-07-23

ITEM:

To appoint Dr. Yeu Kue to the position of Assistant Superintendent for Personnel, Engagement, and Equity, subject to contract negotiations.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Approve

RECOMMENDATION OF THE ADMINISTRATION:

Approve