

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, November 16, 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 discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – Educational Association of Worcester, Aides to the Physically Handicapped, Monitors and Drivers Unit.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – Massachusetts Nurses Association for and on behalf of Worcester School Nurses.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – International Union of Public Employees, Plumbers & Steamfitters, Local – 125.

To discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares – Successor Contract Negotiations – International Union of Public Employees, Tradesmen, Local - 135.

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

E. Consent Agendai. Approval of Minutes
aor 3-25 Clerk

To consider approval of the Minutes for the School Committee meeting held on November 2, 2023.

ii. Approval of Donations

To consider approval of a donation from McLean Coaching and Consulting in the amount of \$999.00 to Worcester Public Schools.

To consider approval of a donation from Massport Charitable Contributions in the amount of \$7,200.00 to the Worcester Technical High School Innovation Career Pathways program to support the Peer Teaching assistant Program.

To consider approval of a donation from United AG & Turf NE in the amount of \$500.00 for the Diesel Program at South High Community School.

iii. Notification of Personnel Records

The Superintendent has approved the personnel records provided in backup.

iv. Initial Filing of Individual Recognitions

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

v. Notices of Interest to the District or to the Public**F. Item for Reconsideration****G. Held Item****H. Recognition**

To recognize Union Hill students Dafne Morales and Jarielisse Rivera.

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 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.

Recommendation of Maker: Refer to Finance and Operations

K. Report of the Superintendent

ros 3-17 Administration

(November 16, 2023)

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

Recommendation of Maker: Approve

L. Reports of the Standing Committees

M. Student Advisory Committee Items

N. Approval of Grants and other Finance Items

To consider approval of the MassGrad Promising Practices Grant in the amount of \$223,662.00. The purpose of this grant is to provide supplementary support for dropout prevention and reengagement activities to high schools with high dropout numbers.

To consider approval of an American Academy of Pediatrics "Care Coordination for Chronic Condition Management in Schools" grant in the amount of \$12,000.00.

To consider a prior year payment to College Board in the amount of \$11,213.00 for an invoice that was just received.

To consider a prior year payment to AJ Letourneau in the amount of \$506.25 for an invoice that was just received.

To consider a prior year payment to Autism Spectrum Therapies in the amount of \$294.60 for invoice #5671290.

To consider a prior year payment to Jayda Wright in the amount of \$952.25 for mileage reimbursement.

To consider a prior year payment to United Elevator in the amount of \$2,880.00 for invoices that were just received.

To consider a prior year payment to Powerling in the amount of \$18,534.95 for invoices that were just received.

To consider a prior year payment to Imperial in the amount of \$506.00 for an invoice that was just received.

To consider a prior year payment to Angel Rosario in the amount of \$115.00 for license renewal and physical reimbursement.

To consider a prior year payment to Devivo in the amount of \$7,286.98 for FY23 invoices.

O. General Business

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.

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.

Recommendation of Administration: Refer to Governance and Employee Issues

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.

Recommendation of Administration: Refer to Governance and Employee Issues

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.

Recommendation of Maker: Approve

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.

Recommendation of Maker: Refer to 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.

Recommendation of Maker: Refer to Administration

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 who volunteers at our school.

Recommendation of Maker: Refer to Governance and Employee Issues

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.

Recommendation of Maker: Approve

gb 3-246 Administration

(November 8, 2023)

To consider approval of the updated job descriptions.

Recommendation of Maker: Approve

P. Announcements

Standing Committee Meeting Dates:

Governance and Employee Issues:

- November 21, 2023 at 4:30 p.m. in Room 410, Durkin Administration Building

Governance and Employee Issues:

- November 28, 2023 at 4:45 p.m. in Room 410, Durkin Administration Building

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

Inaugural Exercises:

- January 2, 2024, 5:30 p.m. (tentative), Location to be announced shortly

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

E. Approval of Minutes
Clerk
(November 16, 2023)

ITEM: aor 3-25
S.C. MEETING: 11-16-23

ITEM:

To consider approval of the Minutes for the School Committee meeting held on November 2, 2023.

PRIOR ACTION:

BACKUP:

Annex A (6 pages) contains the Minutes of the meeting held on October 19, 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 2, 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 5:02 p.m. to recess and move into Executive Session.

On a roll call of 7-0, the motion was approved at 5:03 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.

Mayor Petty began the meeting with a moment of silence for the tragic losses of 19 year-old Randy Armando Melendez Jr. and 18 year-old Carl Hens Beliard.

Consent Agenda

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

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

Mayor Petty took the following items together:

Public Comment

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

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

Public Petition

c&p 3-11 Hardy-Lavoie

(October 17, 2023)

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

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

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

Recognition

To congratulate the Worcester Public Schools Transportation Department, including all drivers, monitors, and staff, for their contributions to a successful transition to

district-operated student transportation, as recognized by Association of School Business Officials, International with the 2023 Pinnacle of Achievement Award.

To recognize Transportation Director John Hennessey as the 2023 recipient of the National Association of Pupil Transportation Distinguished Service Award.

Member Johnson joined the meeting at 6:00 p.m.

Deputy Superintendent, Brian Allen, presented Transportation Director John Hennessey with the National Association of Pupil Transportation Distinguished Service Award. This award was established to recognize an individual who has performed exemplary service on behalf of the Association at State and National levels. Mr. Hennessey exemplifies principles of high standards of leadership for safe, responsible and economical services to all passengers. Mr. Hennessey was a co-founding member of the Massachusetts Association of People Transportation and was elected the organization's president in 1990. He was elected two more times as the organization's president, and served as the vice president and regional director of the MAPT. Mr. Hennessey led the team responsible for implementing full district operated transportation services during the 2022-23 school year. Mr. Hennessey will be retiring in December 2023.

Mr. Allen then congratulated the entire Transportation Department on their successful transition to district-operated student transportation. He thanked all the parents, mechanics, volunteers, administrators, bus drivers and monitors for their dedication to Worcester Public School students. He stated that their work helps remove barriers and create opportunities to access after school programs such as innovation pathways, early college and many more.

Member O'Connell Novick emphasized all of the hard work, advocacy, dedication and trust that helped to get to district-operated transportation that is utilized today.

The Committee adjourned from 6:07 p.m. to 6:19 p.m.

ros 3-16 Administration

(November 2, 2023)

From Here, Anywhere... Together: Curriculum & Instruction: Q-Teams in Action
William Foley, Ellen Kelley, Dr. Tim Sippel

Superintendent Monarrez gave a brief overview of the roles and responsibilities of the Q-Teams. Executive Directors, Foley, Kelley and Sippel presented the Committee with the role of the Q-Teams, goals & outcomes, meeting schedules, processes and tracking of progress for the teams through a powerpoint presentation.

Principal of Worcester Technical High School, Drew Weymouth, spoke specifically about Worcester Technical High School in regard to how the Q-Teams are being utilized and the benefits he has seen thus far. He stated that on the district level there is accountability and support to the school and on the school level there is a direct support person in areas of their expertise available to a specific school rather than any school within the entire district. He stated that he has seen improvements in technology, professional development and special education.

Columbus Park Principal, Lisa Carignan, spoke about how she has been utilizing the Q-Teams to help build on technology, ESL and social emotional learning in Columbus Park. She added that the skill sets from each Q-Team member has helped to tap into these different areas of the school and make improvements even though she is not an expert in

these areas.

Teacher at Columbus Park, Amanda Krull, stated that members of the Q-Teams have helped her and other educators at Columbus Park with classroom set up, helping teachers find their strengths in the classroom and giving critique on areas of improvement.

Integrated Coaches Gina Creamer and Colleen Santon spoke together about the goal of working with building-based leaders, educators, building coaches to champion the Vision of a Learner and the instructional framework. They discussed using the expertise of Q-Team members to build classrooms that support all students as well as bring students any additional support from outside their schools that they may need. They emphasized that communication has also improved as a result of the Q-Teams because there are people who can be reached directly rather than waiting a few days for a response.

Multilingual Education Coach Ashley McPartland spoke about the positive impact of enhanced interdepartmental collaboration that came with the implementation of the Q-Teams. She added that collaboration with school administrators and special education coaches has helped with issues of equity and scheduling for dually identified students. She added that the collaboration with Q-Teams helps Multilingual Education Coaches ensure that their goals are aligned with the school, the quadrant and the district which will lead to more support for the multilingual learners and educators.

Special Education Supervisor Jess Adamovich added that a common goal for her department is to create a less restrictive learning environment for all students. The Q-Team collaboration has helped to get into classrooms faster and create successful learning environments for students with disabilities.

EdTech Coach Eddie Chen spoke about how the Office of Educational Technology has been able to support the Burncoat Quadrant Q-Team. He stated that his office is working to build relationships through projects, help improve others' tech-skills and learn ways they can support educators. He added that having a designated contact person in each school has had a big impact in improving communications.

Culture and Climate Coach Jill Lefebvre spoke about her experience in developing a more comprehensive professional development plan with the help of the Q-Team members and their expertise. She added that Q-Team meetings have become an excellent place to learn more about other disciplines and helped to streamline the communication process.

Member McCullough left the meeting at 6:50 p.m. and did not return.

Member O'Connell Novick noted that structural support for schools from district leadership was one focus of the search for a superintendent and this report shows that support is being addressed.

Member Clancey highlighted the support being given in tier one and two that in the long run will have a major impact on students' education and experience in school. She added that communication has been dramatically improved.

Member Kamara asked if there was a way to see the progress that has been made with the Q-Teams thus far. Dr. Monarrez stated that a majority of the staff had already been working for Worcester Public Schools but the structure of the response process was not based on the quadrant, rather any instructional coach could be sent to any school in the district.

Member Mailman said that while it is nice to hear about the work being done directly from those that are doing it, she would like to see some kind of progress report about what things did not work and how solutions were found. She asked for clarification whether or not there were opportunities given to Q-Team members to meet and learn from each other. Mr. Foley responded that departments meet as a whole on Fridays and following that meeting, the Q-Teams will meet. He stated that there are periodic meetings with all of the Q-Teams collectively and that this structure has also allowed support without judgment.

Member Johnson made a motion to request a report regarding the Q-Team support dashboard summary that was provided during the presentation.

On a voice vote the motion was approved.

Member Kamara asked for a midyear report on the same motion. Dr. Monarrez stated that a report would be possible toward the end of May.

On a voice vote, the motion was approved.

Mayor Petty made a motion to approve and file the report of the Superintendent.

On a voice vote the motion was approved.

Reports of the Standing Committees

ao 3-23 Clerk

To consider approval of the Minutes for the Teaching, Learning and Student Supports meeting held on October 16, 2023.

Mayor Petty made a motion to approve.

On a roll call of 6-0 (absent McCullough), the minutes were approved.

To consider approval of the Minutes for the Governance and Employee Issues meeting held on October 23, 2023.

Member O'Connell Novick spoke in support of the two committee structure that was presented during the Governance and Employee Issues meeting. She added that to ensure the Governance Committee can draft new rules for the committees before the new term begins, she would make a motion to amend the report to state the adoption of the two sub committee model and that Governance brings back the redrafted rules that would have this structure in place.

Member Kamara asked for clarification on motion. Mayor Petty clarified that the number of sub committees would go from four to two in order to align with the Superintendent's goals. Member Kamara asked what the two subcommittee would be. Member Clancey explained that one committee would be a combination of the Standing Committee on Governance and Employee Issues and the Standing Committee on Finance and Operations. The other sub committee would be a combination of the Standing Committee on Teaching, Learning and Student Supports and the Standing Committee on School and Student Performance. Member Kamara asked Dr. Monarrez to explain the rationale for going to only two sub committees. Dr. Monarrez responded that having five committees was an option presented in Governance but upon further review, it would not mathematically be possible to divide everyone equally. The benefits of having the two sub committee model is logistically better; it allows for more flexibility in scheduling. She added that the workflow coming out of the two sub committee model is much more manageable from an administrative standpoint. Member Kamara expressed that she is not in support of the two sub committee model.

Member Mailman stated that she wanted to hear more about the five committee structure

that was verbally proposed during the Governance meeting. She asked that this item be held so that other members who are not in the Governance sub committee can have time to review the back up documents provided during that meeting. Member O'Connell Novick stated that she is not amenable to holding the item and added that the full agenda is available to all committee members for every meeting even if they are not on that sub committee.

Member Mailman asked for a presentation on the two sub committee structures for the members who are not on the Governance sub committee. Member Clancey gave an overview of the options presented by administration to the Governance sub committee. Member Mailman asked where family and community engagement would fall in the two sub committee structure. Dr. Monarrez responded that it would depend on the topic, but most likely, it would fall into the Teaching and Learning sub committee. Member Mailman asked for clarification why Dr. Monarrez is now supporting Option 2, the two sub committees. Dr. Monarrez responded that she supports the two committee structure primarily for managing the workflow that would come out of two committees versus five committees.

Member Kamara again expressed her disapproval of the two committee structure.

Mayor Petty restated the motion from Member O'Connell Novick to adopt Option 2.
On a roll call of 4-2 (Yes: Clancey, Yes: Mailman, Yes: O'Connell Novick, Yes: Mayor Petty, No: Johnson, No: Kamara, Absent: McCullough), the motion passes.

Mayor Petty made a motion to approve the minutes as amended.
On a roll call of 5-1 (No: Kamara, absent: McCullough), the minutes are approved.

To consider approval of the Minutes for the Finance and Operations meeting held on October 24, 2023.

Member O'Connell Novick made a motion to amend the minutes to include account numbers so the city could make those transfers that were approved during the meeting. She stated that on making a motion on the recommendation of the Finance and Operations Standing Committee to move \$600,000 from account 500-91115 Paraprofessional Salaries to 500-91110 Administrative Salaries. As well as transfer \$600,000 from 500-91115 Paraprofessional Salaries to 500132-92000 Account Tuition.

Member Johnson asked for the reason for these transfers. Mr. Allen stated that during the first quarter there has been greater out of district special education tuition costs than anticipated. He stated that 14 additional students moved into the district that have out of district placements, the transfer from the Paraprofessional line item is coming from current vacancies but it is not taking away any current positions.

Mayor Petty made a motion to approve the minutes as amended.
On a roll call of 6-0 (absent: McCullough), the minutes were approved as amended.

Approval of Grants and other Finance Items

Mayor Petty made a motion to approve the Grants and Other Finance Items collectively.
On a roll call of 6-0 (absent: McCullough), Grants and Other Finance Items were approved.

gb 3-239 Administration

(October 20, 2023)

To consider the review of the Worcester Public Schools mission and vision and to develop core values with the Strategic Planning Taskforce.

Member O'Connell Novick asked to amend the language of the item to, "To consider with the community the review of the Worcester Public Schools." to ensure that the intent of working with the community is clearly articulated in the item language.

Mayor Petty made a motion to refer the item to Governance and Employee Issues as amended.

On a voice vote the motion was approved.

gb 3-240 Clancey

(October 23, 2023)

Request the administration to review and update, if needed, the District's search policy.

Member Mailman asked for clarification why this item is being filed. Member Clancey stated that the policy, as it stands, is vague and she would like to have the administration bring a recommendation for the policy to Governance.

Mayor Petty made a motion to refer the item to Governance and Employee Issues.

On a voice vote the item motion was approved.

gb 3-241 McCullough

(October 23, 2023)

To ensure all flag poles at WPS buildings are in working order and ensure that proper protocol is being followed. Additionally, consider solar pole lighting as applicable/necessary.

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

On a voice vote the motion was approved.

Mayor Petty made a motion to adjourn the meeting.

On a roll call of 6-0 (absent: McCullough), the meeting was adjourned at 8:01 p.m.

- E. Consent Agenda - Personnel Records
Administration
(November 8, 2023)

S.C. MEETING: 11-16-23

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:

Bonhomme, Valentini, Teacher, Systemwide, Physical Education, 10/16/23
 Casello, Sarah, teacher, Woodland Academy, Special Education, 11/06/23
 Cobos, Ericka, School Adjustment Counselor, Systemwide, 10/30/23
 Gabbert, Jillian, Teacher, South High School, Special Education, 10/23/23
 Gonzalez, Fernando, Teacher, Worcester East Middle School, Mathematics, 11/07/23
 Gosselin, Haley, Teacher, Systemwide, Elementary, World Cultures and Languages, 10/18/23
 Hansen, Kim. Teacher, Burncoat High School, Special Education, 11/06/23
 Martinez-Torres, Gregory, Teacher, Worcester East Middle School, English as a Second Language, 10/30/23
 Moore-Jenkins, Cardethia, Behavior Specialist, Columbus Park, Special Education, 11/15/23
 Pennell, Erin, BCBA, Systemwide, Special Education, 10/30/23
 Pina, Michael, Teacher, Clark Street, Elementary, World Cultures and Languages, 10/16/23
 Shipley, Henley, Teacher, Belmont Community, English as a Second Language, 10/16/23
 Wood, Michael, Teacher, University Park, Mathematics, Secondary, 10/30/23

Non-Instructional Staff:

Astrella, Elaine, Paraeducator, Special Education, Systemwide, 10/31/23
 Bercovitz, Madeline, Speech & Language Pathologist Assistant, Speech Asst. (SPA), Roosevelt, 11/20/23
 Berkiel, shirley, Paraeducator, Special Education, Doherty High School, 10/30/23
 Bitar, Bouthaina, Paraeducator, Special Education, Sullivan Middle School, 11/08/23
 Burgos, Adrian, EPL Tester, English Language Learners, Parent Information Center, 10/30/23
 Cranston, Justin, Paraeducator, Special Education, Systemwide, 10/30/23
 Davenport, Julie, Paraeducator, Special Education, Systemwide, 11/06/23
 Fuentes, Xenia, Paraeducator, Special Education, Systemwide, 10/30/23
 Hill, Melinda, Paraeducator, Special Education, South High School, 10/30/23
 Linke, Lisa, Paraeducator, Special Education, Systemwide, 10/30/23
 Maldonado, Alyssa, Paraeducator, Special Education, Elm Park Community, 11/06/23
 McPartland, Breanne, Paraeducator, Special Education, South High School, 11/06/23
 Mejias, Alissandra, Paraeducator, Elementary, Systemwide, 11/13/23
 Moore-Jenkins, Cardethia, Behavior Specialist, Special Education, Columbus Park, 11/15/23

Perez-Martinez, Maximo, Paraeducator, Special Education, North High School, 10/30/23

Reavis, Dwayne, Bus Driver - Big Bus - 10 month, Transportation, NECO - Drivers and Monitors, 10/31/23

Tripp, Colin, Paraeducator, Special Education, South High School, 11/03/23

Urena, Paloma, Paraeducator, Special Education, Tatnuck Magnet, 11/06/23

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

Freeman, Allison, Thorndyke Road, Teacher, Special Education, 11/03/23

Gabbert, Lowell, South High School, Teacher, Special Education, 10/20/23

Laub, Julie, Systemwide, BCBA, Special Education, 11/03/23

Maloney, Sally, Doherty High School, Principal - 42 Week, Administration, 10/31/23

Mellon, Amy, Worcester Technical High School, Teacher, Vocational Education, 10/20/23

Naples, Eric, Burncoat High School, Teacher, Vocational Education, 10/26/23

Torres, Lynette, Chandler Magnet, Teacher, Elementary, 10/20/23

H. Recognitions
McCullough
(October 12, 2023)

MEETING: 11-16-23

ITEM:

To recognize Union Hill students Dafne Morales and Jarielisse Rivera.

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains a brief summary of the rationale for this recognition.

RECOMMENDATION OF MAKER:

Approve.

RECOMMENDATION OF THE ADMINISTRATION:

Approve.

To recognize Union Hill students Dafne Morales and Jarielisse Rivera.

Today, Interim Chief Saucier and the Worcester Police Department honored two community heroes. Officer Rebecka Mailea has been speaking to students at Union Hill School recently, and encouraging students to call 911 if they witness emergencies.

Recently, fourth grader Dafne Morales and sixth grader Jarielisse Rivera were outside when they witnessed a female go unconscious and suffer a medical emergency. The girls reacted by approaching the woman, taking her cell phone, and calling 911. An ambulance and WPD officers arrived, ensuring that the woman received the medical assistance she needed. The girls told first responders that they were following the advice of Officer Mailea by calling 911.

We are thrilled to present the Exemplary Service Award to Dafne Morales and Jarielisse Rivera, who make us all proud. Congratulations girls!

- J. Public Petition
Addo Bamfo, Waiganjo, Mireku, Koranteng, Acquaye, Ashcraft, Antwi
(November 7, 2023) ITEM: c&p 3-12
S.C. MEETING: 11-16-23

ITEM:

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

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Finance and Operations

K. Report of the Superintendent
Administration
(November 16, 2023)

ITEM: ros 3-17
S.C. MEETING: 11-16-23

ITEM:

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

PRIOR ACTION:

BACKUP:

Annex A (25 pages) contains the Powerpoint presentation.

RECOMMENDATION OF MAKER:

To approve.

RECOMMENDATION OF THE ADMINISTRATION:

To approve.

School Safety Audit Report and Implementation Plan

Report of the Superintendent
November 16, 2023

From Here, Anywhere....

Together



WORCESTER
PUBLIC SCHOOLS

Expected Outcomes

This presentation will cover:



WORCESTER
PUBLIC SCHOOLS



Receive an overview of the School Safety Audit from Guidepost Solutions



Connect priority items to the Superintendent's Goals for 2023-24

Entry Plan High Level Themes



Superintendent's Goals for 2023-24



Goal: By June 30, 2024, strengthen maintenance protocols and implement school safety recommendations to guarantee the continual modernization of all WPS facilities, cultivating an environment that is both secure and supportive for learning by building capacity and valuing knowledge as measured by 100% completion of highest priority, emergency projects identified through safety audit.

Priorities:

- Highest priority projects 100% completion
- Create a system to collect and monitor safety trainings and drills completed



WORCESTER SCHOOL COMMITTEE SCHOOL SAFETY ASSESSMENTS RESULTS + PROGRESS

November 16, 2023

KEY PROJECT PERSONNEL

SERVING THROUGHOUT ENGAGEMENT

Annex A



Angela Osborne, PCI, PSP, CPP
Associate Vice President, Risk +
Emergency Management Solutions



Ray Kolodziejczak
Lead Project Manager |



Nick Heywood, PMP
Education Practice Area
Leader



Jack Plaxe
Senior Consultant



Ahmad Zoua, PMP
IT and Network
Infrastructure



**Steve Longoria, , CCP,
CPE, CPM, CBPATS,
CPTED, TLO**
Emergency Operations SME



Dr. Emily Keram
Behavioral Psychology SME



Connie Brandon, CPP
Senior Consultant



Morgan Hassler
Law Enforcement SME



William Taylor
Law Enforcement Liaison

FIRM OVERVIEW

GLOBAL LEADER IN SECURITY CONSULTING, TECHNOLOGY SOLUTIONS
DESIGN AND IMPLEMENTATION MANAGEMENT

- Education Sector Experience
- Certified Security and Project Management Professionals and Industry Influencers
- Multidisciplinary Design Team
- Enterprise Systems Relationships
- Massachusetts Office
- Unbiased, Independent 3rd Party
- Collaborative Partnership Approach
- 250+ global team members comprising:
 - Security Technology Experts
 - Security Operational Subject Matter Experts
 - Professional Engineer
 - Technology Solutions Implementation Project Managers
 - Cyber Security Subject Matter Experts
 - Former Federal and State Prosecutors

75+

Cities +
Counties

10k+

Security Projects
Completed

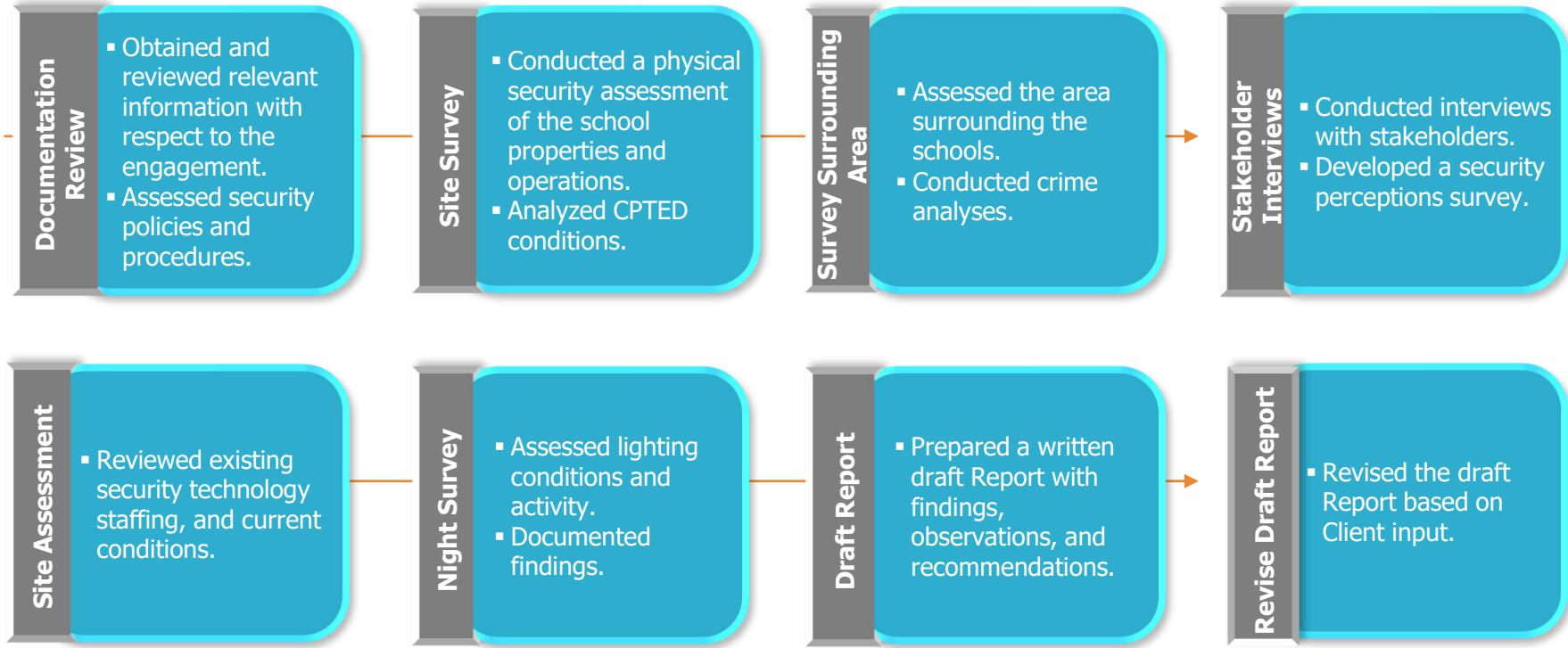
38+

Years of Proven
Security
Experience



APPROACH

TASKS COMPLETED



SCOPE OF WORK

Annex A

58 SCHOOL AND ADMINISTRATIVE BUILDINGS

Belmont Community School	Burncoat High School	Burncoat Middle School	Burncoat St. Preparatory School	Canterbury St. School	Chandler Community School	Chandler Magnet School	City View School
Claremont Academy	Clark St. School	Columbus Park School	Doherty Memorial High School	Elm Park Community School	Flagg St. School	Forest Grove Middle School	Gates Lane School
Goddard School of Science and Technology	Grafton St. Annex	Grafton St. School	Greendale head Start	Hartwell Learning Center	Heard St. Discovery School	Hiatt Magnet School	La Familia Dual Language
Lake View School	Lincoln St. School	May St. School	McGrath Elementary School	Midland St. School	Mill Swan Head Start	Millbury St. Head Start	Nelson Place School
New Citizens Center	Norrback Ave. School	North High School	Quinsigamond School	Rice Square School	Roosevelt School	South High School	Sullivan Middle School
Tatnuck Magnet School	The Gerald Creamer Center	Thorndyke Rd. School	Union Hill School	University Park Campus School	Vernon Hill School	Wawecus Rd. School	West Tatnuck School
Woodland Academy	Worcester Arts Magnet School	Worcester East Middle School	Worcester Technical High School	Foley Stadium	ACT @ One New Bond	Chandler Elementary Annex-YMCA	Durkin Administration Building
115 North East Cutoff	Alternative School						

ASSESSMENT PHILOSOPHY

APPROACH + KEY CONSIDERATIONS

Annex A



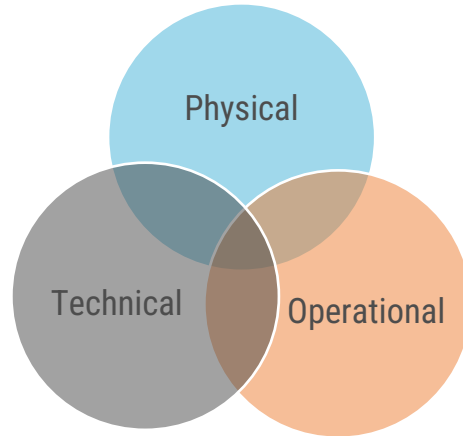
Industry best-practices



Relevant laws and regulations



Lessons learned from our experience with K-12 clients



Agenda Page 29



Technology-agnostic



Unique operations



Specific threat environment



Cost-effectiveness



LAYERS OF PROTECTION



WPS ASSESSMENT METHODOLOGY

PHYSICAL, TECHNICAL, + OPERATIONAL ELEMENTS


Annex A

- Wayfinding + Signage
- Classroom Locking Mechanisms
- Exterior Locking Hardware
- Vehicle Gates & Fencing
- Classroom Communications
- Centralized Entrances
- Emergency Preparedness
- Key Control
- Lighting
- Video Surveillance
- Intrusion Detection Systems
- Access Control Systems
- Visitor Management
- Intercom Systems
- Emergency Communications
- Public Address System
- Emergency Planning Documents
- Security Protocols
- Security Staffing
- School Liaison Officer Support
- Security-related Policies + Procedures

SAFETY + SECURITY PERCEPTIONS SURVEY

Annex A

Online Community Engagement (Optional)

 **Worcester Public Schools Safety & Security Perception Survey**

This survey provides an opportunity for members of the Worcester Public Schools (WPS) community to provide their thoughts on current security conditions, share areas of concern, and offer ideas for security enhancements. The survey will take approximately 6 minutes to complete.

* Required

1. Please describe your role at WPS. *

Administrator

Faculty Member

Parent / Guardian

- Virtual
- Anonymous
- Easy-to-Use for Stakeholders
- Quantitative + Qualitative Results
- Participation Possible in Multiple Languages
- Insights by Building and across Campus
- Opportunity for Broader Community Engagement
- Uses Microsoft Forms (No Login Required)



Stakeholder Perception Findings

WORCESTER PUBLIC SCHOOLS SUMMARY FINDINGS

SAFETY + SECURITY PERCEPTION SURVEY

- 1,321 community members responded to the 20-question survey (estimated 4 minutes for completion).
- The survey received responses from all buildings included in the assessment with the most results received for Burncoat Middle School (105), South High School (104), North High School (93), Burncoat High School (84), Doherty Memorial High School (83), and Sullivan Middle School (58)
- Respondents included:

Administrators	Faculty Members	Parent/Guardian	Staff Member	Students
69 (5%)	485 (37%)	192 (15%)	387 (29%)	188 (14%)

- The survey was offered in English, Arabic, Albanian, Nepali, Portuguese, Spanish, Twi, and Vietnamese.
- Overall, **58%** of respondents stated that they felt **very safe** or **somewhat safe** at their building.
- 37%** indicated that access to the building was **not restrictive enough** requiring more control measures when accessing their location.
- 47%** of respondents were aware of WPS community members raising security concerns.
- In general, the concerns raised for the WPS buildings in the open responses highlighted:

Condition + Function of Classroom Doors + Locks	Unsecured Parking Areas	Exterior Doors Found Propped Open or Unlocked	Parents Bypassing Visitor Check-in Process	Isolated Areas of the Campus	Exterior Lighting Issues	Inconsistent Video Surveillance Coverage
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Assessment Findings

EXISTING CONDITIONS OVERVIEW

Annex A

District STRENGTHS

- **Access Control:** The District is in the process of adding electronic access control to enable staff members to access a building without having to prop or unlock doors. This also enables the District to terminate access instantly as needed and eventually move away from brass keys.
- **Exterior Door Inspections:** Due to the condition of the door locking hardware, WPS has started routine door inspections to ensure all *exterior* points of entry remain in a locked, secure state.
- **Video Surveillance:** Modern digital video surveillance technology is being deployed at newer school buildings.
- **Visitor Management:** The assessment team noted an overall heightened awareness of visitors onsite throughout the buildings.
- **Staff Member and Community Engagement:** The survey results shows high participation among the WPS community. The responses provided candid but useful information on the onsite operations. The results showed a good representation of the stakeholder groups included.
- **Safe Routes:** A strong emphasis has been placed on creating safe routes for students as they travel to and from schools.
- **Emergency Protocols:** The District is moving to the Standard Response Protocol to streamline the lexicon and instructions on emergency management.

AREAS FOR IMPROVEMENT

AREAS FOR OF IMPROVEMENT

- **Door Locking Hardware:** Numerous schools reported the inability to secure classrooms because of old, missing, or broken door locking hardware and the poor physical state of the classroom doors.
- **Key Control:** Key management and control is inconsistent; various keys are in circulation with many that could not be identified stored in baskets, boxes, or desks unsecured.
- **Emergency Communications:** Schools had challenges with the current public address systems, specifically the ability to hear and understand the emergency announcements made via the PAs and in-classroom intercoms.
- **Manual Visitor Management:** The current registration of visitors is conducted using paper sign-in sheets. Movement to a software-based system would streamline the visitor management process and increase situational awareness across the District.
- **Wayfinding/Signage:** Opportunities exist to make identifying the Main Offices easier through wayfinding and some design modifications. This reduces the risk of visitors wandering the buildings.
- **Consistent Technology Deployment:** The District has divergent security technology and application with some schools having strong video surveillance coverage (for instance) while others had very limited coverage. The intent is to move to security electronic standards to bring more consistency across the District's schools.
- **Alarm Code Vulnerability:** Many schools reported alarm codes that were not unique (shared) with some locations reusing codes issued to former employees.
- **Perimeter and Lighting:** Some schools would greatly benefit from a more secure perimeter and control points to minimize the risk of unknown/unauthorized individuals accessing the property. In addition, some had significant exterior lighting challenges.

EXISTING CONDITIONS OVERVIEW

Annex A

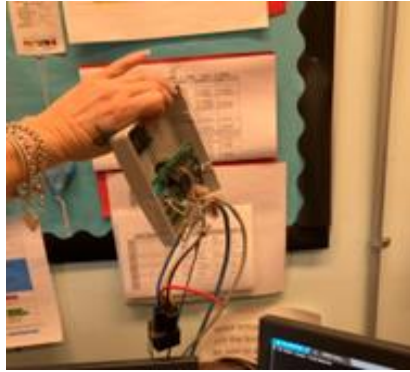
SUMMARY - VISUAL OVERVIEW DOORS + LOCKING HARDWARE



EXISTING CONDITIONS OVERVIEW

Annex A

SUMMARY - VISUAL OVERVIEW SECURITY TECHNOLOGY + INFRASTRUCTURE



EXISTING CONDITIONS OVERVIEW

SUMMARY - VISUAL OVERVIEW PHYSICAL SECURITY

Annex A



EXISTING CONDITIONS OVERVIEW

Annex A

SUMMARY - VISUAL OVERVIEW LIGHTING



PRIORITY AREAS FOR RECOMMENDATIONS

DISTRICTWIDE RECOMMENDATIONS ELEMENTS IN PRIORITY ORDER

- **Ensure classroom doors and locking hardware function.**
- Ensure timely maintenance for security elements (locks, doors, cameras, intercoms, etc.).
- Establish key management and control.
- Develop standards for security technology, especially video surveillance systems and visitor management, focused on systems integration.
- Ensure the functionality of emergency communications.
- Replace end-of-life/legacy systems with new technology.
- Manage unique intrusion alarm codes for each school.
- Control school access using secure vestibules consistently.
- Add exterior lighting for schools with dark conditions.
- Consider the current security staffing and law enforcement connection.
- Continue to update and streamline emergency management training and guidance.
- Consider perimeter protection measures for certain schools.

WPS IN-PROGRESS IMPROVEMENTS

District's Implementation of Recommendations+ Plans

- Selected Dr. Matt Morse as the Director of School Safety.
 - Dr. Morse is responsible for supporting schools and sites with safety planning, crisis management, crisis response teams, crossing guard training, drills, and supporting schools with safety infrastructure needs as well as liaising with the Worcester Police Department, Worcester Fire Department, and Worcester Emergency Management.
- Developed a prioritized implementation plan to meet the recommendations outlined in Guidepost's comprehensive report.
- Committed to performing maintenance and corrective action on classroom doors and door locking hardware as the top priority from the assessment.
- Created the Crisis Communication & Response Protocols for Personnel.
- Adopted the Standard Response Protocol (SRP) through the I Love U Guys Foundation for emergency response.
- Engaged principals and administrators on the initial Standard Response Protocol (SRP) training.
- Continued to partner with the Worcester Police Department based on the Memorandum of Understanding with the District.
- Establishing a formal threat assessment process across the District.
- Considering enhancements to the security staffing support provided to schools.

Questions + Answers

HOW CAN WE HELP YOU?

CHALLENGE OR OPPORTUNITY, WE KEEP YOU MOVING FORWARD.



Guidepost



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

S.C. MEETING: 11-16-23

ITEM:

To consider the approval of the MassGrad Promising Practices Grant in the amount of \$223,662.00. The purpose of this grant is to provide supplementary support for dropout prevention and reengagement activities to high schools with high dropout numbers.

PRIOR ACTION:

BACKUP:

Annex A (5 pages) contains the MassGrad Promising Practices Grant Acceptance Form.

RECOMMENDATION OF MAKER:

Approve.

RECOMMENDATION OF THE ADMINISTRATION:

Approve.

Grant Acceptance Form

Name of Grant: MassGrad Promising Practices (Fund Codes 0320/0324)

Type of Funder: Federal

Awarded Amount: \$223,662.00 (BHS - \$74,487; NHS - \$74,908; SHS - \$74,267)

Grant Funding Period: **Upon approval through 6/30/2024**

Project title: MassGrad Promising Practices

Program coordinator: Marie Morse, Assistant Superintendent Teaching & Learning

Purpose: Funds are available to provide supplementary support for dropout prevention and reengagement activities to high schools with high numbers of dropouts. These students may: be expectant or parenting teens, have drug or alcohol addictions, have current or previous contact with the courts or juvenile justice system, be at least one year behind expected grade level for the age of the individual, have limited English proficiency, be a gang member, be a former dropout, have high or chronic absenteeism, and/or any other factors that would place students at-risk for not graduating.

Description of the program: Programs and services for students at risk of dropout with an emphasis on students in grade 9 who need additional academic and community support. After school programs will include success lab, gardening 101, homework center and social emotional support. Community-service learning projects will be an integral part of the program and will involve guest speakers.

Program location: Burncoat Senior High School, North High School, South High School

Outcomes and Measures: Program staff and involved parties will monitor student participation in programs and services and will assess performance metrics at the midpoint of the grant award period. Intended outcomes include advancement in academic achievement and success, improving students' self of belonging and inclusion, improving student attendance and showing substantial growth towards meeting high school graduation requirements.

MassGrad Promising Practices - Burncoat Senior High School

Expense	Amount
1. Administrator Salaries	
2. Instructional/Professional Staff Salaries	\$31,500
	\$13,000: Site Admin \$16,000: SACs for after school programs \$2,500: Personnel costs
3. Support Staff Salaries	
4. Stipends	
5. Fringe Benefits	
6. Contractual Services	\$14,000
	\$7,000: Legendary Legacies for after school programming \$4,000: Ambitious Productions for videography tutoring that will end with capstone BHS Video capturing events throughout the year \$3,000: SMARTT city wide approach that focuses on building healthy, positive relationships between youth, school, home and community
7. Supplies and Materials	\$3000.00
	Program equipment and supplies for gardening club
8. Travel	
9. Other Costs	\$21,500.00
	\$11,000: Costs associated with providing food, snacks, and other items for five community/family events tentatively planned for school year \$4000.00: Supplies, transportation other incentives for participation in after school clubs (GSA, gaming club, theatre, BSU)
10. MTRS	\$2,835.00
11. Indirect Costs	\$1,652.00
Grand Total	\$74,487.00

MassGrad Promising Practices – North High School

Expense	Amount
1. Administrator Salaries	
2. Instructional/Professional Staff Salaries	\$43,000
	\$14,000: Site Admin \$19,000: Teachers, SACs, support staff \$5,000: Inner Voice Outer Change staff \$5,000: After school tutors
3. Support Staff Salaries	
4. Stipends	
5. Fringe Benefits	
6. Contractual Services	\$13,000
	\$13,000: Legendary Legacies for after school programming 3 times/week, 2hrs/day
7. Supplies and Materials	\$4,900
	Supplies/expenses for afterschool programming
8. Travel	
9. Other Costs	\$8,500
	\$8,500: Costs associated with providing food, snacks, and other items for community/family events
10. MTRS	\$3,870
11. Indirect Costs	\$1,638
Grand Total	\$74,908.00

MassGrad Promising Practices – South High School

Expense	Amount
1. Administrator Salaries	
2. Instructional/Professional Staff Salaries	\$41,000
	\$15,000: Staff for after school physical & mental health wellness programs \$23,000: site admin, tutoring, teachers, SACs for after school & Saturday sessions \$3,000: Staff for 4 Core Program
3. Support Staff Salaries	
4. Stipends	
5. Fringe Benefits	
6. Contractual Services	\$7,500
	Seek Equity Counseling PD to increase teacher capacity to create safe and welcoming environment
7. Supplies and Materials	\$5,450
	\$500: Books for staff book study. Implementing restorative practices in schools by Margaret Thorsborne. \$4950: Supplies needed for after school programs, student incentives (non-gift cards)
8. Travel	\$15,000
	Bus transportation for afterschool and Saturday session programs. 4 sessions/week, 2 buses/day
9. Other Costs	
10. MTRS	\$3,690
11. Indirect Costs	\$1,627
Grand Total	\$74,267.00

[EXTERNAL] FC320/324 MassGrad Grant

1 message

Harney, Lisa (DESE) <Lisa.M.Harney@mass.gov> Fri, Oct 13, 2023 at 2:08 PM
To: "Lambert, Leah" <lambertl@worcesterschools.net>
Cc: Danielle Parrillo <parrillod@worcesterschools.net>, "Smith, Nicole M. (DESE)" <Nicole.M.Smith@mass.gov>

Dear Leah;

DESE has approved the activities of each of the schools submitted by Worcester for the FC320/324 MassGrad Grant. The start date is 9/6/23. The schools and their amounts are:

- Burncoat Senior High School \$74,487
- North High School \$74,908
- South High Community School \$74,267

Please reach out if you have any questions.

Lisa

Lisa Harney, M.Ed.

Coordinator of Secondary Supports

W 781-338-3903

Lisa.M.Harney@mass.gov

Office of College, Career, and Technical Education

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, MA 02148

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Massachusetts public school students never stop learning. [Learn more.](#)

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

S.C. MEETING: 11-16-23

ITEM:

To consider approval of an American Academy of Pediatrics "Care Coordination for Chronic Condition Management in Schools" grant in the amount of \$12,000.00.

PRIOR ACTION:

BACKUP:

Annex A (3 pages) contains the Grant Acceptance Form.
Annex B (2 pages) contains background information on the grant.

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

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

American Academy of Pediatrics
Care Coordination for Chronic Condition Management in Schools Planning Grant Opportunity
Request for Applications
To apply, please complete this application by October 23 at 5:00pm Central Time

Background

With funding made possible through the Centers for Disease Control and Prevention (CDC) Healthy Schools Branch, the AAP will launch a Care Coordination for Chronic Condition Management in Schools Planning Grant Program, that includes participation in a virtual Learning Community.

Up to 10 Planning Grants, each worth up to \$12,000, are available to qualified applicants. Recipients of the planning grants will participate in a Learning Community that will consist of 3-5 learning sessions, each lasting roughly 60-90 minutes. All sessions will include didactic presentations as well as opportunities for facilitated group discussion and application. In addition to participating in the learning sessions, grantees will complete activities to support the implementation of what they have learned. These activities, supported by the Planning Grants, and participation in the learning sessions will 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.

Grantees will be funded for a 6-month project period, December 1, 2023 through May 31, 2024. The overall goals of the planning grants and learning communities are to:

- (1) improve care coordination to support chronic condition management in schools;
- (2) increase family engagement in care coordination efforts to reduce health disparities;
- (3) build and strengthen community partnerships, and
- (4) address how school health staff, related health professionals, and families can partner to achieve health equity for all students.

Funded projects must establish teams that include representatives from the following sectors: (1) school nursing/school health services, (2) pediatrician and/or pediatric resident, and (3) family advisor* representative. Community organizations are invited to apply as well and must include the above three sectors on the project team.

Funded projects will be asked to assess their community and family needs, identify strengths and gaps, determine opportunities for advancing care coordination for chronic condition management in schools, and develop and submit an implementation plan. Priority will be given to applicants who can best demonstrate a need for improving care coordination for chronic condition management in schools and those working in areas experiencing disproportionately high rates of health inequities.

**Note: Family advisor refers to adults who have a primary role in caring for a child. This includes biological, adoptive, foster and stepparents, grandparents, other caregiving kin, and legal and informal guardians. It could also include parents who do not live with the child and are still involved in raising the child, thus have important perspectives as a parent.*

Eligibility and Selection Criteria

- Applicants must include representatives from the following three sectors, (1) school nursing/school health services, (2) pediatrician and/or pediatric resident, and (3) family advisor representative.
 - If you do not currently have a family advisor representative, you must identify one by the start of the grant period, December 1, 2023. In the application, you will be asked to share how you plan to identify a family advisor. For more information on identifying, engaging, and sustaining family advisors, visit <https://tinyurl.com/ynnjhdz>
- Community organizations/local health departments are invited to apply as well and must include the above three sectors on the project team.

Key Dates and Deadlines

Date	Application Activity
September 26	Request for Applications (RFA) opens
October 23	Application submission deadline by 5:00 PM CT
November 3	Notification of Award (all applicants will be notified)
Month	Project Activity
Dec 1, 2023 – May 31, 2024	Grant Period
February - April 2024	Learning Sessions (Dates TBD)
By June 14, 2024	Finalize and submit implementation plan and complete evaluation report.

Planning Grant Budget Template

Applicants are asked to upload the completed budget template below in the above Survey Monkey application.

Primary Applicant Name:		
Project Title:		
Activity <i>This list of activities is not comprehensive.</i>	Description and Formula <i>Include description and formula for all expenses.</i>	Amount \$\$
Personnel <ul style="list-style-type: none"> • Stipends for family advisors and/or other participants • Community asset mapping • Design and production of assessment of needs/evaluation survey • Outreach • Translation of surveys and/or materials • Data analysis • Project coordination/administration 		\$9,000
Meetings Expenses <ul style="list-style-type: none"> • Planning/collaboration • Reimbursement for childcare, transportation, etc. • Incentives 		\$1,000
Resource/Educational Materials <ul style="list-style-type: none"> • Support planning activities 		\$500
Supplies/Technology <ul style="list-style-type: none"> • Printing • Consumable office supplies • Language services 		\$1,000
Other expenses (explain) <ul style="list-style-type: none"> • Activities that are not listed above 		\$500
Add additional rows if needed		
	TOTAL	\$12,000
TOTAL MAXIMUM ALLOWANCE \$12,000		

N. Approval of Grants and other Finance Items
Administration
(November 2, 2023)

S.C. MEETING: 11-16-23

ITEM:

To consider a prior year payment to Autism Spectrum Therapies in the amount of \$294.60 for invoice #5671290.

To consider a prior year payment to Jayda Wright in the amount of \$952.25 for mileage reimbursement.

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains the invoice for Autism Spectrum Therapies.

Annex B (10 pages) contains the invoice for Jayda Wright.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

To approve.



Dr. Tammy Murray
Director of Special Education and Intervention Services
murrayt@worcesterschools.net

Department of Special Education
P 508-799-3093 F 508-799-3045

Date: November 2, 2023
Attention: School Committee
Re: Request to Consider Approval for Prior Fiscal Year Payment

Reason for Request:

Compensatory service invoice received after the fiscal year and parent mileage submission for school year 2022-2023.

The invoice and mileage enclosed for payment were received during this fiscal year, and as a result, I am submitting this statement for prior year payment to:

Autism Spectrum Therapies
Amount: \$294.60
Invoice # 5671290

Jayda Wright
Amount: \$952.25
Invoice # Mileage Reimbursement

I have enclosed the invoice for your approval to release payment to: **Autism Spectrum Therapies & Jayda Wright.**

Thank you,

Dr. Tammy Murray
Director of Special Education & Intervention Services

Invoice

Autism Spectrum Therapies

2550 North Hollywood Way, Suite 102
Burbank, CA 91505

Phone:

Fax:

Npi #: 1609194000

Tax ID: 954836285

Email: CR@learnbehavioral.com



Invoice - [Redacted]

Billed To:
[Redacted]

Invoice Number: 5671290
Invoice Date: 01/20/2023
Client Number: 1017057
Client DOB: 2/26/2009
Amount Due: \$294.60
Due Date: 03/03/2023

Date	Provider	Service	Location	Units	Charges
12/04/2022	Heather Thomas	DI: Direct Intervention - Worcester Public Schools	12: Home	5.00	\$294.60

Total Charges: \$294.60
Amount Paid: \$0.00
Balance Due: \$294.60





Dr. Tammy Murray
Director of Special Education and Intervention Services
murrayt@worcesterschools.net

Department of Special Education
P 508-799-3093 F 508-799-3045

Date: November 2, 2023

Attention: School Committee
Re: Request to Consider Approval for Prior Fiscal Year Payment

Reason for Request:

Compensatory service invoice received after the fiscal year and parent mileage submission for school year 2022-2023.

The invoice and mileage enclosed for payment were received during this fiscal year, and as a result, I am submitting this statement for prior year payment to:

Autism Spectrum Therapies
Amount: \$294.60
Invoice # 5671290

Jayda Wright
Amount: \$952.25
Invoice # Mileage Reimbursement

I have enclosed the invoice for your approval to release payment to: **Autism Spectrum Therapies & Jayda Wright.**

Thank you,

Dr. Tammy Murray
Director of Special Education & Intervention Services

WORCESTER PUBLIC SCHOOLS

Department of Special Education

20 Irving Street
Worcester, MA 01609
P: (508) 799-3055
F: (508) 799-3045
www.worcesterschools.org



MONTHLY PARENT TRANSPORTATION REIMBURSEMENT DATA

Student name: [REDACTED]

School placement: GROW

School address: 121 Ashland Ave. Southbridge, MA

Period of placement: Start date: April 2022

Number of Miles: (Home to Placement) 19.0

Date of Trips(list each day): 2

Miles per day: 38 Total miles:

Reimbursement rate: \$.62 per mile Total miles (421.6) x \$.62 = \$ 263.50

Parent name: Jayda Wright

Home address: [REDACTED]

Approved: *[Signature]*

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



Done 2024 Parent in-state...



Mileage Detail

Summary Sheet

Worcester Public Schools

SUMMARY SHEET FOR IN-STATE TRAVEL

Name Jayda Wright
 Home Address [REDACTED]
 City/State/Zip Worcester, MA 01607

Reimbursement for use of automobile for month of April year 2022

Miles @..... @ \$0.62 per mile X 421.6 (# of miles)
 Registration.....
 Meals.....
 Hotel.....
 Parking.....
 Tolls.....

Total \$ 262.50

Jayda Wright
 Signature

Approved

[Signature]
 Approved

WORCESTER PUBLIC SCHOOLS

Department of Special Education

20 Irving Street
Worcester, MA 01609
P: (508) 799-3055
F: (508) 799-3045
www.worcesterschools.org



MONTHLY PARENT TRANSPORTATION REIMBURSEMENT DATA

Student name: [Redacted]

School placement: *Grow*

School address: *121 Ashland Ave Southbridge, MA*

Period of placement: Start date: *May 2022*

Number of Miles: (Home to Placement) *19.0*

Date of Trips(list each day): *2*

Miles per day: *38* Total miles:

Reimbursement rate: \$.62 per mile Total miles (*760.0*) x \$.62 = \$ *475.00*

Parent name: *Jayda Wright*

Home address: [Redacted]

Approved: *[Signature]*

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



Done 2024 Parent in-state...



Mileage Detail

Summary Sheet

Worcester Public Schools

SUMMARY SHEET FOR IN-STATE TRAVEL

Name Jayda Wright
 Home Address [REDACTED]
 City/State/Zip Worcester, MA 01607

Reimbursement for use of automobile for
 month of May year 2022

Miles @.....	@ \$0.62 per mile	x <u>760.0</u> (# of miles)
Registration.....		
Meals.....		
Hotel.....		
Parking.....		
Tolls.....		
Total \$		<u>475.00</u>

Jayda Wright
 Signature

 Approved

[Signature]
 Approved

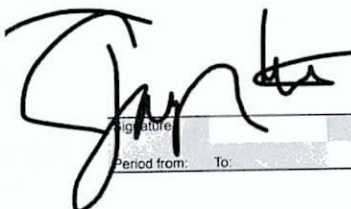
STATEMENT OF IN-STATE TRAVEL AND/OR REQUEST FOR REIMBURSEMENT

DATE	FROM	TO	MILEAGE					
			ODOMETER		TOTAL MILES	NOT OFF.	MILES CLAIM	
			START	FINISH				
5/2/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/3/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/4/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/5/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/6/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/9/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/10/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/11/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/12/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/13/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/16/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/17/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/18/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/19/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/20/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/23/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/24/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/25/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/26/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
5/27/22	Worcester, MA	GROW	AM			19.0		19.0
			PM			19.0		19.0
			AM			0.0		0.0
			PM			0.0		0.0
			AM			0.0		0.0
			PM			0.0		0.0
			AM			0.0		0.0
			PM			0.0		0.0
TOTAL								760.0

MILES CLAIMED:
 760.0 @ \$0.62 per mile \$475.00

TOTAL MILEAGE \$475.00
 TOTAL TRAVELING _____
 TOTAL MEALS _____

GRAND TOTAL \$475.00


 Signature _____ Date _____
 Period from: _____ To: _____

Authority Number _____ Account Number _____

WORCESTER PUBLIC SCHOOLS

Department of Special Education

20 Irving Street
Worcester, MA 01609
P: (508) 799-3055
F: (508) 799-3045
www.worcesterschools.org



MONTHLY PARENT TRANSPORTATION REIMBURSEMENT DATA

Student name: [REDACTED]

School placement: GROW

School address: 121 Ashland Ave. Southbridge, MA

Period of placement: Start date: June 2022

Number of Miles: (Home to Placement) 19.0

Date of Trips(list each day): 2

Miles per day: 38 Total miles:

Reimbursement rate: \$.62 per mile Total miles (342.0) x \$.62 = \$ 213.75

Parent name: Jayda Wright

Home address: [REDACTED]

Approved:

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Done 2024 Parent in-state...



Mileage Detail

Summary Sheet

Worcester Public Schools

SUMMARY SHEET FOR IN-STATE TRAVEL

Name Jayda Wright
 Home Address [REDACTED]
 City/State/Zip WORCESTER, MA 01607

Reimbursement for use of automobile for month of JUNE year 2022

Miles @..... @ \$0.62 per mile x 342.0 (# of miles)
 Registration.....
 Meals.....
 Hotel.....
 Parking.....
 Tolls.....

Total \$ 213.75

[Signature]
 Signature

Approved
[Signature]
 Approved

STATEMENT OF IN-STATE TRAVEL AND/OR REQUEST FOR REIMBURSEMENT

DATE	FROM	TO	MILEAGE				
			ODOMETER		TOTAL MILES	NOT OFF.	MILES CLAIM
			START	FINISH			
6/1/22	Worcester, MA	GROW	AM		19.0		19.0
			PM		19.0		19.0
6/2/22	Worcester, MA	GROW	AM		19.0		19.0
			PM		19.0		19.0
6/5/22	Worcester, MA	GROW	AM		19.0		19.0
			PM		19.0		19.0
6/6/22	Worcester, MA	GROW	AM		19.0		19.0
			PM		19.0		19.0
6/7/22	Worcester, MA	GROW	AM		19.0		19.0
			PM		19.0		19.0
6/8/22	Worcester, MA	GROW	AM		19.0		19.0
			PM		19.0		19.0
6/9/22	Worcester, MA	GROW	AM		19.0		19.0
			PM		19.0		19.0
6/12/22	Worcester, MA	GROW	AM		19.0		19.0
			PM		19.0		19.0
6/13/22	Worcester, MA	GROW	AM		19.0		19.0
			PM		19.0		19.0
			AM				0.0
			PM				0.0
			AM				0.0
			PM				0.0
			AM				0.0
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			AM				0.0
			PM				0.0
			AM				0.0
			PM				0.0
			AM				0.0
			PM				0.0
			AM				0.0
			PM				0.0
TOTAL							342.0

MILES CLAIMED:
 342.0 @ \$0.62 per mile \$213.75

TOTAL MILEAGE \$213.75
 TOTAL TRAVELING _____
 TOTAL MEALS _____
 GRAND TOTAL \$213.75

Jayden Wright

10/23

Signature _____ Date _____ Authority Number _____ Account Number _____
 Period from: _____ To: _____

O. General Business
O'Connell Novick
(July 12, 2023)

ITEM: gb 3-185.8
S.C. MEETING: 11-16-23

ITEM:

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.

PRIOR ACTION:

7-20-23: Member O'Connell Novick introduced her item by thanking Dr. Friel for her service as Clerk. She continued by stating that the School Committee needs someone prepared to take over as the Clerk of the School Committee as they need to have legal records of their meetings. The backup provided by Member O'Connell Novick was a draft of a job description.

Member O'Connell Novick made a motion to hold this item and to request that the Chair of the School Committee call a special meeting in early August to take this item including position description, any amendments the School Committee members bring forward, and to make sure it aligns with current human resource practices.

Mayor Petty asked the Governance Committee to begin outlining the process of recruitment and interviewing of candidates for the Clerk position. Mayor Petty outlined that the two different motions on the table were the following: (1) Member O'Connell Novick's motion to reorganize the School Committee office so the Clerk reports directly to the School Committee. (2) Mayor Petty's motion to start the process to find the next Clerk.

On a roll call of 7-0, the motions were approved collectively.

8-10-23: The School Committee made the following amendments to the job description:

- Under the Job Description: Replacing "must" with "preferred" in regards to being familiar with School operations
- Under the Reports To section: Changing the language to read: "Reports to the Vice Chair of the School Committee on behalf of the entire School Committee."
- Under the Performance Responsibilities section: Adding "Other duties", which include creating a new system of Agenda development and item storage that is more user friendly and organized.
- Adding "evenings" to the flexible working hours for clarification
- Adding a nondiscrimination policy

Mayor Petty made a motion to take the amendments collectively.
On a roll call of 6-0 (absent Johnson), the motion was approved.

Mayor Petty made a motion to hold the item until the next full School Committee meeting on August 17, 2023.

On a roll call of 4-2 (No O'Connell Novick, No Mailman, absent Johnson), the motion was approved.

8-17-23: The School Committee reviewed the redlined amendments made in the job description. Member O'Connell Novick reviewed some of the recommendations given to her by Chief People Officer, Dr. Kue. She stated that Dr. Kue recommended rewording the Qualifications section to read, "...Bachelors or Masters or equivalent work experience..". In the paragraph that begins with, "Specific knowledge-based competencies.." adding at the very end, "...and high levels of confidentiality." Finally, adding the suggested salary. Dr. Kue explained that after looking at a number of different districts she recommended a salary range of \$100,000 to \$130,000 for this position. Member McCullough expressed concern for the wording under the "Reports to" section. Mayor Petty recommended looking at the School Committee rules for further clarification on this section.

Superintendent Monarrez asked for further clarification on the process for this position following its posting and emphasized the importance of following the correct, legal procedure. Mayor Petty responded that the job description would be approved during this meeting and then posted, the resumes Administration receives will be sent to Governance and Employee Issues. Dr. Kue responded that, to ensure that this process is transparent and open and remains in compliance with Open Meeting Laws, the Administration did have a discussion with their legal council and is waiting for further guidance to make sure that the process can actually be handed over to Governance and Employee Issues. Superintendent Monarrez made a recommendation to add an Executive Session item to the next meeting agenda that would allow the legal council to share the appropriate process. Member Kamara asked for clarification on the process and who would be responsible for collecting the resumes and preparing them for the Committee members to see. Dr. Kue responded that she would be the one to collect all the resumes and added that the job posting would be up for at least four weeks which gives the Administration and the Committee time to define the process. Member Kamara expressed her desire to be a part of the entire process. Mayor Petty emphasized that historically the process has been to send resumes to subcommittee and added that there is time to define the process and hear back from the legal council.

Mayor Petty made a motion to approve the redline amendments.
On a roll call of 7-0, the item was approved.

8-23-23: Dr. Kue reported that the advertisement for the position of Clerk of the School Committee involves efforts to cast a wide net, working with the Equity Office accessing all affinity groups to broaden the reach of the search as much as possible. She is ready to proceed immediately with the four-week posting pending committee consent of the process outlined at the August 23rd School Committee meeting.

Member McCullough said she appreciates Human Resources having a first set of eyes on the applications. Chairperson Clancey agreed. She anticipates that the first review of applications would be in an Executive Session of this Committee to narrow down the number of applicants who would then become finalists in an open session of the full School Committee.

Member Johnson asked to know if there was a certain number of applicants being sought. Chairperson Clancey said that depends on the number of applicants who are qualified.

Chairperson Clancey confirmed the 3-4 week timeline for posting and that the MASC section for other postings be included in Dr. Kue's wide net. Dr. Kue confirmed that is included and that she will report to the Committee by September 13 concerning the numbers of applicants.

Member McCullough asked if this information would be shared in an Executive Session. Dr. Kue stated that just the number of applicants and the number of qualified applicants will be shared at that time.

Chairperson Clancey then confirmed that a timeline will be formulated after that, and then, to reconvene to review the applicant pool.

The Committee members expressed support and thanks to Dr. Kue in steering the committee in this process and voiced support in getting the job opening advertised.

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

10-3-23: *On a roll call of 3-0, the item was held in Governance and Employee Issues.*

BACKUP:

Annex A (2 pages) contains the proposed interview questions.

RECOMMENDATION OF MAKER:

To consider and interview finalists for the position of Clerk of the School Committee at the School Committee meeting on Thursday November 16, 2023.

RECOMMENDATION OF THE ADMINISTRATION:

Position: Clerk of the School Committee Date: November 16, 2023

Interview Team Member:

Interviewed Candidate:

Question	Candidate Response
Tell us more about yourself and why you believe that you are the best candidate for the position of administrative Clerk of the School Committee in Worcester.	
What type of document management products do you have experience using and would you be comfortable implementing a new management system?	
Give me an example of your multitasking abilities in your current and/or previous work environment.	
Please state an example of how you would go above and beyond in supporting part-time elected officials in their duties on the School Committee?	
Please give an example of how you see yourself supporting various constituencies who are represented by diverse members of the Worcester School Committee?	
Share with us your knowledge and understanding of Open Meeting Laws and the Mass Association of School Committees and the policies that govern the work they do.	
This position is responsible for monitoring and posting agendas for the school committee, as well as maintaining notes and materials to ensure a smooth and timely running of meetings. Please discuss your experience with School Committee structures, as well as how you foresee your role in ensuring that successful running of WPS SC and all affiliated meetings.	

Position: Clerk of the School Committee Date: November 16, 2023

Interview Team Member:

Interviewed Candidate:

<p>Please consider the following, you are the Clerk of the SC and the committee splits on an important vote at the meeting. The next week, a member of the committee comes to you and asks you to do something that is in direct contradiction to the majority vote the week before. How would you handle the situation?</p>	
<p>Opportunity for closing statement and any questions</p>	

Confidence rating: 1: no confidence 5: Significant confidence

Interviewer Name	Confidence Rating (this records your confidence in this candidate's ability to perform the job)	What gives you pause about this position and what would this candidate need to be a 5?

J. Public Petition
Student
(July 19, 2023)

ITEM: c&p 3-8.1
MEETING: 11-16-23

ITEM:

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

PRIOR ACTION:

8-17-23: Item taken with gb 3-193. Mayor Petty suggested sending these items to the Administration and getting a report from the City Administration on their policy regarding Indigenous People's Day.

On a voice vote both items were sent to Administration.

BACKUP:

Annex A (1 page) contains the response from Administration for both item c&p 3-8 and gb 3-193.

Annex B (1 page) contains the City of Worcester's response from 2019.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Governance and Employee Issues



WORCESTER

PUBLIC SCHOOLS

Office of the Superintendent
Ashley Gaboriault Hayes, M.Ed.
Strategic Support Coordinator

P 508-799-3479
C 774-823-0370
E gaboriaulta@worcesterschools.net

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

Date: October 16, 2023

Item(s): c&p 3-8 Public Petition
(July 19, 2023)

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)

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.

Attachment: Annex B contains a copy of the Order by the City of Worcester

Recommendation: Refer to the Standing Committee on Governance & Employee Issues

Response:

The Administration reached out to the City Solicitor to receive a report on the City of Worcester policy regarding Indigenous People's Day and has received the following response:

The City has not replaced "Columbus Day" with "Indigenous People's day" in any formal manner. In 2019, during a petition from Maria Stella Fiore, the City Council adopted the attached order to reaffirm its commitment to Columbus Day. The City was also recently asked about the ordinances, which simply state employees have the "second Monday of October" off without mentioning one holiday or the other, and as such no change was made. The Human Rights calendar, distinct from the municipal calendar, has the day listed as Indigenous People's Day. The School Committee has the authority when preparing the school calendar to determine how the holiday will be described on the calendar; accordingly, the Committee may vote to have the second Monday of the month of October on the school calendar read "Indigenous People's Day" instead of "Columbus Day." This action will have no affect on the name of the legal holiday.

Attached to this response is a copy of the Order in response to the 2019 petition. As this is a matter of policy the Administration recommends that this be decided by the School Committee and to refer the items to the Standing Committee on Governance and Employee Issues.

CITY OF WORCESTER

ORDERED: That

The City Council of the city of Worcester does hereby reaffirm its commitment and participation in the celebration of Columbus Day as a holiday, on the second Monday of October, recognizing Italian Americans' contributions to America and this City.

In City Council

December 10, 2019

Order adopted

A Copy. Attest:

Susan M Ledoux
Susan M. Ledoux
City Clerk

- O. General Business
Kamara
(August 2, 2023)

ITEM: gb 3-193.1
S.C. MEETING: 11-16-23

ITEM:

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.

PRIOR ACTION:

8-17-23: Item taken with c&p 3-8. Mayor Petty suggested sending these items to the Administration and getting a report from the City Administration on their policy regarding Indigenous People's Day.

On a voice vote both items were sent to Administration.

BACKUP:

Annex A (1 page) contains the response from Administration for both item c&p 3-8 and gb 3-193.

Annex B (1 page) contains the City of Worcester's response from 2019.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Refer to Governance and Employee Issues

O. General Business
Clerk
(October 10, 2023)

ITEM: gb 3-235.1
S.C. MEETING: 11-16-23

ITEM:

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

PRIOR ACTION:

10-19-23: Member McCullough noted that the time reflected in the schedule should reflect the Committee's desire to hold Executive Session meetings at 5:00 p.m. depending on the volume of items taken during the Executive Session on a weekly basis.

Member O'Connell Novick noted that the April 25th meeting, which was moved to avoid April vacation, now lies on the third day of Passover. She proposed moving that meeting date back to the April vacation week to avoid the holiday. She also recommended moving the November 7th meeting to November 14th as many members will be away at a conference. Member McCullough suggested moving the meeting in April to the 11th, as some people may have already made plans and not be in the area.

Mayor Petty made a motion to recommit the schedule to the Clerk for revision.

On a roll call of 7-0, the item was recommitted to the Clerk for revision.

BACKUP:

Annex A (1 page) contains a cover letter from the Clerk.

Annex B (1 page) contains the amended proposed meeting schedule for calendar year 2024.

RECOMMENDATION OF MAKER:

Approve.

RECOMMENDATION OF THE ADMINISTRATION:

WORCESTER PUBLIC SCHOOLS



1949 • 1960
1965 • 1981
2000

DAVID J. RUSHFORD
INTERIM CLERK OF THE SCHOOL COMMITTEE

DR. JOHN E. DURKIN ADMINISTRATION BUILDING
20 IRVING STREET
WORCESTER, MA 01609-2493
(508) 799-3032 or 799-3096
FAX (508) 799-3190

November 2, 2023

Joseph M. Petty, Mayor and the
Members of the Worcester School Committee

Dear Mayor Petty and Members,

The previously submitted 2024 School Committee meeting schedule was recommitted to me for a review of certain April meeting dates that may conflict with the observance of Passover.

In my conversations with representatives of Worcester's Jewish houses of worship, I was informed that the attached schedule, including meeting on Thursday, April 25, does not conflict with the observance of the holy days of Passover. The first two days of Passover, April 23 and 24 are to be avoided, as are the last two days of Passover.

The remainder of the recommended schedule of meetings conforms to your Rule 13 avoiding the April school vacation week and the observation of Rosh Hashanah on October 3.

Kindly accept and approve in the usual manner.

Sincerely,

David Rushford
Interim Clerk of the School Committee

SCHOOL COMMITTEE SCHEDULE

CALENDAR YEAR 2024



	Meeting	Date	Executive Session	Regular Session	Location
January	Inaugural Meeting	1/2/24	TBA	TBA	TBA
	School Committee	1/4/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
	School Committee	1/18/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
February	School Committee	2/1/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
	School Committee	2/15/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
March	School Committee	3/7/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
	School Committee	3/21/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
April	School Committee	4/4/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
	School Committee	4/25/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
May	School Committee	5/2/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
	School Committee	5/16/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
June	School Committee	6/6/24	4:00 pm	4:30 pm	Esther Howland Chamber, City Hall
	School Committee	6/20/24	4:00 pm	4:30 pm	Esther Howland Chamber, City Hall
July	School Committee	7/18/24	4:00 pm	4:30 pm	Esther Howland Chamber, City Hall
August	School Committee	8/15/24	4:00 pm	4:30 pm	Esther Howland Chamber, City Hall
September	School Committee	9/5/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
	School Committee	9/19/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
October	School Committee	10/10/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
	School Committee	10/24/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
November	School Committee	11/7/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
	School Committee	11/21/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
December	School Committee	12/5/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall
	School Committee	12/19/24	5:00 pm	5:30 pm	Esther Howland Chamber, City Hall

*Dates adjusted due to holidays/school vacation days

O. General Business
McCullough
(October 27, 2023)

ITEM: gb 3-242
S.C. MEETING: 11-16-23

ITEM:

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

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Teaching, Learning and Student Supports

RECOMMENDATION OF THE ADMINISTRATION:

O. General Business
Mailman
(November 4, 2023)

ITEM: gb 3-243
S.C. MEETING: 11-16-23

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:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Administration

RECOMMENDATION OF THE ADMINISTRATION:

- O. General Business
Mailman
(November 4, 2023)

ITEM: gb 3-244
S.C. MEETING: 11-16-23

ITEM:

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.

PRIOR ACTION:

BACKUP:

RECOMMENDATION OF MAKER:

Refer to Governance and Employee Issues

RECOMMENDATION OF THE ADMINISTRATION:

- O. General Business
Administration
(October 25, 2023)

ITEM: gb 3-245
S.C. MEETING: 11-16-23

ITEM:

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

PRIOR ACTION:

BACKUP:

Annex A (2 pages) contains the rationale for renaming of the basket court.

RECOMMENDATION OF MAKER:

Approve.

RECOMMENDATION OF THE ADMINISTRATION:



WORCESTER PUBLIC SCHOOLS

Kareem Tatum Ed.D.
Executive Director, North

P 508-799-8262
E tatumk@worcesterschools.net

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

Date: October 25, 2023
Item Number: gb 3-245
Item: To consider the approval of naming the basket court at Union Hill Elementary School after Dr. Marie Morse.
Recommendation: Approve

Rationale:

Dr. Marie Morse served as the Principal of Union Hill Elementary School from 2010-18. She was recruited to lead Union Hill, which was one of the first turnaround schools in our district because of her success as Principal at Clark St. Elementary School. During her tenure at Union Hill, Dr. Morse established herself as a transformative leader as she developed and implemented a vision that facilitated the growth and development of the entire school community. Dr. Morse had very high expectations for the faculty and staff members that were charged with working to facilitate the academic, social/emotional, and behavioral development of the Union Hill students. She was empathetic to the challenges that students faced both in school and in the community and she was systematic in her approach to remove some of those barriers to ensure that students were provided with the support needed to Dream, Believe, and Achieve, which was the school's motto. Dr. Morse understood the importance of creating meaningful connections with families and community partners. She envisioned that Union Hill would be the “hub” of the neighborhood and she worked diligently to establish an inclusive culture and climate where families served as partners in their child’s development and community organizations were committed to supporting the very important work that took place at Union Hill. Dr. Morse continues to have an impact on those she worked with at Union Hill. As a result of her ability to develop leaders, there are currently 9 former Union Hill staff members who serve as administrators at the school or district level in the Worcester Public School. While that is notable, her impact on the Union Hill community was best summed up by a conversation between two former Union Hill students. As the men reflected on their time at Union Hill and the impact that Dr. Morse and the faculty/staff have had on their lives, one stated “I don’t know what would have happened to us,

honestly. Union Hill provided us with the foundation for us to be successful in middle school, high school, and beyond”.

Some say that the sign of a true leader is one who has integrity and a sense of purpose. A true leader is also an individual who is able to make difficult decisions and expresses genuine concern for others. Dr. Morse possesses these characteristics and more and on behalf of the students, faculty/staff, families, and community partners, we humbly ask you to consider naming the basketball court at Union Hill Elementary School in the honor of Dr. Marie Morse for her work and dedication to the Union Hill community.

O. General Business
Administration
(November 8, 2023)

ITEM: gb 3-246
S.C. MEETING: 11-16-23

ITEM:

To consider approval of the updated job descriptions.

PRIOR ACTION:

BACKUP:

Annex A (24 pages) contains the updated job descriptions.

Annex B (2 pages) contains an overview of the updated job descriptions.

RECOMMENDATION OF MAKER:

Approve.

RECOMMENDATION OF THE ADMINISTRATION:

Approve.



JOB TITLE: Chief Financial Officer

REPORTS TO: Deputy Superintendent / Chief Operating Officer

LOCATION: Worcester Public Schools, Worcester, Massachusetts

POSITION PURPOSE:

The Chief Financial Officer serves as the financial administrator of the school district and is accountable to the Deputy Superintendent / Chief Operating Officer for the coordination and management of the financial affairs of the Worcester Public Schools through sound financial management, leadership, contact with other administrators and action plans consistent with policies of the school district to provide the best educational services available.

MINIMUM QUALIFICATIONS:

- Masters Degree in Business, Public Administration, or related field
- Certification as School Business Administrator by the Massachusetts Department of Education
- Minimum of 5 years' work experience in the field of financial management, preferably in a public school system
- Prior supervisory experience
- Demonstrated communications skills – oral and written
- Demonstrated expertise with computer-based financial management systems and software

PREFERRED QUALIFICATIONS:

- Demonstrated leadership qualities in organizing people and processes to create a cohesive and collaborative environment
- Ability to meet deadlines and function effectively in a complex organizational environment that demands a high energy level, discretion, patience, flexibility, and enthusiasm
- Demonstrated ability to lead strategic initiatives to completion while anticipating issues and identifying effective solutions for the entire organization



- Strong analytical skills and exceptional written/verbal communication and presentation skills, including the ability to distill complex topics and communicate them effectively to a variety of audiences

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees all financial aspects of the Worcester Public Schools, including Budget Office, the Payroll, Procurement and Accounts Payable Department, the Grants Management Department, School Nutrition finance, and capital spending
- Provides Leadership and supervises Budget Office staff, Director of Payroll, Procurement and Accounts Payable Department, and Director of Grants Management
- Develops annual budgets that serve as a communications tool for the stakeholders
- Develops a financial model to monitor a school district's financial health
- Prepares revenue projections and estimates of expenditures for the school district
- Develops a budget calendar to meet the time constraints of budget preparation
- Uses multiple approaches to determine reliable enrollment and personnel projections
- Forecasts anticipated expenditures by program
- Identifies various methods of budget analysis and management
- Applies the legal requirements for budget adoption
- Recognizes and explains internal and external influences on the budget
- Maximizes state, local, and federal aid for the district
- Analyzes comparable data of other school districts
- Reports the financial status of the district to the School Committee on a quarterly and annual basis
- Prepares, analyzes, and submits financial reports to the Department of Education as needed
- Establishes and verifies compliance with finance-related legal and contractual provisions
- Obtains the services of an internal and external auditor as required
- Oversees the implementation and utilization of the financial aspects of the city's Enterprise Resource Planning system

WORK YEAR, WORK DAY, SALARY:

This is a 12-month position subject to an individual contract. The basic workday is 8:30 a.m. – 4:30 p.m., with additional hours required to fulfill position responsibilities.



JOB TITLE: Director of School Compliance and School Improvement

REPORTS TO: Assistant Superintendent of Teaching and Learning

LOCATION: Worcester Public Schools, Worcester, Massachusetts

POSITION PURPOSE:

The Director of School Compliance and School Improvement plays a crucial role in ensuring that The Worcester Public School District complies with all federal and state education laws and guidelines, while also spearheading initiatives to enhance the overall quality of education and student achievement. This position will be responsible for managing accountability and compliance systems, overseeing school improvement efforts and providing leadership in data analysis to drive continuous improvement in instruction. The Director will also maintain a focus on school growth plans and accreditation processes, such as innovation plans, DESE Targeted Assistance Planning, and all compliance related matters .

The Director of School Compliance and School Improvement will act as an instructional turnaround leader for the district, ensuring support for DESE identified low-performing schools through promoting innovative approaches to support 21st-century students. The Director will also oversee all district level accountability requirements and ensure compliance in all related departments. This position also serves on the teaching and learning team for the district supporting the implementation of the WPS Instructional Framework and Vision of a Learner.

MINIMUM QUALIFICATIONS:

- A Master's Degree in an appropriate field
- Massachusetts DESE certification as a Supervisor/Director or Principal/ Assistant Principal
- Minimum of 3 years of administrative experience
- Experience/coursework in educational research and data analysis.
- Proactive and innovative problem-solving skills
- Ability to build strong teams to meet performance goals
- Strong oral and written communication skills
- Knowledge of federal and state laws related to school accountability
- Experience with student information systems and data analysis
- Experience in compiling and presenting reports to stakeholders

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- Effective leadership practices
- Knowledge of the Department of Elementary and Secondary Education related laws and policies
- Excellent organizational, problem-solving, and communication skills
- Ability to delegate responsibilities effectively

PREFERRED QUALIFICATIONS:

- Doctorate in educational leadership or a related field
- Three (3) years district-level administration experience
- Demonstrated ability to work effectively with building administrators with regard to program implementation
- Fluency in one or more of the Worcester Public Schools' official languages: (Spanish, Vietnamese, Portuguese, Albanian, Arabic, Nepali and Twi)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and oversees goals, plans, and accountability systems to enhance the effectiveness of curriculum, instruction, and support services, specifically for lowest performing schools
- Manages special programs, collects and analyzes program data, and ensures compliance with legal mandates
- Provides leadership in the development of tools for measuring compliance with school improvement objectives
- Leads data analysis efforts, collects and validates student and school-level data, and develops data measurement tools for educational goals
- Communicates federal, state, and local policies to ensure compliance with legal mandates
- Communicates internal accountability and evaluation systems, including the Student Information System (SIS) and Student enrollment processes to school leaders, staff, and the public
- Publishes key performance indicators for schools and provides academic progress data to stakeholders
- Lead the School Improvement Planning process
- Meet regularly with School Improvement Teams at each of the schools to monitor

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and ensure school improvement growth

- Ensure a consistent school improvement process across all schools
- Establish a process for the sharing of school improvement plans and practices across the district and assist in determining proven practices that should be implemented systematically
- Ensure alignment between school improvement plans and strategic priority areas and/or objectives
- Provide internal expertise and counsel on quality formative and summative local district assessments
- Participate in and support the MTSS process
- Supervises and evaluates assigned staff
- Develops, maintains, and monitors budgets and timelines
- Engages in ongoing professional development to enhance leadership skills
- Collaborate with the lead district staff to monitor progress and effectiveness of compliance standards in assigned programs and activities; gather information, communicate status, progress and concerns; recommend and implement improvement strategies, as appropriate
- Collaborate, facilitate and monitor professional learning opportunities for all WPS staff
- Promotes district curriculum and instructional priorities and practices by providing support and demonstration to all school and district based teams
- Performs other duties as assigned

WORK YEAR, WORK DAY, SALARY:

This is a 12-month position subject to an individual contract. The basic workday is 8:30 a.m. – 4:30 p.m., with additional hours required to fulfill position responsibilities.



JOB TITLE: Director of Guidance

REPORTS TO: Administrative Director of College and Career Readiness

LOCATION: Worcester Public Schools, Worcester, Massachusetts

POSITION PURPOSE:

The Director of Guidance provides leadership, develops and coordinates all activities grades 7-12 for the delivery of comprehensive counseling and guidance programs for all students. The director collaborates with site administrators and leadership teams to increase students' college and career readiness.

MINIMUM QUALIFICATIONS:

- Master's degree in related fields
- A minimum of five (5) years of experience as a guidance counselor in a school setting
- A minimum of five (5) years of experience managing direct reports and work as a team member
- DESE Licensed Guidance Counselor
- DESE Licensed Administrator
- Experience working with students with disabilities as well as ML students
- Demonstrated experience in providing professional development for teachers
- Demonstrated knowledge, experience, and engagement in providing leadership around improvement
- Demonstrated ability to build and work collaboratively in a team setting with other adults
- Demonstrated ability to Communicate clearly in oral and written form
- Demonstrated ability to work independently and/or in collaboration with other departments to plan and organize evidence-based frameworks and resources to improve outcomes for students
- Demonstrated ability to provide technical assistance to ensure progress monitoring occurs, and to ensure that evidence-based frameworks are implemented with fidelity

PREFERRED QUALIFICATIONS:

- Experience working in schools and/or social service agencies with clients from culturally and socio-economically diverse backgrounds
- Experience in providing a developmental curriculum to students in the areas of social skill development, career/college awareness, and decision making
- Experience supporting adult learning
- Demonstrated experience supporting students with special needs

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- Fluency in one or more of the Worcester Public Schools' official languages: (Spanish, Vietnamese, Portuguese, Albanian, Arabic, Nepali and Twi).
- Demonstrated experience with second language acquisition
- Ability to understand the dynamics of families from various cultural backgrounds
- Familiarity in working with consultants, resources personnel, community groups, colleges, etc.
- Evidence of mastery of developmental guidance counseling technique

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist guidance counselors throughout the district in identifying dilemmas of practice and developing strategic resolutions
- Provide leadership in organizing, implementing and monitoring focused professional development for guidance counselors
- Plan and facilitate monthly head guidance counselor meeting
- Facilitate linkages between the Worcester Public Schools guidance counselors and various community resources, organizations and institutes of higher education to support college and career readiness
- Coordinate activities that promote student achievement by tapping the expertise of guidance counselors throughout the district and aligning efforts in a cohesive manner
- Communicate with local, state, and national initiative in school guidance counseling
- Provide leadership to members of the guidance counselor department regarding curriculum, lesson planning, individual learning plans and best practices in school guidance
- Communicate and coordinate with guidance counselors in developing, implementing and monitoring aligned efforts for college and career readiness with internal and external college access programs
- Work with guidance counselors to help students and families assess student career/college goals, utilize career resource materials effectively; and to assist teachers in developing student awareness of career/college goals
- Assure equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identity, national origin, sexual orientation, homelessness, or disability
- Performance of other job-related duties as assigned

WORK YEAR, WORK DAY, SALARY:

This is a 12-month position subject to an individual contract. The basic workday is 8:30 a.m. – 4:30 p.m., with additional hours required to fulfill position responsibilities.



JOB TITLE: Director of Multilingual Education

REPORTS TO: Assistant Superintendent of Teaching and Learning

LOCATION: Worcester Public Schools, Worcester, Massachusetts

POSITION PURPOSE:

The Director of Multilingual Education is accountable for supporting school improvement and student results through the direction, leadership, supervision and evaluation of all English language learner support services. This includes Transitional Bilingual Education (TBE), English as a Second Language (ESL), Structured English Immersion (SEI) programs, Dual Language Programs and related services such as community outreach school-day supplemental curriculum programming, and extended day and extended year programs and services in the Worcester Public Schools. These programs and services must be consistent with the policies of the Worcester Public Schools and state and federal regulations. This position is also instrumental in assuring compliance with state and federal laws and mandates pertaining to the education of ELL students.

The Director of Multilingual Education serves on the Teaching and Learning Team under the supervision of Assistant Superintendent. As a member of the Instructional Team, this position ensures that EL curriculum development meets high standards, employs research-based methods and practices for instruction and effective delivery; facilitates teams that design and implement professional learning opportunities for staff; guides the process of observation, assessment, and analysis of teaching practices to ensure the success of all multilingual learners and scholars.

MINIMUM QUALIFICATIONS:

- Massachusetts DESE certification as a Supervisor/Director with the SEI endorsement or ESL license.
- Demonstrated experience as an Administrator of MLE Programs.
- A minimum of 5 years teaching experience in public education, with at least 3 of those years in the area of Bilingual/English Language Learner Education.
- Demonstrated knowledge of state and federal laws and requirements for ELL programs, including TBE.
- A minimum of a Master's Degree in an appropriate field.
- Minimum of 3 years of Principal experience
- Demonstrated experience with second language acquisition

Updated 11/8/2023



- Ability to understand the dynamics of families from various cultural backgrounds

PREFERRED QUALIFICATIONS:

- Doctorate in educational leadership or a related field
- Three (3) years district-level administration experience
- Demonstrated ability in preparing grant proposals.
- Demonstrated ability in working with parent and community-based groups.
- Demonstrated ability to work effectively with building administrators with regard to program implementation
- Fluency in one or more of the Worcester Public Schools' official languages: (Spanish, Vietnamese, Portuguese, Albanian, Arabic, Nepali and Twi)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create a strong vision for WPS Multilingual Learners and Scholars to achieve at high levels
- Collaborate with central office instructional directors and school Principals to define a coherent system of support for ESL and dual language students and the staff who support them that relies upon data for implementation, strengthens core instruction, and is aligned with the goals and objectives of the Worcester Public Schools
- Work with the Human Resources Department and Principals in the recruiting and hiring of qualified staff to support English language and dual language learners
- Communicate the goals and objectives of the ELL and dual language program and related supplemental student support services to the Worcester community in collaboration with parents and community advocates
- Supervise and evaluate departmental personnel and collaborate with principals to evaluate personnel who provide ELL and dual language services
- Collaborate with other central office directors and school principals to deliver clear and consistent expectations for rigorous academic preparation for all English Language Learners (ELLs) and dual language students
- Ensure that ELL and dual language students meet expectations via equitable implementation of curricula, textbooks and supplies
- Coordinates a comprehensive plan to prepare ELL and dual language students to successfully participate in and achieve expectations of the MCAS test

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- Coordinates a plan to screen, assign, evaluate, monitor and transition students in TBE, ESL or SEI programs through the use of multiple assessment tools including the WIDA ACCESS, Seal of Biliteracy and MCAS
- Maintains complete and accurate records on all students receiving TBE, ESL or SEI services, including two years after transitioning into general education
- Responsible for system-wide compliance with ELL laws and regulations
- Responsible for preparing budget recommendations and administration relevant to ELL, dual language, and related student support services
- Responsible for preparing all ELL program plans and reports required by the State Department of Education, the Federal Government and the Worcester Public Schools
- Coordinate school system and community resources to meet the academic, social, and emotional needs of ELL students and families
- Coordinate, support and evaluate partnerships to augment systems of support for ELL students and families
- Assist the grants department in the preparation and administration of grants related to the ELL and dual language programs and related support services
- Contribute to the development of new, revised and/or improved programs and services, based on research, that promote the educational growth and development of all students
- Performance of other job-related duties as assigned
- Responsible for providing equal educational and employment opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identity, national origin or disability

WORK YEAR, WORK DAY, SALARY:

This is a 12-month position subject to an individual contract. The basic workday is 8:30 a.m. – 4:30 p.m., with additional hours required to fulfill position responsibilities.



JOB TITLE: Assistant Superintendent for Personnel, Engagement, and Equity

REPORTS TO: Superintendent of Schools

LOCATION: Worcester Public Schools, Worcester, Massachusetts

POSITION PURPOSE:

The Assistant Superintendent of Personnel, Engagement, and Equity is a member of the Superintendent's Cabinet and is responsible for providing leadership, direction, and strategic oversight in promoting and advancing equity and fostering family and staff engagement within the Worcester Public Schools. This position will work collaboratively with the Superintendent, district leaders, and community stakeholders to develop and implement initiatives, policies, and programs that create a more inclusive and equitable educational environment while strengthening connections with staff and families.

MINIMUM QUALIFICATIONS:

- A master's degree in a related field (e.g., education, social justice, equity, or diversity).
- Prior experience in a leadership role focusing on equity and staff and family engagement within an educational setting
- Successful 3 years experience as a Principal in an urban setting
- Strong understanding of educational equity issues and best practices
- Excellent communication and interpersonal skills
- Data analysis and program evaluation skills
- Ability to collaborate with diverse stakeholders, build partnerships, and engage with staff and families effectively

PREFERRED QUALIFICATIONS:

- Doctorate in educational leadership or a related field
- Three (3) years district-level administration experience
- Fluency in one or more of the Worcester Public Schools' official languages: (Spanish, Vietnamese, Portuguese, Albanian, Arabic, Nepali and Twi)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Strategic Planning:



- Collaborate with the Superintendent to develop and implement a comprehensive equity and engagement strategy and plan
- Align district goals and policies with equity and inclusion objectives

Leading Human Resource Efforts:

- Provide oversight to all aspects of Human resources including recruitment, retention, and cultivation of staff
- Develop systems and practices that promote high levels of staff engagement
- Collaborate with multiple stakeholders including the many union leadership to develop an effective culture of success for staff

Program Development:

- Lead the design and implementation of equity and family/staff engagement programs, training, and initiatives.
- Develop resources and materials to support these programs

Data Analysis:

- Collect, analyze, and report on data related to student achievement, discipline, and staff engagement to identify disparities and develop strategies to address them
- Work with school and district leaders to create proactive and early intervention strategies for historically underserved youth

Professional Development:

- Provide professional development opportunities for staff to increase cultural competence, diversity awareness, and inclusivity
- Support the recruitment and retention of diverse educators

Staff and Family Engagement:

- Develop and implement strategies to actively engage with staff and families, fostering a sense of belonging and involvement in the educational community
- Organize family-focused events and initiatives to strengthen school-family relationships in collaboration with school leaders

Community Engagement:

- Foster partnerships with community organizations and stakeholders to enhance equity and engagement efforts
- Engage with parents, students, and the broader community to gather input and address concerns related to equity and engagement.

Policy Review and Development:



- Review and recommend changes to district policies to eliminate discriminatory practices and promote equity
- Develop and implement procedures for addressing equity-related complaints

Communication:

- Communicate equity and inclusion goals and progress to the community, staff, and school board
- Collaborate with the Communications Department to ensure transparent and effective messaging

Budget Management:

- Manage the budget allocated for equity and inclusion initiatives, ensuring responsible resource allocation

Equity Audits and Assessments:

- Conduct regular equity audits and assessments to evaluate the effectiveness of equity and inclusion initiatives
- Make data-driven recommendations for improvements

WORK YEAR, WORK DAY, SALARY:

This is a 12-month position subject to an individual contract. The basic workday is 8:30 a.m. – 4:30 p.m., with additional hours required to fulfill position responsibilities.



JOB TITLE: Director of Recruitment, Cultivation, and Equity

REPORTS TO: Assistant Superintendent/Superintendent

LOCATION: Worcester Public Schools, Worcester, Massachusetts

POSITION PURPOSE:

The Director of Human Recruitment, Cultivation, and Equity collaborates with all senior leaders throughout the district to develop and implement strategic long-range plans that support the organization's vision and goals. This position provides leadership in developing and executing equity and cultivation strategies in support of the overall strategic direction of the organization; specifically in the areas of diversity, equity and inclusion training and orientation.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Education, Business, or related field.
- Collaboratively develop and implement an annual cultivation and equity strategy that engages the Worcester community and beyond
- Strategically utilize the time to maximize the diversification of recruitment efforts, including cultivating an online presence when it is not possible to meet in person
- Analyze pre and post recruitment activities, marketing and communication efforts and other recruitment strategies to contribute to the overall recruitment strategic planning and effectiveness
- Provide targeted support to all internal pipeline programs such as including but not limited to the JET Program, Administrative Cohort and Future Teacher Clubs
- Build deep relationships with key partner organizations to reach target applicants
- Target recruitment outreach for the recruitment of outstanding principal and assistant principal candidates with the diversity and equity lens
- Responsible for providing equal educational and employment opportunity to all individuals regardless of race, color, gender, age, marital status, religion, national origin or disability
- Proven ability to self maintain calendar, appointments, emails, and create presentations among other administrative duties
- Proven ability to write reports, business correspondence and procedure manuals



- Proven ability to effectively present information and respond to questions from groups of principals/administrators/managers/supervisors, clients, customers and the general public
- Excellent written and verbal communication skills
- Advanced Excel, Word, and PowerPoint skills required
- Other duties as assigned

PREFERRED QUALIFICATIONS:

- Master Degree in related field.
- Have developed and implemented employee training, particularly employee orientation training
- Have experience working in public relations and the media
- Have experience working Diversity, Equity and Inclusion initiatives
- Have working knowledge of Title IX, Equal Employment Opportunity Commission (EEOC), and Massachusetts Commission Against Discrimination (MCAD)
- Fluency in one or more of the Worcester Public Schools' official languages: (Spanish, Vietnamese, Portuguese, Albanian, Arabic, Nepali and Twi)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In collaboration with the leadership team within the district, develops and implements specific programs and services relating to cultivating and equity initiatives
- Support strategic outreach and communication efforts related to the diversification of staffing in the district
- Responsible for meeting established recruitment goals and objectives (consistent with the organization's mission, values, and goals)
- Implement best practices for equitable and diversity-focused recruitment including candidate sourcing. Create a standardized and equitable process for screening and hiring candidates
- Responsible for metrics reporting to include the district's diversification of staff
- Analyzes and enhances the Worcester Public Schools value proposition
- Develops and maintains relationships with all Department Managers/Principals
- Creates and fosters relationships with community organizations to attract and recruit qualified, diverse candidates
- Maintains accurate and well-organized documentation in the organization's database
- Prepares and delivers presentations for equity events, training and orientations, data/trend analysis, and other related needs.



- Create, maintain, and support Student Advisory Councils as well as Teacher Advisory Councils
- Create, maintain, and support affinity groups for both staff and students to ensure all voices are heard
- Collaborate with all district departments to provide ongoing professional development around equity and inclusion
- Collaborate with district departments, schools, and community to create a WPS Equity and Inclusion vision and guidebook
- Performs other duties as assigned

WORK YEAR, WORK DAY, SALARY:

This is a 12-month position subject to an individual contract. The basic workday is 8:30 a.m. – 4:30 p.m., with additional hours required to fulfill position responsibilities.



JOB TITLE: Director of Human Resources - Recruitment and Retention
REPORTS TO: Chief People Officer, Human Resources

LOCATION: Worcester Public Schools, Worcester, Massachusetts

POSITION PURPOSE:

The Director of Human Resource - Recruitment & Retention collaborates with all senior leaders throughout the district to develop and implement strategic long-range recruitment and retention plans that support the organization's vision and goals. This position provides leadership in developing and executing human resources strategies in support of the overall strategic direction of the organization; specifically in the areas of talent acquisition, change management, retention, and orientation and training.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Education, Business, or related field
- Collaboratively develop and implement an annual recruitment strategy that engages the Worcester community and beyond building a high quality pipeline/pool of high quality prospective teachers and administrators
- Strategically utilize the time to maximize recruitment efforts, including cultivating an online presence when it is not possible to meet in person
- Analyze pre and post recruitment activities, marketing and communication efforts and other recruitment strategies to contribute to the overall recruitment strategic planning and effectiveness
- Provide targeted support to all internal pipeline programs
- Build deep relationships with key partner organizations (university and community organizations) to reach target applicants and develop pipelines of future candidates
- Conduct recruitment outreach for the recruitment of outstanding principal and assistant principal candidates
- Responsible for providing equal educational and employment opportunity to all individuals regardless of race, color, gender, age, marital status, religion, national origin or disability
- Proven ability to self maintain calendar, appointments, emails, and create presentations among other administrative duties
- Proven ability to write reports, business correspondence and procedure manuals



- Proven ability to effectively present information and respond to questions from groups of Principals/administrators/managers/supervisors, clients, customers and the general public
- Excellent written and verbal communication skills
- Advanced Excel, Word, and PowerPoint skills required
- Other duties as assigned

PREFERRED QUALIFICATIONS:

- Master Degree in Education, Business, or related field.
- Have developed and implemented employee training, particularly employee orientation training.
- Five (5+) years experience in a non-profit, school, or governmental setting
- Five (5+) years experience managing direct reports and work as a team member
- Strong knowledge base of interpreting and applying employment law in a bargaining Environment
- Have experience working in public relations and the media
- Have working knowledge of Title IX, Equal Employment Opportunity Commission (EEOC), and Massachusetts Commission Against Discrimination (MCAD)
- Fluency in one or more of the Worcester Public Schools' official languages: (Spanish, Vietnamese, Portuguese, Albanian, Arabic, Nepali and Twi)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaboratively develop and implement an annual recruitment strategy that engages the Worcester community and beyond building a high quality pipeline/pool of high quality prospective teachers and administrators
- Strategically utilize the time to maximize recruitment efforts, including an online presence when it is not possible to meet in person
- Analyze pre and post recruitment activities, marketing and communication efforts and other recruitment strategies to contribute to the overall recruitment strategic planning and effectiveness
- Build deep relationships with key partner organizations (university and community organizations) to reach target applicants and develop pipelines of future candidates
- Conduct recruitment outreach for the recruitment of outstanding principal and assistant principal candidates



- Responsible for providing equal educational and employment opportunity to all individuals regardless of race, color, gender, age, marital status, religion, national origin or disability
- Support strategic outreach and communication efforts related to talent acquisition and retention efforts
- Write, edit, and produce print and digital publications for recruitment and retention efforts that promote and enhance the WPS brand. Respond to daily recruitment inquiries through designated platforms
- Works with hiring managers to develop and implement proactive and creative recruitment strategies/tools to source, assess, and pre-qualify highly preferred job candidates
- Responsible for meeting established recruitment goals and objectives (consistent with the organization's mission, values, and goals)
- Implement best practices for equitable and diversity-focused recruitment including candidate sourcing
- Create a standardized and equitable process for screening and hiring candidates.
- Maintains and develops the attrition and succession plans
- Recruit for vocational positions as needed
- Maintains cost effective and efficient practices that are consistent with the recruitment budget
- Responsible for metrics reporting, retention initiatives, and developing external recruitment relationships with local colleges/universities and community organizations, to include administration of the district's Affirmative Action Plan
- Manages and coordinates all aspects of the Student Teaching Program
- Analyzes and enhances the Worcester Public Schools value proposition
- Review resumes and credentials for appropriateness of skills, experience and knowledge in relation to position requirements, and interview and assess candidates based on defined needs by hiring managers
- Develops and maintains relationships with all Department Managers/Principals
- Creates and fosters relationships with colleges and professional organizations to attract and recruit qualified candidates
- Attends and/or coordinates recruitment functions such as job fairs, career days and/or other events to source qualified candidates
- Maintains accurate and well-organized documentation in the organization's database on all candidates, searches, hiring managers interactions, and other recruiting activities to ensure a safe and thorough audit if required, and efficiently track and record all candidate paperwork



- Creates a “high need list” of hard-to-fill positions and immediately interviews candidates who qualify for these positions
- Prepares and delivers presentations for recruiting events, training and orientations, data/trend analysis, and other related needs
- Performs other duties as assigned

WORK YEAR, WORK DAY, SALARY:

This is a 12-month position subject to an individual contract. The basic workday is 8:30 a.m. – 4:30 p.m., with additional hours required to fulfill position responsibilities.



JOB TITLE: Director of Strategy and Innovation

REPORTS TO: Superintendent of Schools

LOCATION:

Worcester Public Schools
Worcester, Massachusetts

POSITION PURPOSE:

The Director of Strategy and Innovation assists the Superintendent in establishing, articulating, and supporting the district vision. The Director of Strategy and Innovation works collaboratively and cooperatively to assist the Superintendent by recommending and implementing solutions to District-wide issues, both internal and external. The Director of Strategy and Innovation provides operational assistance by managing special projects and leading key initiatives, resolving complex issues that require executive leadership and direction, supporting the deliverables of the Superintendent's Cabinet Team, and ensuring that expectations and deadlines are clearly communicated to staff.

The Director of Strategy and Innovation serves as a key strategic planner, advisor, decision-maker, and problem solver for the Superintendent and Deputy Superintendent, ensuring that issues needing the Superintendent's attention are addressed promptly. The Director of Strategy and Innovation represents the District and Superintendent at public events and in various capacities with government and community organizations, facilitating communication with all stakeholders, and ensuring that the Superintendent's office is responsive to the needs of the School Committee, staff, and community, with attention to supporting equity and diversity.

The Director of Strategy and Innovation assists the Superintendent in the development of strategic planning, policy development, and implementation of objectives that impact and relate to the growth, health, and safety of the work environment for all staff. The Director of Strategy and Innovation serves as a catalyst of communication and change throughout the organization, shaping and building a motivating culture that fosters recognition in support of the established District goals. Partners with cross-functional leaders to increase the organization's capacity (i.e., change management capability and organizational development solutions) and supports innovation leadership and management practices. Builds an



environment in collaboration with other leaders where internal and external stakeholders are involved in, committed to, and enthusiastic about their school, the District, and its mission.

MINIMUM QUALIFICATIONS:

- Master's Degree in education, public administration, or related field.
- Deep knowledge and understanding of teaching and learning pedagogy through an equity and inclusion lens.
- Proven success working collaboratively in educational leadership
- Proven experience in supervising and managing multiple departments and programs

PREFERRED QUALIFICATIONS:

- Experience in urban education
- 3 years of senior-level leadership in a school district, school, or organization, with experience establishing systems in schools and/or management experience in education strategy development and implementation

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Team Leadership

- Manages special assignments on a short-term basis and provides effective intervention in complex situations
- Initiates and leads interdepartmental teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively bring resolution
- Serves as a key member of the Superintendent's executive cabinet, coordinates agendas, facilitates meetings, and ensures that follow-up actions are completed
- Provides leadership and support to the Superintendent's direct reports to ensure that the District's strategic goals and objectives are met and that projects are carried out in a timely manner
- Analyzes, interprets, and provides recommendations to the Superintendent concerning District issues and other matters
- Audits the District's functional areas to ensure that each supports its mission and responsibilities to the public with the highest possible quality



- Develops, recommends, and implements solutions to District-wide issues, both internal and external with the assistance of the Deputy Superintendent
- Ensures senior staff comply with policies, regulations, laws, and programs affecting school District operations
- Assesses and manages sensitive issues that arise in the rapidly changing environment of the Superintendent's Office where improper handling could have severe consequences for the school District
- Develops and implements procedures for evaluating program effectiveness and ensuring quality control
- Represents the Superintendent in an official capacity as required
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed
- Performs other duties as assigned by an appropriate administrator or their representative

Works with the executive team and department heads

- Serves as a member of the Superintendent's Cabinet
- Works in collaboration with Worcester Public Schools' executive leadership, and other district departments and offices to implement activities as they relate to the implementation of the division and district strategic plans
- Works with Cabinet members and department heads to bridge silos in the organization and facilitates smooth and coordinated cross-functional work
- Advises the Superintendent on all matters related to district growth and strategy
- Directly work in partnership with the Deputy Superintendent and under the guidance, to executive the strategic work plans of the Superintendent's Cabinet, which include Division Directors, Assistant Superintendent, and other staff, as appropriate

Manages relations with external audiences and partners

- Answers inquiries, in partnership with the media relations team, from the media
- Maintains strong relationships with philanthropic donors and community advocacy groups
- Ensure adherence to procedures for effective external and internal communication between and among the School Committee, district staff, media, community members, other governmental organizations, and the public



- Ability to manage and complete projects with attention to detail, demonstrating strong organizational skills
- Ability to balance the big picture with detailed steps to reach the end goal
- Ability to balance multiple projects under tight deadlines
- Ability to actively listen to others, build consensus, and resolve conflicts
- Ability to skillfully navigate existing political structures/systems
- Ability to motivate, inspire, and move others into action to achieve assigned goals
- Knowledge of laws regarding public meetings and records
- Knowledge of the Board of Education's interaction with staff to achieve short and long-term District goals
- Ability to build and maintain strong relationships
- Ability to work successfully independently or with a team
- Ability to coach, coordinate, and lead teams
- Ability to tailor a message for a specific audience, with appropriate context, and mode of communication
- Ability to establish clear expectations, deliverables, and deadlines
- Ability to set clear agendas and facilitate effective meetings
- Multilingual; Spanish or Portuguese preferred

WORK YEAR, WORK DAY, SALARY:

This is a 12-month position subject to an individual contract. The basic workday is 8:30 a.m. – 4:30 p.m., with additional hours required to fulfill position responsibilities.



WORCESTER PUBLIC SCHOOLS

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

Date: Monday, November 13, 2023

Item Number: gb 3-246

Item: To consider approval of updated job descriptions

Recommendation: Approve

Rationale: Administration has reviewed a variety of job descriptions and updated said descriptions for alignment and coherence to WPS needs. The revisions are currently filled positions with the exception of Director of Teaching and Learning which will not be filled at this time.

Previous Job Description	Propose New Job Description	Rationale
Budget Director	Administrative Director of Finance	To align job description with actual day-to-day responsibilities of oversight of district finances, including the district budget and implementation of the Workday enterprise resource planning system. Additional responsibilities to assist Deputy Superintendent / COO & CFO with oversight and leadership of district finance departments of payroll, procurement, accounts payable, grants management, and school nutrition

		finance.
Director of Curriculum and Professional Learning	Director of School Compliance and School Improvement	To provide increased efforts toward district-wide compliance processes and systems and enhance and augment these systems to provide specialized school improvement support. Provide an intentional focus on monitoring and supporting all school growth plans using various data points and prioritizing schools in the lowest percentile rankings
	Director of Teaching and Learning	This position will remain vacant and CASO will assume these responsibilities for the time being.
Guidance Department Head	Director of Guidance	To ensure consistency and support to Guidance Counselors in order to best align with our strategic plan in implementing Vision of a Learner while placing an emphasis on nurturing multiple pathways for all students.
Manager of ESL	Director of Multilingual Education	To align job description with actual day-to-day responsibilities of the Director of Multilingual Education include title alignment.
Chief People Officer	Assistant Superintendent for Personnel, Engagement and Equity	To provide stronger coherence and alignment to draft strategic plan priority areas of family and community engagement, pipeline advancement, and a professional culture of belonging.
Director of Recruitment, Retention, and Cultivation	Director of Recruitment, Cultivation, and Equity (RCE)	There is an intersection of responsibilities between the offices of Human Resources and Equity and although both directors are responsible for recruitment and retention however it is important to parse out the intentional focus of each job. There is an intense focus on equity lens as the Director of RCE.
Director of Recruitment, Retention, and Cultivation	Director of Human Resources for Recruitment and Retention	
Strategic Support Coordinator	Director of Strategy and Innovation	This revision adds additional duties to the current job description.