

Committee Members
Tracy Novick, Chair
Jermoh Kamara, Vice-Chair
Susan Mailman

Administrative Representative
Brian Allen

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

AGENDA #10

The Standing Committee on FINANCE AND OPERATIONS will hold a hybrid meeting:

on: December 19, 2023
at: 4:00 p.m.
in: Room 410, Durkin Administration Building, 20 Irving St. Worcester
Virtual:

<https://worcesterschools.zoom.us/j/88453685011?pwd=MTFicHA0eFhIRXU4Z3BSK1FE0EFudz09>

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

ORDER OF BUSINESS

I. CALL TO ORDER

II. ROLL CALL

III. GENERAL BUSINESS

gb 2-23.4 Johnson/Kamara/Clancey/Mailman/O'Connell Novick
(January 12, 2022)

To consider a pilot of provision of menstrual supplies at all secondary schools.

gb 2-92.14 Clancy

(March 8, 2022)

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

gb 2-319.1 O'Connell Novick

(December 8, 2022)

To consider the Budget Calendar.

gb 3-94.1 Johnson

(March 21, 2023)

Request administration look into options available regarding vaping detectors being purchased and placed in all secondary schools

gb 3-189.1 Mailman
(July 31, 2023)

To explore the feasibility and logic of hiring our own school attorney to assist in the execution of building repairs and maintenance, contractual obligations and whatever other items will assist in school operations. Submitted as an acknowledgment of the reality of the very over burdened city law department

gb 3-206.1 McCullough
(August 26, 2023)

To review the district transportation policy regarding transportation only provided two or more miles from the assigned school. With n-house transportation, explore the ability to reduce that to less than 2 miles.

gb 3-218.1 McCullough
(September 5, 2023)

To enhance nutrition/lunch options as possible to line up with dietary and cultural needs.

gb 3-222.1 O'Connell Novick
(September 13, 2023)

Request administration report on the implementation of the Workday system, including, as necessary, policy and budgetary implications

gb 3-223.1 O'Connell Novick
(September 13, 2023)

Request administration report on the Information Technology systems implementation and needs, including, as necessary, policy and budgetary implications

c&p 3-10.1 Spaulding
(October 11, 2023)

Corey Spaulding to request to know how the matter of Federal and State Grants are controlled, appropriated and accounted for as part of the fiduciary responsibility of the School Committee.

gb 3-241.1 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.

c&p 3-14.1 Doyle
(November 28, 2023)

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

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

V. ADJOURNMENT

- O. General Business
Johnson/Kamara/Clancey/Mailman/O'Connell Novick
(January 12, 2022)

ITEM: gb 2-23.4
S.C. MEETING: 12-19-23

ITEM:

To consider a pilot of provision of menstrual supplies at all secondary schools.

PRIOR ACTION:

BACKUP:

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

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER PUBLIC SCHOOLS

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Finance & Operations

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

Date: December 13, 2023
Item Number: gb 2-23.4
Item: To consider a pilot of provision of menstrual supplies at all secondary schools.
Recommendation: Approve and file

Rationale:

This report details the forthcoming installation of feminine product dispensers outside bathrooms in Worcester Public Schools. The initiative encompasses 343 high school bathrooms and 112 middle school bathrooms. Dispensers and supplies have been procured and are ready for installation, with a contracted service enlisted for the execution.

Recognizing the importance of providing accessible feminine hygiene products, Worcester Public Schools has undertaken the initiative to install dispensers outside bathrooms in both high schools and middle schools.

Dispensers and supplies tailored to address the requirements of female students have been acquired, ensuring a sanitary and comfortable environment. The chosen products adhere to high-quality standards to cater to the diverse needs of students.

The district has opted to enlist the services of a contractor for the installation of dispensers. This will allow the dispensers to be installed promptly. The facilities department will work with the vendor to ensure the placement of the dispensers. We are working with the vendor to schedule the installation, once a start date can be determined, a detailed schedule will be established to ensure an efficient and timely completion of the project. All work will be done after normal school hours and/or over the winter break, minimizing disruptions to the educational process.

After the installation is complete, a comprehensive review will be conducted to assess the effectiveness and impact of the initiative. Feedback from students and staff will be gathered to make informed decisions for potential improvements or adjustments.

The installation of feminine product dispensers outside bathrooms in Worcester Public Schools reflects the commitment to creating inclusive and supportive environments for all students. The engagement of a

contractor ensures a professional and standardized installation process, contributing to the success of this initiative.

STANDING COMMITTEE: **FINANCE AND OPERATIONS**

DATE OF MEETING: Tuesday, December 19, 2023

ITEM: Clancey (March 8, 2022)

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

PRIOR ACTION:

- 3-17-22 - Member Clancey amended the item to read "quarterly" instead of "monthly".
It was moved and voice voted to refer the item to the Standing Committee on Finance and Operations as amended.
- 5-11-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS
Member Kamara asked for an update on the maintenance issues at Worcester East Middle School. Mr. Allen stated that MSBA rejected the request to repair the windows at WEMS.
On a roll call of 3-0, the item was held for the next quarterly report.
- 6-2-22 - SCHOOL COMMITTEE MEETING
The School Committee approved the action of the Standing Committee as stated.
- 8-15-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS
Mr. Bedard stated that there were 28 custodial vacancies and the custodial staff has been working diligently to get the school buildings ready for the first day of school. He also indicated that the athletic field preparations have begun and the lead time on supplies like electrical equipment, mechanical equipment and plumbing supplies continue to delay projects.
Mr. Bedard stated that the drinking water sampling for Lead and Copper was completed in May and the process of turning on or off fixtures and placing signage will be completed during the week of August 14th. Letters will be forwarded to principals to notify them of what the reading of the sampling was in their school and the information will be put on the WPS website. The quarterly PCB inspections are scheduled for Burncoat High and Doherty Memorial High schools and the asbestos activities three-year inspections are ongoing.
Mr. Allen stated that the \$150,000 SWIG School Water Improvement Grant from Mass. Clean Water Trust will provide funding for 15 water bottle filling stations in various schools. This will help alleviate the worry about the lead and copper in the drinking water.

(continued on Page 2)

BACKUP:

Annex A (9 pages) Maintenance Update 2022-2023 (Q3)

PRIOR ACTION (continued)

8-15-22 - Mr. Bedard stated that the:

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

Mr. Bedard stated that once the fixed set of projects are laid out in the Capital Funding, it does not always mean that those projects will take place due to the fact that if a boiler breaks down or an emergency happens, the monies will need to be reallocated for those purposes.

Member Kamara asked if the elevator at Vernon Hill School and the roof in the lunch room at Grafton Street School are being fixed.

Mr. Bedard stated that the freight elevator at Vernon Hill School has significant issues and is beyond having parts replaced. There is no timeline on the repairs and discussions will take place regarding installing a new one. The cafeteria ceiling at Grafton Street school has begun and will be completed before the beginning of the school year.

Member Mailman asked if the system has ever outsourced for custodians.

Mr. Allen stated that outsourcing has not been used for custodial help but that is a conversation that could occur in the future.

Chair Novick asked if the Administration has a timeline for the installation of the bottle filling stations.

Mr. Bedard stated that there is one year to complete the grant and once the materials and fixtures come in, there will be a better understanding of the timeline.

Chair Novick asked if five boilers are a typical number to have work being done on during the year. **(continued on Page 3)**

PRIOR ACTION (continued)

- 8-15-22 - Mr. Allen stated that most MSBA funding is used for boiler replacements and there are times when some boilers fail and need to be worked on immediately.
Mr. Bedard stated that there are at least 2 to 4 boilers in a school and it is not uncommon to have five boilers in the system to be down. When an MSBA boiler project begins in a school, all of the boilers, pumps, wiring, controls, pads, lights are replaced and the room is repainted.
Chair Novick asked what the plans are going to look like for responding to the NEASC report for Burncoat High School and for an update on the work that Honeywell had done and is doing in the school regarding air quality and the HVAC systems.
Mr. Allen stated that the Administration received a proposal from Honeywell which will be submitted to DESE for ESSER Capital approval. Once approved, most schools will be getting some level of Honeywell improvements. Nault Siemens will be addressing the upgrades for schools with air filtrations systems to MERV 13. What has been done through the summer was the planning process for the work to continue and the proposal to be sent to DESE for its approval. The work is scheduled to be completed in 2024.
Chair Novick asked if there will be an update on the ESSER Funds regarding HVAC and ventilations systems.
Mr. Allen stated that the Administration would provide a quarterly report once the approval is obtained from DESE for the HVAC work. Member Mailman requested that a copy of the two PowerPoints presented be forwarded to the School Committee.
On a roll call of 3-0, the item was held.
- 8-18-22 - SCHOOL COMMITTEE MEETING
On a voice vote, the action was approved as stated.
- 10-12-22 - STANDING COMMITTEE ON FINANCE AND OPERATIONS
Mr. Bedard presented the quarterly maintenance report which included custodial and maintenance services and an update on environmental work. He also provided updates on all capital projects at all WPS schools.
Mr. Allen stated that the priorities are heating systems, boilers and fire alarms and that the safety of all students and faculty takes precedence over any other capital project.
Mr. Allen stated that the ionization equipment and the MERV-13 updates that were installed during COVID were intended to be permanent fixtures in the schools.

(continued on Page 4)

PRIOR ACTION (continued)

- 10-12-22 - Mr. Bedard stated that there have been some delays with Honeywell and Nault Siemens. An architect was engaged to look at some of the yellow mid-range equipment and identified a series of schools where work needs to be done. Honeywell is now ready to get started doing their final field work and go through the schools to look at some of the fine tuning thing that needs to be done to install some of the equipment, potential asbestos and hazardous materials testing. Once they complete that last round, which usually takes about 3 weeks to a month to do that exploratory, then they'll be in a position to put that work out for a bid and then to start. Mr. Allen stated that DESE has given preliminary approval for ESSER funding. The work has always been aligned to ESSER III spending which extends through September 2024. Due to the amount of work and the fact that all schools are getting some level of HVAC improvements other than not brand new schools, it will take additional time to provide that report.. Chair O'Connell Novick asked if a letter should be sent on behalf of the School Committee advocating for an extension on ESSER III spending. Mr. Allen responded that the ESSER III timeframe may need to be extended based on the amount of work that is going into HVACs in the buildings and also potential supply chain issues. The concern is being able to complete all of the work by the September 2024 deadline. Any advocacy about extending ESSER III, even if contractual commitments are in before that date, is something that Mr. Allen would recommend. He stated that there has been language regarding this topic that he can look at to see if its applicable to what is being suggested and then possibly replicate that same language. On a roll call of 2-1 (absent Kamara), the item was held for the next quarterly update.
- 10-20-22 - SCHOOL COMMITTEE MEETING
On a voice vote, the action was approved as stated.
- 2-13-23 - Request that the Administration provide quarterly reports regarding building maintenance to include timeframes on when work will begin and be concluded.

Mr. Allen provided updates on the capital projects throughout the district. Discussion centered around the HVAC projects timeline, matching funding sources to priorities, and window/blind replacements.
On a voice vote, the motion to hold was approved.
- 9-18-23 - Chairperson O'Connell Novcik made a motion to hold this item.
On a roll call of 3-0, the item was held.
- 10-24-23 Chairperson O'Connell Novcik made a motion to hold this item.
On a roll call of 3-0, the item was held

BACKUP:

Annex A (4 pages) contains the Facilities Update.

Facilities Update

December 19, 2023



Agenda Page 11

WORCESTER
PUBLIC SCHOOLS

Feminine Products

Annex A

- Dispensers/Supplies purchased
- Bathrooms
 - High Schools -343
 - Middle Schools - 112
- Location Identification
- Installation (Contracted)



Flag Pole Maintenance

Annex A

- Evaluation
 - Operational?
 - Condition?
 - Lighting?
- Maintenance
 - Winch vs. Pulleys
 - Inspect/Replace Rope/Cable
 - Clean
 - Paint



Thank you!

Facilities Update

December 2023

O. General Business
O'Connell Nocvick
(December 2, 2022)

ITEM: gb 2-319.1
S.C. MEETING: 12-19-23

ITEM:

To consider the Budget Calendar.

PRIOR ACTION:

BACKUP:

Annex A (1 page) contains the recommendation from the Administration.
Annex B (1 page) contains the Budget Development Calendar.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER

PUBLIC SCHOOLS

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20 Irving Street
Worcester, MA 01609-2493

Date: December 13, 2023
Item Number: gb 2-319
Item: To consider the Budget Calendar
Recommendation: Approve and file

Rationale:

Please see attached FY25 Budget Development Process

Budget Development Process

Developed October 2023

| BUDGET DEVELOPMENT CALENDAR | |
|-----------------------------|--|
| OCTOBER 2023 | |
| 1 | Student Enrollment based on this date will be used as the basis of next year's funding. |
| NOVEMBER 2023 | |
| 17 | |
| 27 | Initial budget planning estimates are determined using enrollment and cost center data. |
| DECEMBER 2023 | |
| 16 | The Facilities Department prepares the building assessment updates to the five-year building plan. |
| JANUARY 2024 | |
| 24 | Governor's Proposed State Budget is released to the public. |
| 30 | Individual school-based resource allocation meetings begin. Individual Site Council meetings to review school resource allocation requests completed by this date (School Committee vote 10/21/21) |
| FEBRUARY 2024 | |
| 1 | The Superintendent provides a Preliminary Budget presentation to the School Committee. |
| 18 | Capital equipment plans are developed. |
| 27 | Administration Budget Presentation to Worcester Equity Roundtable |
| MARCH 2024 | |
| 5 | Administration Budget Presentation to Superintendent's Teacher Advisory Committee |
| 7 | District-level resource allocation meetings begin. |
| 7 | Administration Budget Presentation to Superintendent's Student Advisory Committee |
| 13 | Administration Budget Presentation to Family and Community Engagement Roundtable |
| 22* | Projects submitted to Massachusetts School Building Authority for Accelerated Repair Projects |
| 27* | Administration Budget Presentation to Citywide Parent Planning Advisory Committee |
| APRIL 2024 | |
| 12 | Massachusetts House Ways and Means Budget released to the public (expected date) |
| 21 | Worcester Public Schools submits budget information to the City of Worcester. |
| 26* | Projects submitted to Massachusetts School Building Authority for Major Renovation or Repair Projects |
| MAY 2024 | |
| 10 | Superintendent's Annual Budget Recommendations released |
| 15 | Senate Ways and Means Budget released to the public (expected date) |
| 27* | Joint Meeting of City Council Education Committee and School Committee Finance and Operations Committee |
| 29* | School Committee Holds Public Budget Hearing (expected date) |
| JUNE 2024 | |
| 4* | Budget Session with the Worcester City Council (expected date) |
| 6 | School Committee Budget Session (4-6 pm, Worcester City Hall) |
| 20 | School Committee Budget Session (4-6 pm, Worcester City Hall) |
| 30 | Final State Budget adopted* |
| JULY 2024 | |
| 1 | First day of the fiscal year |
| 19 | Final adjustments to the FY24 fiscal year; FY25 budget loaded into the city financial system |
| 20 | Adjustments to budget based on final state budget submitted to School Committee (as necessary) |

Reference: School Committee Policy - DBC Budget Deadlines and Schedules

* These dates and events are subject to change

O. General Business
Johnson
(March 21, 2023)

ITEM: gb 3-94.1
S.C. MEETING: 12-19-23

ITEM:

To consider requesting that the administration look into options available regarding vaping detector purchasing and placement in all secondary schools.

PRIOR ACTION:

4-13-23: The item was referred to Finance and Operations.

BACKUP:

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

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER PUBLIC SCHOOLS

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

Date: December 13, 2023
Item Number: gb 3-94
Item: Request administration look into options available regarding vaping detectors being purchased and placed in all secondary schools.
Recommendation: Approve and file

Rationale:

In order to examine options, a committee was formed consisting of our Director and Assistant Director of Information Technology, our Physical Security Network Administrator, and the WPS Director of School Safety. The committee met several times in order to look at options for detectors, their costs, and to plan an approach. The group sought the input of administrators from schools across the Commonwealth who are currently using vaping detector technology in their schools. In addition, the opinion of current WPS secondary school administrators was solicited regarding their view of using technology to address the problem of vaping. In addition, a number of different models of vape detectors were explored to determine fitness and ability to synchronize with our existing Genetec security monitoring technology.

Baseline Data SY 22-23 and YTD

- In SY23 there were 320 incidents in the category "Smoking/Vaping Tobacco" where the offender was in grades 7-12.
- So far during SY24 YTD there have been 28 incidents in the category "Smoking/Vaping Tobacco" where the offender was in grades 7-12.
-

WPS Secondary Principal Survey

The number one desire of principals in the survey was the durability of these sensor devices, specifically in terms of their resistance to vandalism. Secondary was the possible integration of these devices with the district's existing Genetec security monitoring technology. Finally, there was the hope for an audible alarm to alert staff to a possible vape use.

WPS secondary principals were asked if they had concerns about devices being installed. Some indicated that they were concerned about how and who would be monitoring devices, what would be required to reset the devices and how easy would that be, and concern about false positive alerts.

Cost:

As an example, Halo vape detectors, which integrate with our existing security and access control system, would cost

- approximately \$5,000 upfront for the software (unlimited units)
- \$1,500 - \$3,000 for each vape detector
- \$100 per vape detector for vandalism cage
- \$500 per vape detector for network wiring and install
- Total cost per vape detector installed: \$2,100 to \$3,600, with a one-time \$5,000 upfront cost for software.

Scope:

Principals identified 103 student-use lavatories as potentially needing vape detectors in our secondary schools. For all of the restrooms, it would require funding ranging from \$216,300 and \$370,800.

Recommendation:

The Administration recommends that the district pilot this technology by investing in the purchase and installation of the HALO system in four lavatories currently in use at one of our middle schools. As was mentioned earlier in this narrative, HALO may be integrated with our existing Genetec system that we use for other safety and security purposes throughout the district. Forest Grove Middle School has agreed to pilot the HALO system in the four student-use lavatories that are in use throughout the school day each day.

The Administration will work with the school to measure the effectiveness of reducing vaping in student restrooms and make a determination if this should be expanded to other schools through the budget process.

O. General Business
Mailman
(July 31, 2023)

ITEM: gb 3-189.1
S.C. MEETING: 12-19-23

ITEM:

To explore the feasibility and logic of hiring our own school attorney to assist in the execution of building repairs and maintenance, contractual obligations and whatever other items will assist in school operations. Submitted as an acknowledgment of the reality of the very overburdened city law department.

PRIOR ACTION:

8-17-23: Mayor Petty made a motion to send this item to Finance and Operations with the amendment to receive reports from the School and City Administrations. *On a voice vote, the item was sent to Finance and Operations with the amendments.*

BACKUP:

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

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER

PUBLIC SCHOOLS

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

Date: December 13, 2023

Item Number: gb 3-189

Item: To explore the feasibility and logic of hiring our own school attorney to assist in the execution of building repairs and maintenance, contractual obligations and whatever other items will assist in school operations. Submitted as an acknowledgment of the reality of the very overburdened city law department.

Recommendation: Approve and file

Rationale:

The Administration discussed with the City Solicitor the feasibility and logic of hiring a school attorney to assist in the execution of contracts for services for the Worcester Public Schools. Both the WPS Administration and City Solicitor recommend the status quo for service contracts, with the following highlights:

1. The WPS filled a vacant Contract Coordinator position to better manage, track, and coordinate contract workflow with the City Solicitor's Office. This position has resulted in significant improvement in the contract process.
2. The City Solicitor is in the process of filling an attorney for the Advice and Counsel side of the Department, and that position will also assist the City Solicitor's Office in preparing service contracts.

O. General Business
McCullough
(August 26, 2023)

ITEM: gb 3-206.1
S.C. MEETING: 12-19-23

ITEM:

To review the district transportation policy regarding transportation only provided two or more miles from the assigned school. With n-house transportation, explore the ability to reduce that to less than 2 miles.

PRIOR ACTION:

9-7-23: Member McCullough explained that she wanted to send this item to Finance and Operations to look at this in terms of safety as well as distance. Member O'Connell Novick asked Mayor Petty what the most effective way to communicate with the City Transportation Department would be to emphasize the importance of safe, pedestrian transportation to school. Mayor Petty explained that this is a complicated issue as it involves both the district and city budget and both are limited in the amount of work they allow. He recommended having a conversation with the City Manager and Superintendent Monarrez. Mayor Petty made a motion to send the item to Finance and Operations. *On a voice vote, the item was sent to Finance and Operations.*

BACKUP:

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

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER PUBLIC SCHOOLS

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Dr. John E. Durkin
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Date: December 13, 2023
Item Number: gb 3-206
Item: To review the district transportation policy regarding transportation only provided two or more miles from the assigned school. With in-house transportation, explore the ability to reduce that to less than 2 miles.
Recommendation: Approve and file

Rationale:

The Worcester Public Schools Transportation Department requested the assistance of the Office of Research & Accountability (ORA) to evaluate the correlation between student attendance for students in grades 7-12 residing less than 2.0 miles from their school of attendance and eligibility for school bus transportation under current School committee policy. The transportation department provided lists of students matching these criteria in .25 mile increments ORA used student data in WooEDU from SY23 in order to use the most current full-year data. The ORA reported the following findings:

“Key Takeaway: For high school students without access to bussing services, increased distance from the school building is associated with lower rates of attendance. Each 0.25 mile further from the school is associated with a 0.7 percentage point reduction in attendance rates (equating to about 1.25 additional days missed, presuming 180 days enrollment).

Background

In SY23, 3,683 students in Grades 7-12 lived between 0.01 and 1.99 miles of their enrolled school, leaving them ineligible for district bussing services.

Analyses

ORA used statistical models to examine the effect that distance from the school building had on attendance, and whether additional factors also predicted attendance. Each student’s attendance rate was calculated as the percentage of days marked as present, divided by the total number of days enrolled. Variables in the statistical model included student race/ethnicity, EL status, disability status, whether the student was eligible for free/reduced lunch, and whether the student was a high schooler or middle schooler. All analyses accounted for the fact that individual schools were likely to vary in their average rates of attendance.

Findings

The analyses revealed four key findings:

- There are three variables that are important for predicting students' rate of attendance: student race/ethnicity, EL status, and distance from school.
 - Student race/ethnicity was most important for predicting rates of absence, while EL status and distance from school were equally important. Given that the focus of these analyses were not on race/ethnicity or EL status they are not discussed further.
- Distance from school affects attendance rates for high school students, but not middle school students.
- For every 0.25 mile further from school a student lives, their attendance rate decreased by 0.7percentage points. Over 180 school days, this equates to just over 1.25 school days per every 0.25 mile.
- High school students living 1.25-1.99 miles from their school had the lowest attendance rates (86.4%) of students living within two miles of their school.

Data Memo

Attendance by distance did not correlate for middle school students so results reported below focus only on high school students. Table 1 shows the number and percentage of high school students within each of these groups, as well as the numeric value for their average attendance, and an extrapolation showing the number of days (presuming 180 days enrolled) that high school students currently living in these groups would be expected to miss.

Table 1. Distance from School, Attendance Rate, Proportion of Students, and Extrapolated Attendance Rates for SY24.

| Distance from School | Percent and Number of Students | FY23 Average Attendance Rate | Extrapolated Number of Days Missed | Number of Buses Needed (with no change in school tier times) |
|-----------------------------|---------------------------------------|-------------------------------------|---|---|
| 0.01mi-0.24mi | 4.2% (103) | 90.1% | 17.8 | |
| 0.25mi-0.49mi | 10.9% (265) | 89.3% | 19.0 | |
| 0.50mi-0.74mi | 9.4% (230) | 91.8% | 20.3 | |
| 0.75mi-0.99mi | 16.0% (390) | 86.3% | 21.5 | |
| 1.00mi-1.24mi | 19.2% (468) | 89.0% | 22.8 | 15 |
| 1.25mi-1.49mi | 19.5% (474) | 86.7% | 24.0 | 14 |
| 1.50mi-1.74mi | 13.8% (335) | 85.6% | 25.3 | 11 |
| 1.75mi-1.99mi | 6.9% (169) | 86.9% | 26.5 | 9 |

In general, attendance decreases the further the high school student lives from the school (within the two mile range). The results of the statistical model can be interpreted as:

- High school students living within 1.24 miles (59.8%; N = 1,456) of school have the best attendance.
- Students between .75 to .99 miles of school appears to be an outlier.
- High school students living 1.25 to 1.99 miles (40.2%; N = 978) from school have the lowest rates of attendance.”

O. General Business
McCullough
(September 5, 2023)

ITEM: gb 3-218.1
S.C. MEETING: 12-19-23

ITEM:

To enhance nutrition/lunch options as possible to line up with dietary and cultural needs.

PRIOR ACTION:

9-21-23: Mayor Petty made a motion to send this item to Finance and Operations and get an update that details cultural needs. On a voice vote, the motion was approved.

BACKUP:

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

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER PUBLIC SCHOOLS

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Administration Building
20 Irving Street
Worcester, MA 01609-2493

Date: December 13, 2023
Item Number: gb 3-218
Item: To enhance nutrition/lunch options as possible to line up with dietary and cultural needs.
Recommendation: Approve and file

Rationale:

Our goal for the Nutrition Department is to provide high-quality, nutritious meals for all our scholars. To enhance our nutrition/lunch options so they are more nutritious and meet the diverse cultural needs of our students, we need to address three main barriers: (1) Staffing, (2) Equipment, and (3) Procurement.

Staffing

The first and largest barrier the department is facing is staffing. The Nutrition Department is currently short-staffed by approximately 100 individuals. The Department and HR have posted the vacancies with both the City and WPS and are looking to better streamline the hiring process.

Equipment

The Department is in the process of upgrading equipment. Updating equipment will allow the department to provide more choices with their school lunch options and allow for the expansion of the menu.

Procurement

Product availability has been a challenge this year. The Department will work with the Worcester Regional Food Hub to procure local and seasonal fruits and vegetables. For the meat and meat alternatives, we will also seek out opportunities to procure from local sources (i.e. yogurts, cheese, etc.). Adding various vegetables will provide color and an opportunity for students to try new items. The Department will also seek out products that meet both the cultural preferences of the students and the USDA mandate of USA-grown. Furthermore, the Department would like to provide the students with a survey and food samples to help guide our future purchasing decisions and will also seek guidance from the Superintendent's Student Advisory.

O. General Business
O'Connell Novick
(September 13, 2023)

ITEM: gb 3-222.1
S.C. MEETING: 12-19-23

ITEM:

Request administration report on the implementation of the Workday system, including, as necessary, policy and budgetary implications.

PRIOR ACTION:

9-21-23: On a voice vote, the item was referred to Finance and Operations.

BACKUP:

Annex A (1 page) contains the rationale from the Administration.
Annex B (16 pages) contains a Workday implementation status update powerpoint.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER

PUBLIC SCHOOLS

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Finance & Operations

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

Date: December 13, 2023
Item Number: gb 3-222
Item: Request administration report on the implementation of the Workday system, including, as necessary, policy and budgetary implications.
Recommendation: Approve and file

Rationale:

Please see attached presentation- Enterprise Resource Planning: Implementation of Workday in the WPS

Enterprise Resource Planning: Implementation of Workday in the WPS

Annex B

gb# 3-222

Standing Committee on Finance & Operations
December 19, 2023

From Here, Anywhere....

Together



WORCESTER
PUBLIC SCHOOLS

Expected Outcomes

This presentation will cover:

- What is Enterprise Resource Planning (ERP)
- City of Worcester Key Objectives to Project
- Overview of Phases
- School Department - Budgetary Impacts
- School Department - Successes & Challenges

What is Enterprise Resource Planning?

An Enterprise Resources Planning (ERP) is a cloud-based software system that integrates multiple business applications including finances, accounting, procurement, human resources, time & attendance, payroll and learning management to automate processes instead of manual tasks.

City of Worcester Key Objectives

- Replacement of a financial legacy system implemented in 1996.
- Encourage staff to re-envision business processes with a goal of seeking more efficient and customer-friendly ways of doing business.
- Have an integrated and user-friendly system with electronic workflow to eliminate paper-based processes and manual entries.
- Implement a web-based system that provides remote access for employees to perform their job functions, and allows citizens to access the City's services and programs.
- Provide online employee/retiree self-service to view and change benefit elections.
- Increase reporting and analytic capabilities to make better-informed decisions.

Phase I - Included the Following

- Budgeting
- Financial Accounting
- Accounts Payable
 - Requisitions
 - Purchase Orders
 - Vendor Payments
- Supplier Accounts
- Banking & Settlements (City Treasury)

Phase I - Timing of Events

- Kickoff - November 2021
- Business Process Alignment through Summer 2022
- Functional Testing - Fall 2022
- City Training - January 2023
- School Department Training - February 2023
- Go-Live Monday, March 13th

Phase I - Departments (Initial Impact)

- **Accounts Payable** (Remained Centralized)
- **Information Technology**
- **Facilities**
- **Special Education**
- **Nutrition**
- **Head Start**

Phase I Worcester Public Schools - Implementation

- All impacted staff attended City training at Technical High School
- Redesigned City's job aides specific to school department
- Developed & provided additional training using WPS transactions
- Offered continual training & troubleshooting sessions

- Closed FY23 Fiscal Year

- Developed additional training materials & training sessions for Durkin Administration support staff to initiate requisitions for purchasing by departments
- Created Brown Bag lunch sessions for support staff
- *Currently creating training for Durkin Administration Cost Center Managers*



Phase I Worcester Public Schools - Next Steps

- Provide Cost Center Manager training for Durkin Administration – January 2024
- Administrative Trainers recently appointed for schoolwide support
- Implement to schools by Quadrant – March 2024
- Enhance Financial Reporting

Phase II - Includes the Following

- Human Capital Management
- Position Control
- Time & Attendance
- Payroll Processing
- Expense & Mileage Reimbursements
- Employee Self Service Kiosk

Phase II - Timing of Events

- Kickoff - October 2023
- Business Process Alignment through Summer 2023
- School Change Management - Spring 2023
- Functional Testing - Fall 2023
- School Training - Late Fall 2023
- Go-Live Wednesday, January 1, 2025

Phase III - Includes the Following

- Beyond FY25
- Adaptive Planning
 - Financial, Workforce, Operational
 - Automated Reporting, Dashboards
- Learning Management

Worcester Public Schools - Budgetary Impacts

- Workday Implementation Specialist
- Payroll Coordinator
- Administrative Trainers
- Workday Annual Conference 2023
 - Provided 300+ sessions specific to daily operations, strategic planning and workforce management
 - Provided opportunities to visit “tech labs” to work directly with programmers & troubleshooting staff to solve issues

Worcester Public Schools - Successes

- Upload of Budget Files
- Elimination of Paper Files; Electronic Attachments
- Automated Workflows
- Transparent Requisition & Purchase Order Process
- Reduced Processing Time of Requisition to Purchase Order
- Purchase Order Availability - Upon Approval
- Real-Time Data
- Cloud-Based Access
- Continuous Positive Reviews from Employees



Worcester Public Schools - Challenges

- Adapting to the Change of Daily Operations
- Chart of Accounts - Cost Center Realignment
- Creation of Training for School Department Staff
- Financial Reporting
- Ongoing Implementation
- Ability to Access PunchOut Catalogs (City)
 - WB Mason
- Banking & Settlements (City Treasury)
 - Revenue Transmittals
 - Student Activity Transactions





O. General Business
O'Connell Novick
(September 13, 2023)

ITEM: gb 3-223.1
S.C. MEETING: 12-19-23

ITEM:

Request administration report on the Information Technology systems implementation and needs, including, as necessary, policy and budgetary implications.

PRIOR ACTION:

9-21-23: On a voice vote, the item was referred to Finance and Operations.

BACKUP:

Annex A (1 page) contains the rationale from the Administration.
Annex B (4 pages) contains an IT Department overview.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER PUBLIC SCHOOLS

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

Date: December 13, 2023
Item Number: gb 3-223
Item: Request administration report on the Information Technology systems implementation and needs, including, as necessary, policy and budgetary implications.
Recommendation: Approve and file
Rationale: Please see attached backup

Purpose of Department:

The IT department is a division of the Finance and Operations department. It is a business division that manages the network, Internet, and technology to support learning. The IT department makes sure the technology is ready for the educators to deliver learning and for the administration to conduct business efficiently. This includes supporting the Internet, web filter, email system, spam filter, firewall, routers, network switches, wireless, servers, printers, projectors, document cameras, voice over IP phones, cell phones, Chromebooks, iPads, Macs, Windows computers, door access control, security cameras, student information system, staff information system, Special Education's IEP system, transportation's routing software, and more.

School Systems that the department manages:

- WooEdu (student information system)
- WoolEP (Special Education IEP system)
- ED (HR database - in the process of migrating to Workday)
- Genetec (security camera and electronic door access control)
- Google Workspace (Gmail, Google Drive, Calendar, Chromebook management)
- Mitel Connect (Voice over IP phones)
- JAMF (management software for iPads)
- IncidentIQ (new district ticket system)
- Teamonline (employee portal)
- Language Services (system to track and request translations)
- Lightspeed Relay (district Internet filtering system)
- Jatheon (email archive)
- PageFreezer (district social media archive)
- Syscloud (district Google Workspace backup)
- Veeam (district virtual machine backup)
- Microsoft Azure (cloud based active directory service)
- Palo Alto (district's firewall system)
- KnowBe4 (district cyber security awareness)
- Armorpoint 360 (district cyber security information, intrusion detection, and event management)
- Solarwinds (district network monitoring and issue notification system)

Who is in your department and what are their roles?

The IT department consists of Bob Walton, IT Director and Tim LaGrant, Assistant IT Director who oversee three divisions. These divisions are:

Networking which handles the network connectivity and servers that keep our system running,

IT Support Specialists that handle device repair such as Chromebooks, Macs, PCs, and printers, and

Information Systems which handles the database and software systems that keep track of our staff and students and allows our staff and students to easily access many cloud based services.

What policy areas affect your department?

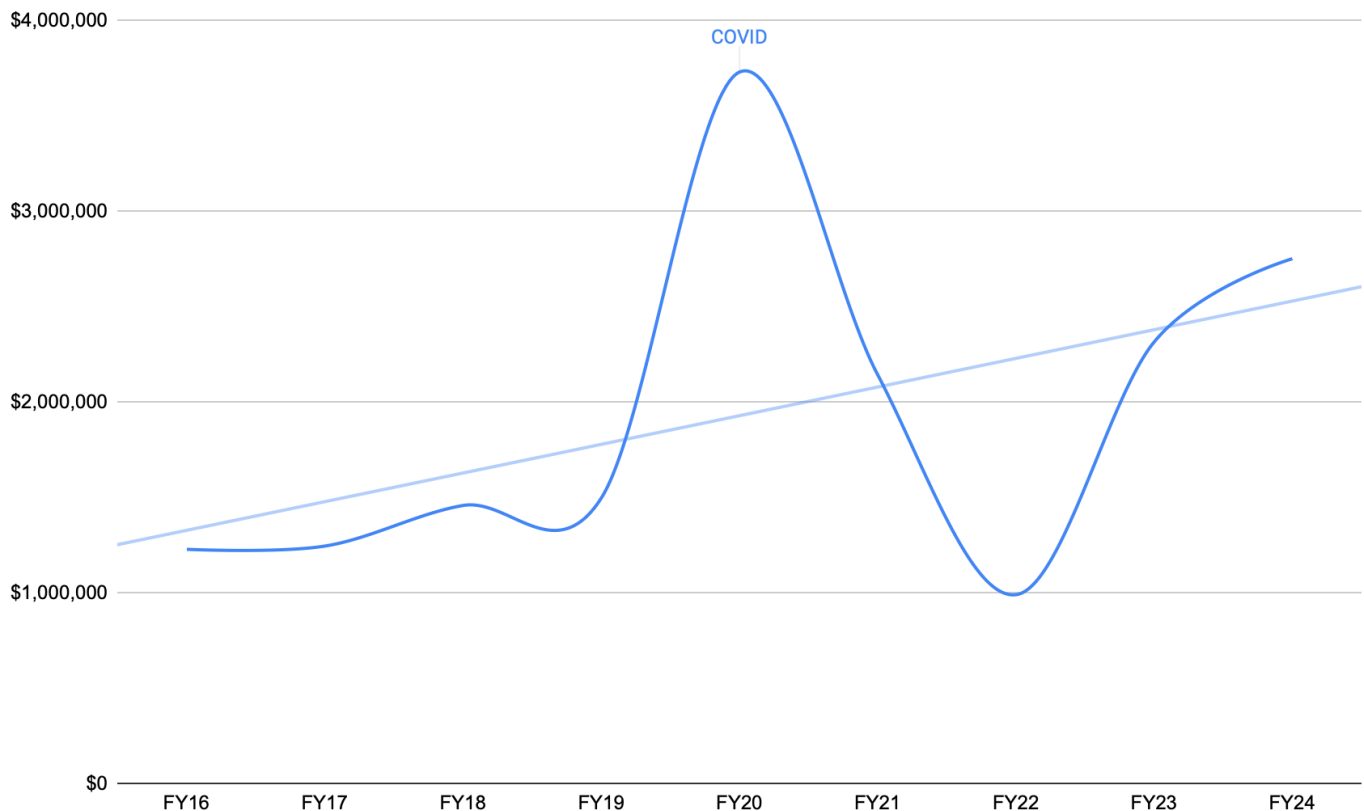
Any policy that has to do with Internet access, employee benefits and pay that keep the district competitive for hiring and retention, device damage, student or staff acceptable use of IT resources, budget approval for replacement cycles of Chromebooks, Macs, Window PCs, wireless, web filters, firewalls, servers, switches and routers.

What budget limitations affect your department?

The use of IT services has expanded greatly in the last five years. There is not a single department or educational initiative that does not involve some sort of IT service. While the IT budget has grown during the pandemic years, the concern is it will retract to its pre-pandemic levels once ESSER funds disappear. This would put many of the initiatives and the technology that the district supports at risk, and will lead to instructional tools that are not on par with more advantaged school districts.

Immediate budget needs:

Pre-pandemic, the IT's budget was approximately \$1.2 million per year. During the first year of the pandemic there was a huge surge in spending for the purchase of Chromebooks and iPads for students and educational software and tools for remote learning. FY21 remained above normal as additional purchases were needed for equipment. In FY22, budgets fell back to normal levels, but then quickly increased as the district implemented more technology in all areas, from security cameras, voice over IP, educational tools, additional MacBooks for all staff interacting with students and more.



Replacement cycle of Chromebooks, computers, iPads and MacBooks:

In March 2023, the administration responded to School Committee item gb 3-79, "To Request that the Administration provide an update on student chromebooks across the district." (excerpt below)

In this item, the administration mapped out the approximate replacement cycles of the districts Chromebooks, computers, iPads and MacBooks through FY36. This estimate listed new computer and Chromebook leases starting in the current fiscal year for \$0.7 million, with the lease line item increasing next fiscal year to \$1.6 million, \$2.5 million in FY26, \$3.4 million in FY 27, and then leveling out at \$3.8 million going forward.

This long term plan establishes a realistic replacement plan that is not extravagant spending, but rather what is needed to keep the district's current state of technology updated.

| NAME | DESCRIPTION | Total Devices | Total Cost | FY23 | | | | FY24 | | | | FY25 | | | | FY26 | | | | FY27 | | | | FY28 | | | | FY29 | |
|----------------------------------|---|---------------|-------------|------|----|----|----|------|----|--------|---------|---------|---------|---------|----|------|----|----|----|------|----|----|----|------|----|----|----|------|----|
| | | | | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 |
| Leases | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lease 10018 | 1,071 Desktop PCs with monitors, 210 Lab PCs with monitors, 103 laptops | 1,384 | \$961,892 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lease L10017 | 5,860 Student Chromebooks 1,150 Staff Chromebooks | 7,010 | \$1,930,294 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lease L10023 | 275 Staff Chromebooks | 275 | \$79,833 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lease 52137200000000 | 5,240 Student Chromebooks, 50 Staff Chromebooks | 5,290 | \$1,535,590 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBD | 1,000 iPads | 1,000 | \$370,969 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TBD | 1,100 MacBook M1 | 1,100 | \$1,180,831 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purchases | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO 630934 | 4,109 Student Chromebooks | 4,109 | \$1,064,888 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO 635286 | 3,500 iPads | 3,500 | \$1,151,325 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO 632034 | 180 Student Chromebooks | 180 | \$46,710 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO 634775 | 5,500 Student Chromebooks, 880 Staff Chromebooks | 6,380 | \$1,786,321 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO 632085, TAG Grant | 308 Student Chromebooks, 11 carts | 308 | \$84,854 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO 640875 | 2,540 MacBook Airs M1 | 2,540 | \$2,843,560 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO 642743 | 525 MacBook Airs M1 | 525 | \$597,068 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO 652737 | 1,000 iPads | 1,000 | \$414,450 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PO 652742 | 3,000 Student Chromebooks | 3,000 | \$949,500 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ECF | 23,192 Student Chromebooks | 23,192 | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sustainability | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chromebook Replacement Schedule | 6000 per year | FY24 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chromebook Replacement Schedule | 6000 per year | FY25 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chromebook Replacement Schedule | 7000 per year | FY26 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chromebook Replacement Schedule | 7000 per year | FY27 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MacBook Air Replacement Schedule | 1000 per year | FY25 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MacBook Air Replacement Schedule | 1000 per year | FY26 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MacBook Air Replacement Schedule | 1000 per year | FY27 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MacBook Air Replacement Schedule | 1000 per year | FY28 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iPad Replacement Schedule | 1000 per year | FY25 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iPad Replacement Schedule | 1000 per year | FY26 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iPad Replacement Schedule | 1000 per year | FY27 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| iPad Replacement Schedule | 1000 per year | FY28 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Windows Workstations | 1,500 | FY24 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ANNUAL COSTS | | | | | | | | | | \$750K | \$1.6 m | \$2.5 m | \$3.4 m | \$3.8 m | | | | | | | | | | | | | | | |

Looking ahead

Chief Security Officer:

Cybersecurity, hacks, and ransomware are very much in the news. Hackers are stealing business and government entities data and demanding ransom if the company or district does not pay the hackers. This type of hacking isn't just a hacker spending hours attacking a system and eventually finding a hole in a businesses defenses. What is even more common is sending an employee who has access to sensitive information an email that tricks them into sending the hacker the data. Or an employee that leaves their computer unlocked or their passwords on their desk.

In larger organizations there is a separate person who heads up the role of Chief Security Officer and reports directly to the head of the organization. The oversight of this role goes beyond just IT systems, as things such as how staff handle documents or files, what they email, what information they give out over the phone, etc. Keeping this as a standalone department avoids the conflict of interest with monitoring a department and also reporting to the manager of that department. Some organizations include physical security in the job responsibilities of this position as well, but in a district our size it should be a separate department. Below is a sample job description of a CSO.

Position: Chief Security Officer (CSO)

Sample Key Responsibilities:

1. Risk Management Leadership:

- Take charge of activities to manage risks and make our district more trustworthy and secure.

2. Security Policy Management:

- Develop and put into action security policies and procedures.
- Handle things like network security, employee education, and monitoring policies.

3. Supervision of Security Network:

- Manage a team of security directors and vendors who protect our assets and information.

4. External Security Audits:

- Work with outside experts to check how good our security is through independent audits.

5. Collaboration with Executives:

- Team up with other leaders to decide on the most important security projects and how much money to spend on them.

6. Government Connections:

- Keep in touch with law enforcement at different levels (local, state, and federal) to ensure good relationships.

7. Incident Response Oversight:

- Plan for what to do if there's a security problem and lead investigations into security issues.
- Help with punishments and legal matters related to security problems when needed.

J. Public Petition
Corey Spaulding
(October 11, 2023)

ITEM: c&p 3-10.1
S.C. MEETING: 12-19-23

ITEM:

Corey Spaulding to request to know how the matter of Federal and State Grants are controlled, appropriated and accounted for as part of the fiduciary responsibility of the School Committee.

PRIOR ACTION:

10-19-23: *On a roll call of 7-0, the petition was referred to the Standing Committee on Finance and Operations.*

BACKUP:

Annex A (1 page) contains the rationale from the Administration.
Annex B (1 page) contains a grant spending overview.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER

PUBLIC SCHOOLS

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Finance & Operations

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

Date: December 13, 2023

Item Number: c&p 3-10 Spaulding

Item: Corey Spaulding to request to know how the matter of Federal and State Grants are controlled, appropriated and accounted for as part of the fiduciary responsibility of the School Committee.

Recommendation: Approve and file

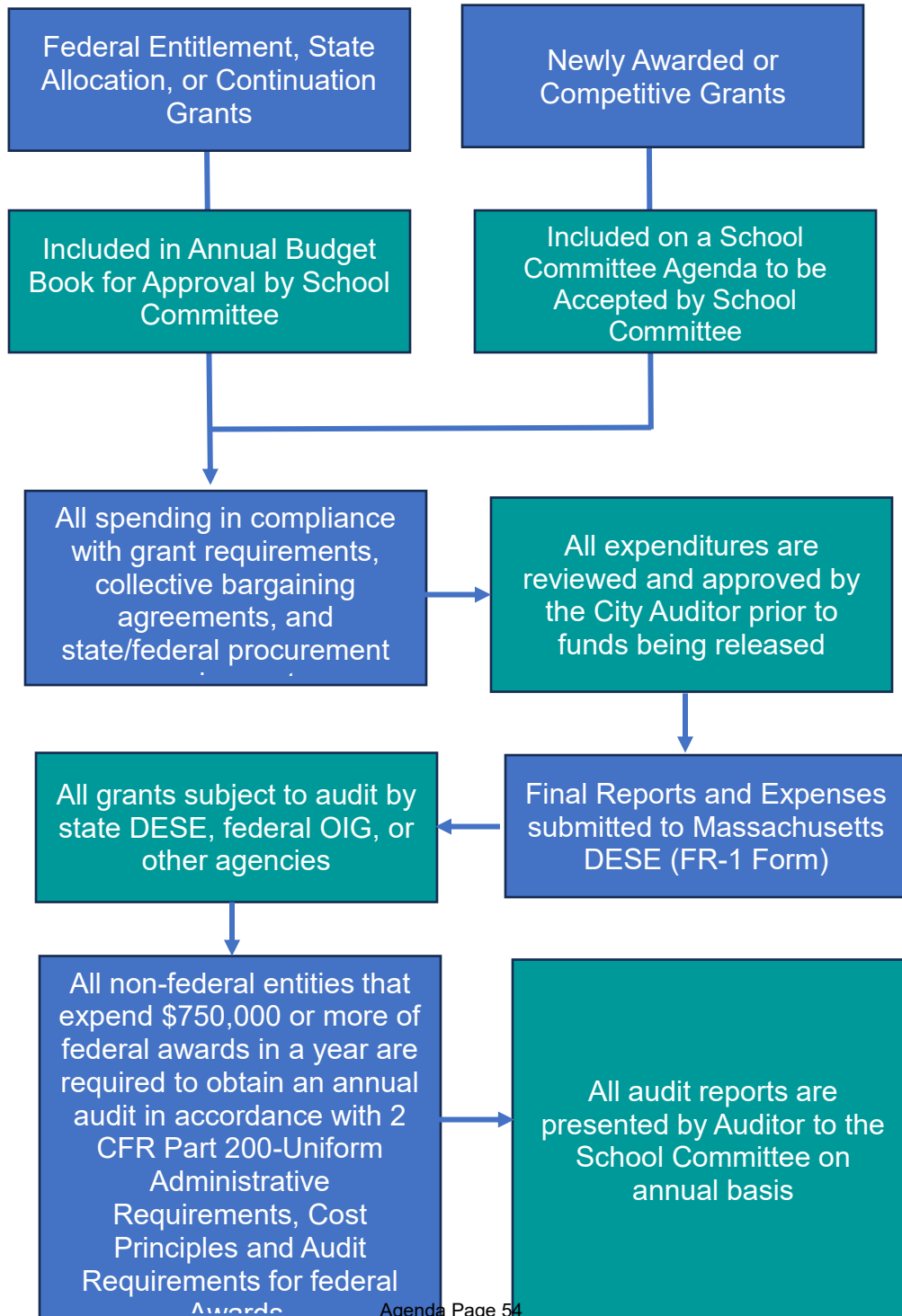
Rationale:

Please see attached: Grant Spending Overview



WORCESTER PUBLIC SCHOOLS

Grant Spending Overview



O. General Business
McCullough
(October 23, 2023)

ITEM: gb 3-241.1
S.C. MEETING: 12-19-23

ITEM:

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.

PRIOR ACTION:

11-2-23: On a voice vote, the item was referred to Finance and Operations.

BACKUP:

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

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER PUBLIC SCHOOLS

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

Date: December 13, 2023
Item Number: gb 3-241
Item: 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.
Recommendation: Approve and file

Rationale:

Regular Inspections

Flagpoles require regular maintenance checks and servicing is essential to extend the life and ensure proper functioning. Whether it's a timber, aluminum, or fiberglass flagpole, it is advisable to conduct an annual maintenance inspection. Consistent inspections are crucial in preventing potential health and safety hazards.

Flagpoles come in various types, and inspections depend on where they are and how they are accessed.

A typical inspection includes:

1. Visually look over the flag pole for obvious damage. Binoculars may be needed to observe hard-to-see spots.
2. Examine the top of the pole by using some sort of lift; i.e. scissor lift, boom lift, or ladder, depending on the height of the flagpole.
3. Examine the halyard system or the system that raises and lowers the flag. This includes the finial (top of the flagpole), pulleys, rope, and the cleat at the base to tie off the rope.
4. Inspect the base or mounting plate to ensure it is securely tightened.

It is recommended that flagpoles be inspected annually by a certified inspector or engineer. The vendors will provide a report of deficiencies. During these checks, we might find issues beyond what was initially planned. We'll report back and suggest solutions, additional visits, and any related costs. These details will be in the inspection report, and a separate quote will be given.

Care and Maintenance

Maintaining flagpoles is a critical practice, and investing time and effort in doing so yields several benefits; prolongs the lifespan, increases safety, improves durability, and minimizes the risk of potential hazards. A flagpole that's dirty, leaning, or damaged detracts from the appeal of the flag it's honoring.

How do you maintain a flagpole?

1. Keep the Pole and Other Components clean.
You can easily remove most dirt and debris by using a garden hose with medium to high pressure. For more stubborn stains or debris, employing soap and water or a mild bathroom cleanser is effective—just be sure to rinse off any excess when you're finished.
2. Inspect the operational parts of the flagpole
It is advisable to routinely inspect key elements such as the winch, pulleys, rope, wire cable, cleat, and halyard to ensure they are in optimal condition and fully operational. If any signs of corrosion or tears in the rope or wire are observed, it is recommended to replace those affected parts immediately.
3. Painting Your Flagpole.
If the flagpole is painted, touch up any chipped or peeling paint to prevent rust. Consider repainting the entire pole every few years for added protection.

Following these flagpole maintenance guidelines will contribute to the sustained excellence of a flagpole. This not only guarantees the secure and proud display of the American flag but also extends the longevity of the entire flagpole structure for many years to come. Regularly following these maintenance practices ensures that your flagpole functions optimally, enhancing its resilience against environmental elements and potential wear and tear. As a result, you can take pride in the enduring display of your flag, knowing that it is supported by a well-maintained and secure flagpole.

J. Public Petition
Doyle
(November 28, 2023)

ITEM: c&p 3-14.1
S.C. MEETING: 12-19-23

ITEM:

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

PRIOR ACTION:

12-7-23: On a voice vote, the petition was referred to Finance and Operations.

BACKUP:

Annex A (1 page) contains the rationale from the Administration.
Annex B (1 page) contains bus capacity data.

RECOMMENDATION OF MAKER:

RECOMMENDATION OF THE ADMINISTRATION:

Approve and file



WORCESTER PUBLIC SCHOOLS

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Finance & Operations

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

Date: December 13, 2023

Item Number: C&P 3-14 Doyle

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

Recommendation: Approve and file

Rationale:

Please see attached backup

The seating capacity of the district’s large school buses, in accordance with

| Bus Type | Number of Bench Seats | Elementary | Secondary |
|-------------|-----------------------|-----------------------------------|-----------------------------------|
| Large Buses | 24 | 71 (3 students per bench seat) | 47 (2 students per bench seat) |

71 students



Some current vehicle capacity is determined by the number of available bus drivers and routes provided by the district.

| | <u>Big Bus Driver</u> |
|------------------------------------|-----------------------|
| Total Employees | 91 |
| Current Routes | 86 |
| The gap between Planned Routes | -5 |
| <hr/> | |
| Total Planned Routes | 101 |
| The gap between Planned Routes | 10 |
| <hr/> | |
| Budgeted Positions | 118 |
| The gap between Budgeted Positions | 27 |
| <hr/> | |
| Target Number of Routes | 101 |
| The gap between Planned Routes | -15 |

To date, the district does not provide a bus monitor for big buses. Bus monitors are assigned to assist students on all mid-size and wheelchair buses. While bus monitors assist students to remain seated on the school bus, when possible disciplinary events occur on the school bus, the issue is reported by the driver (or monitor) to the school administration to address.